



Please reply to:

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Date: 29 September 2021

Notice of meeting

Administrative Committee

Date: Thursday, 7 October 2021

Time: 7.00 pm

Place: Council Chamber, Council Offices, Knowle Green, Staines-upon-Thames, TW18 1XB

To the members of the Administrative Committee

Councillors:

A.J. Mitchell (Chairman)
N. Islam (Vice-Chairman)
C.L. Barratt

R.O. Barratt
C. Bateson
J.R. Boughtflower

R.D. Dunn
M.J. Madams
D. Saliagopoulos

Substitute Members: Councillors I.J. Beardsmore, S.A. Dunn and K.M. Grant

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

Spelthorne Borough Council, Council Offices, Knowle Green

Staines-upon-Thames TW18 1XB

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Agenda

Page nos.

Terms of Reference

The Committee's terms of reference are attached to assist.

1. Apologies for absence

To receive apologies for absence.

2. Disclosures of interest

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

3. Minutes

7 - 8

To confirm the minutes of the meeting held on 01 July as a correct record.

4. Capital Monitoring Report (Qtr 1 April-June)

9 - 12

To note the Capital Monitoring Report 2021/22 Q1 June 2021.

5. Revenue Monitoring Report (Qtr 1 April-June)

13 - 14

To note the Revenue Monitoring Report and the full outturn for 2021/22 and the full variances as at 30 June 2021 by cost centre as reported in Appendix C1 of the report.

6. Corporate Procurement Strategy, Policy & Procedures - for implementation

15 - 84

To review and approve the proposed Corporate Procurement Strategy, Policies and Procedures and agree that these should be implemented accordingly.

7. ICT Storage and Backup Hardware Refresh

85 - 92

To approve the replacement of ICT storage and backup target infrastructure as per Option 2 of the Report and give delegated power to the Group Head of Commissioning and Transformation to appoint a supplier once all the prices have been returned.

8. Elections update

93 - 138

To note the steps taken to implement the Polling Station review and to ensure a COVID-19 secure election took place.

9. Forward Plan

139 - 142

To consider the Forward Plan for committee business.

10. Urgent business

To consider any business deemed as urgent by the chair.

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TERMS OF REFERENCE

All Committees will have the following functions in respect of their respective areas:

- To develop the Council's policy, strategy and budget proposals
- To work at meeting the Council's corporate objectives, as set out in the Corporate Plan.
- To encourage performance improvement in relevant services, consistent with Value for Money principles and within the policy and budgetary framework agreed by the Council. This includes responding appropriately to statutory reports on external inspections and service reviews.
- To develop a full understanding of the functions and services within the Committee's remit
- To facilitate and encourage public participation in the Council's activities by engaging key stakeholders in the Council's processes for decision making.
- To oversee the publication of consultation papers on key issues and ensure that there is appropriate public consultation.
- To consider budget priorities and actions on the delivery of Council services within the overall policy and budgetary framework agreed by the Council.
- To consult with local Ward councillors about policy developments or service initiatives which have a specific relevance to the Committee.
- To support positive relationships and practices through co-operative working with staff.
- To commission studies or the collection of information relating to policy issues (Corporate Policy and Resources Committee) or service delivery (Service Committees).
- Each Committee is limited in authority to grant expenditure to £1 million for any particular project without seeking approval from full Council. Any project must be taken as a whole, and the project cannot be sub-divided into its constituent parts with each being authorised separately to avoid this limit set by this rule.

ADMINISTRATIVE COMMITTEE

Membership

9 members reflecting political balance.

Functions

This committee has responsibility for the following functions of the Council:

- Corporate Services including Communications, Legal Services, ICT, Democratic Services and Electoral Services
- Human Resources, personnel, pensions and administrative arrangements

Amendments

1. The Review of Procurement Strategy & Policies to be amended to reflect it is a Key Decision.
2. The date in the heading of the Forward Plan be amended to reflect that the plan spans for the Municipal year until 26 May 2022.

Additional items

1. An update on the status of the IT infrastructure review to be presented to the Committee on 7 October 2021.
2. A review of programme management to include an update on the status of programmes.
3. A report on the how decisions were made on the locations of and communications around polling stations at the recent election in May 2021.

Administrative Committee

7 October 2021



Title	Capital Monitoring Report 2021/22 – Q1 June 2021
Purpose of the report	To note the above for the Administrative Committee
Report Author	Paul Taylor Chief Accountant
Ward(s) Affected	All Wards
Corporate Priority	Financial Sustainability
Recommendations	<p>This is an abridged copy of the full report to be submitted to the Corporate Policy & Resources Committee at their meeting on 4 October and just shows the capital projects that fall under the Administrative Committee’s remit.</p> <p>The Committee is asked to note the current level of underspend on capital expenditure against its Capital Programme provision as at 30 June 2021.</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 For the quarter ended 30 June 2021 our approved Capital Expenditure Programme for the Administrative Committee was £1,136k. The latest forecast outturn position is £1,1381k, giving a projected aggregate overspend of £2k, as shown in appendix B.

2. Variance analysis

- 2.1 We only report on any significant projected variance over £50k or 20% of budget, whichever is the highest, and as the £2k overspend relates to one project, there is nothing to report.

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.

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.

Appendix A – Administrative Committee Detailed Capital Monitoring Report at 30 June 2021.

CAPITAL MONITORING REPORT AT 30 JUNE 2021

Portfolio / Service Head	Cost Centre	Description	Revised Cumulative Budget 2017-25	Actuals Cumulative 2017-22	Managers Projected Outturn at 30 June	Budget vs Outturn Variance	Comments
Administrative							
Scope of works agreed with Leader, Deputy and MAT in 2020. Phase 1 works to the front of the Council Offices are now complete. Phase 2 (resurfacing of car park area) of works have been suspended by MAT. Phase 3 (new barriers and ANPR) will be going ahead and tender work to be complete in January. New barriers and ANPR system was installed in April 2021, and partial reconfiguration of the front visitors is complete. Further expenditure expected to come from Surveyor looking at Car Park and providing schedule of works to be undertaken (previously suspended phase 2).							
Heather Morgan	42010	KG Car Park Improvements	100,000	60,219	100,000	-	
Jodie Hawkes	43601	SCP Portal	15,000	16,801	16,800	1,800	The extra cost was for our forms software Granacus to implement the integration
Jodie Hawkes	43602	Centro Upgrade - Integra	30,000	-	30,000	-	This is just for the Capita implementation, it has been put off until May 22.
Lisa Stonehouse	43604	Leisure Board	15,000	-	15,000	-	Exploring options for location of board
Alistair Corkish	43506	Scan Digital Rollout	20,000	-	20,000	-	Further investigations are being undertaken. Project is expected to be completed by end of the financial year
Alistair Corkish	43607	Recabling	200,000	-	200,000	-	Initial work is being undertaken with the contractor and an inspection of the site will also take place thereafter. Also awaiting MAT input into way forward
Roy Tilbury	43625	Customer Portal	10,000	-	10,000	-	Please see below
Roy Tilbury	43626	Customer Services Contact Cent	40,000	-	40,000	-	Majority of work has been undertaken in the previous financial year and has been charged against Revenue budget
Roy Tilbury	43629	SharePoint Upgrade	35,000	-	35,000	-	Please see above against 'Customer Services Contact Centre'
Alistair Corkish	43632	General ICT Equipment	65,000	-	65,000	-	Expected to be spent over the course of this financial year (may be required for the terminals)
Alistair Corkish	43635	Storage Area Network	250,000	-	250,000	-	Talks have begun with suppliers and the procurement team
Total			680,000	16,801	681,800	1,800	
Sandy Muirhead	43501	Forward Scanning	20,000	-	20,000	-	Utilise towards minimising paper and becoming more efficient
Sandy Muirhead	43502	Digital Spelthorne	50,000	-	50,000	-	New Project. Digital Strategy is being relaunched after COVID-19
Sandy Muirhead	43512	SharePoint redesign & Relaunch	155,000	-	155,000	-	New Project. A new member of staff supporting SharePoint starts in July and will identify with ICT appropriate spend
Sandy Muirhead	43515	Corporate EDMS Project	231,200	-	231,200	-	Towards infrastructure
Total			456,200	-	456,200	-	
Grand Total			1,136,200	16,801	1,138,000	1,800	

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Regulatory & Administrative Committee



7 October 2021

Title	Q1 Revenue Monitoring Report as at 30 June 2021
Purpose of the report	To note
Report Author	Paul Taylor Chief Accountant
Ward(s) Affected	All Wards
Exempt	No
Corporate Priority	Financial Sustainability
Recommendations	<p>The Committee is asked to note the forecast outturn for 2021/22 as at 30 June 2021 and the full variances by cost centre reported in appendix C! below.</p> <p>(Please note that the individual committees will receive the relevant section of this report at their next meeting, noting that some may receive it before and some after this committee formally meets).</p>
Reason for Recommendation	Not applicable

1. Key issues

- 1.1 This report provides a summary of the forecast outturn position for the financial year 2021-22 as at 30 June, for the Regulatory & Administrative Committee which is showing a projected net under recovery of income (£128k).
- 1.2 The net under recovery of income is further broken down to show the impact of COVID-19 on the Council forecast outturn position
- (a) COVID-19 – a projected net under recovery of income of (£19k).
 - (b) Non COVID-19 a projected net underspend of (£109k).

The forecast outturn shows the projected impact of COVID-19 on Cost of Services as shown in Appendix C1 below and is a mix of under recovery of income and under spend in expenditure, together with significant underspends in employee costs due to unfilled vacancies.

2. Significant Forecast Budget (under)/overspends at year end.

- 2.1 Noting that we are only providing commentary for those budget lines with £20k or more variance.

- 2.2 A projected net overspend and underspend of (£128k) and the significant net variances are as follows:
- (a) Corporate Management – a net projected overspend of £12k, made up of:
 - i) A projected underspend of (£95k) due to unfilled vacancies
 - ii) A projected overspend of £107k due to additional consultant’s fees for the High Street Recovery Plan and reaching a settlement with KPMG for the 2016/17 audit and value for money fees, which were under provided for.
 - iii) A projected over recovery of income of (£25k) and adjusted from the Recharge of Central Support costs to KGE
 - (b) Democratic Rep & Management – a net underspend of (£41K) due to savings in members allowances, whilst meeting virtually due to COVID-19.
 - (c) ICT – a projected net underspend of (£20k) due to a vacant post, offset by additional overtime payments to existing staff who are maintaining the departments service levels.
 - (d) Land Charges – a net underspend of (£70k), consisting mainly of a projected over recovery of income of (£60k) following the transfer for Land Charges to HM Land Registry, for a one-off receipt.
 - (e) Legal – a net underspend of (£12k) made up as follows:
 - i) A net underspend of (£25k) due to maternity cover, being partially covered by temporary staff.

3. Other considerations

3.1 None.

4. Equality and Diversity

4.1 Not applicable.

5. Sustainability/Climate Change Implications

5.1 Not applicable.

6. Timetable for implementation

6.1 Not applicable

Background papers: There are none.

Appendices:

Appendix C1 – Net Revenue Budget Monitoring for the Regulatory & Administrative Committee at 30 June 2021.

Administration Committee



7 October 2021

Title	Corporate Procurement Strategy, Policy and Procedures
Purpose of the report	To make a decision
Report Author	Hilary Gillies Corporate Procurement Manager
Ward(s) Affected	All Wards
Exempt	No
Exemption Reason	N/A
Corporate Priority	Financial Sustainability / This item is not in the current list of Corporate Priorities but still requires a Committee decision
Recommendations	<p>The Administration Committee is asked to:</p> <ul style="list-style-type: none"> Review, and approve the proposed Corporate Procurement Strategy, Policies and Procedures and that these should now be implemented accordingly.
Reason for Recommendation	<p>The attached Corporate Procurement Strategy, Policy and Procedures provide strategic intentions and guidance for all of Spelthorne's procurement activity, linked to the revised Contract Standing Orders, approved by Council on 15 July.</p> <p>The documents will support the delivery of improved value for money, enable local economic recovery and provide enhanced contract compliance through our procured contracts, whilst also addressing actions recommended by the Internal Audit.</p>

1. Key issues

- 1.1 The Corporate Procurement Strategy, Policy and Procedures outline the Council's approach to procurement. They propose the measures we will take to ensure that:
- we achieve value for money in all of our third party spend;
 - we fully consider local suppliers and the wider local economy, to enable economic recovery within the Borough;
 - we improve the environmental, social and economic impact of all our procurement activities;

- (d) we manage our contracts effectively and transparently, minimising risk, achieving maximum contract benefits and maintaining good contract data.
- 1.2 The Procurement documents appended to this report enhance the actions taken in response to the Internal Audit of Procurement carried out in May 2019. The Audit recommendations focused on improving contract compliance and maintaining a contracts' register; implementing procedures and monitoring compliance against these; and monitoring contract performance.
- 1.3 Council approved the revised CSOs on 15 July 2021. The new Procurement Strategy, Policy Procedures are based on these CSOs and support officers in achieving greater value for money and improved compliance, and delivering our Corporate Priorities.
- 1.4 A list of the current draft Procurement Procedures is included at Appendix A. Other Procedures will be added as the need arises. Several template documents (e.g. an outline Specification of Requirements) have also been developed to support the Procedures.
- 1.5 A number of key objectives will be met by the approval and implementation of the Procurement Procedures:
 - (a) At the most basic level, the Procedures provide clear and compliant support and guidance for our commercial and procurement activity, and address the actions recommended in the Internal Audit;
 - (b) They introduce an increased level of environmental, social and economic sustainability into the procurement of works, goods and services, with a focus on local and SME businesses, and reduced environmental impact;
 - (c) As services will be required to provide (as far as possible) their procurement intentions in advance of the start of a new financial year (02_Developing the Procurement Plan), there will be greater opportunity for a more efficient approach to market, achievement of procurement efficiencies, and for doing more with less, or the same, funds. Improved planning will also ensure more appropriate use of Corporate Procurement's resources with a focus on the larger, more complex projects;
 - (d) The introduction of the '06_Managing Contracts' procedure will compel the periodic review of our key contracts, ensuring that performance requirements are being met, liabilities accurately accounted for, and that business continuity is achieved through timely re-tendering.
- 1.6 The Administration Committee is asked to review and approve the Procurement Procedures.

2. Options analysis and proposal

2.1 Option 1 – Do nothing

This option assumes that there is no requirement for a Procurement Strategy, policies or procedures.

However, the Procurement Strategy is a response to the Corporate priorities. It is a declaration of our intention to ensure best value is achieved from all our procurement activities, to comply with internal financial regulations and with all current legislation, and to fully consider a wide range of environmental, economic and social value issues. The Procurement Procedures are a response to requests from officers for guidance in carrying out their own procurement activities.

There are several risks to this 'do nothing' approach:

- The Council's spend with third party providers represents a significant opportunity to achieve our Corporate Priorities. By not setting out our intentions in the Procurement Strategy, our procurement and commercial activity may fail to tap into this potential;
- A lack of clear procedures may result in non-compliance in our tendering, which may risk challenge from the market, delaying delivery of services;
- Failure to plan our procurement adequately reduces our ability for sounding out the market, and achieving optimal value for money
- Lack of formal contract management means that we are unable to demonstrate the effectiveness of our contracts to achieve the desired outcomes and value for money.

2.2 **Option 2 – Administration Committee approves the Procurement Strategy, Procurement Policy and attached suite of Procedures for the management of SBC's procured contracts, and supports the approach to their implementation.**

This option recognises the need to provide assurance of commercial and procurement best practice, to deliver value for money and to implement controls and governance arrangements for the effective management of our contracts.

The Strategy and Procedures fully acknowledge the new CSOs, with a particular focus on the delivery of our 'Recovery' priority: delivering social value, advertising and reserving procurements for local and small businesses, planning our procurements to ensure improved market engagement and tracking benefits proposed by suppliers when they bid.

The Strategy and Policy are drafted as a set of high level intentions and principles, easy to understand and follow. There has been consultation across the organisation with key stakeholders who have provided feedback on the content and design of the policies and procedures.

The risks of this option are considered relatively low:

- Procedures may become outdated: Corporate Procurement have planned for the regular review of the Procedures to ensure they are current and fit for purpose;
- Lack of awareness of the new Procedures: Corporate Procurement has a planned communication programme to take place after the Procedures are approved;

- Procedures not understood and therefore not used: Corporate Procurement has planned Training sessions to take place, targeting frequent users or those less familiar with the correct process. Training will be provided regularly, and officers' obligations emphasised.

2.3 **Option 3 - Administration Committee approves the proposed documents, with suggested amendments.**

2.4 **Option 2** is recommended.

3. Financial implications

3.1 There is some small investment required to enable the effective implementation of the Procurement Strategy and procedures:

- (a) There is a requirement to implement a new, fit-for-purpose e-tendering and contract management system to replace the current system (In-tend) which is not suitable for a devolved procurement environment (it is not an intuitive system and is difficult for officers across the organisation to use).

A soft market testing exercise indicates that we can replace the system for approx. £5k per annum. This would be cost neutral in the next financial year as the current system has the same cost.

- (b) A growth bid will be made for an additional resource for the team. This is planned to be a Procurement Apprentice, which will partly offset the Apprenticeship Levy payments, and work towards succession planning in the Procurement team.

3.2 These measures will:

- (a) allow improvements in tendering and contract management, ensuring that proposed financial and social value benefits are delivered;
- (b) enable the implementation of a database of contract information to help the Council fulfil its obligations under the Local Government Transparency Code.
- (c) provide contract continuity. The new e-tendering and contract management system alerts / prompts officers to re-tender their contracts in good time.

4. Other considerations

4.1 The Procurement Strategy, Policy and Procedures provide additional assurance of improved contract compliance and control of our third party spend.

4.2 The Corporate Procurement team – working closely with the Economic Development team - will enhance its communications with local economic providers, providing guidance on responding to bids, identifying opportunities

which may be of interest (enabled by our procurement planning), and increasing our understanding of the goods services and works providers throughout the borough.

- 4.3 Briefing and training sessions on the Strategy, Policies and Procedures will be offered to all Councillors

5. Equality and Diversity

The Procurement Strategy, Policy and procedures are designed to allow greater access to small & medium enterprises (SMEs) and local businesses to compete for the Council's commercial opportunities. The Social Value procedure will ensure that additional benefits, commensurate with the size and value of a project, are delivered. This value will be tracked.

6. Sustainability/Climate Change Implications

- 6.1 The Procurement Strategy, Policy and procedures have been designed to further consider of all aspects of sustainability. Stakeholder comments requiring enhanced climate change considerations have been incorporated into the documents.

7. Timetable for implementation & Measuring Success

- 7.1 The timetable below provides an outline for the implementation of the Procedures.
- 7.2 It is important that we monitor the success of the Procedures following their implementation, and Corporate Procurement will develop Key Performance Indicators (KPIs) to track performance. These will be presented to the Administration Committee for discussion prior to implementation.
- 7.3 It is proposed that performance against the KPIs will be reported to the Administration Committee every six months.

ACTION	2021/22									2022/23								
	A	M	J	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	A	M	J	J	A	S	O
Drafting of CSOs, Procurement Strategy, Policy & Procedures	■																	
Policies circulated for stakeholder review	■																	
Amendments and comments incorporated	■																	
Report to MAT				■														
CSO training sessions																		
Report to Admin Committee						■												
Actions from Admin Committee						■												
Communication of Procedures across the organisation						■	■											
Training sessions for Procedures																		
Develop Performance measures (impact of Procedures)								■	■	■								
Approval of performance measures at Admin Cttee											■							
Baselining of Local Spend / Control period				■	■	■												
Start tracking Local Spend																		ONGOING
Source new e-tendering and Contract Mgt system				■	■	■	■	■	■	■								
Recruit apprentice (subject to approval to proceed)						■	■	■	■	■								
Sample and check effectiveness of procedures												■	■	■	■			
Actions to improve effectiveness of procedures																		ONGOING
Review and update policy and procedures																		■
Performance reporting (6 monthly)																		■

01/04/2022 Commencement of performance monitoring

Background papers: None

Appendices:

Appendix A – List of SBC Procurement Policies and Procedures

Appendix B - Procurement Strategy

Appendix 01 - Procurement Policy

Appendix 02 - Developing the Procurement Plan

Appendix 03 - Delivering Social Value through Procurement

Appendix 04 - Advertising & Reserving Spelthorne Procurement Opportunities

Appendix 05 - Using SBC's framework agreements

Appendix 06 - Managing Contracts

Appendix 07 - Request for Quote and Tender Process

APPENDIX A – LIST OF SBC PROCUREMENT POLICIES AND PROCEDURES

Phase	Policy / Procedure	Development Status
1	01_Procurement Policy	COMPLETE
1	02_Developing the Procurement Plan	COMPLETE
1	03_Delivering Social Value through Procurement	COMPLETE
1	04_Advertising and Reserving Spelthorne Procurement Opportunities	COMPLETE
1	05_Using SBC's Framework Agreements	COMPLETE
1	06_Managing Contracts	COMPLETE
1	07_Request for Quote and Tender Process	COMPLETE
2	08_Procurement Due Diligence Checklist (Suppliers)	NOT STARTED
2	09_Managing Risk in Procurement projects	UNDERWAY
2	10_Drafting a Specification of Requirements	UNDERWAY
2	11_Exemption Reporting	NOT STARTED
1	Contract Standing Orders and Financial Regs	COMPLETE
1	Procurement Strategy	COMPLETE
1	Template: Specification of Requirements	COMPLETE
1	Template: RFQ (small value projects)	COMPLETE
2	Template: Exemption Report	UNDERWAY

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APPENDIX A – LIST OF SBC PROCUREMENT POLICIES AND PROCEDURES

Phase	Policy / Procedure	Development Status
1	01_Procurement Policy	COMPLETE
1	02_Developing the Procurement Plan	COMPLETE
1	03_Delivering Social Value through Procurement	COMPLETE
1	04_Advertising and Reserving Spelthorne Procurement Opportunities	COMPLETE
1	05_Using SBC's Framework Agreements	COMPLETE
1	06_Managing Contracts	COMPLETE
1	07_Request for Quote and Tender Process	COMPLETE
2	08_Procurement Due Diligence Checklist (Suppliers)	NOT STARTED
2	09_Managing Risk in Procurement projects	UNDERWAY
2	10_Drafting a Specification of Requirements	UNDERWAY
2	11_Exemption Reporting	NOT STARTED
1	Contract Standing Orders and Financial Regs	COMPLETE
1	Procurement Strategy	COMPLETE
1	Template: Specification of Requirements	COMPLETE
1	Template: RFQ (small value projects)	COMPLETE
2	Template: Exemption Report	UNDERWAY

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Corporate Procurement Strategy

Hilary Gillies

Corporate Procurement Manager

August 2021

Corporate Procurement Strategy

Contents

- Corporate Procurement Mission Statement
- Current Position
- How we'll deliver improved VFM, Sustainability and Compliance
 1. Developing Policies & Procedures
 2. Training Supporting & Challenging
 3. Planning
 4. Contract Management
 5. Risk Management
- Embedding the Strategy

Corporate Procurement Mission Statement

Corporate Procurement will build strong relationships with our stakeholders to deliver Spelthorne's Corporate Priorities and Corporate Values by:

- Sourcing the right commercial solutions to deliver improved whole life Value for Money, Sustainability and Compliance;
- Managing risk and ensuring process and contract compliance



Current position

- Service is well-used, but officers require too much support for lower value projects, which stretches the limited resources in the devolved Procurement setting
- Limited consideration of Sustainability in our projects
- Spend data is available; categorisation is manual and labour intensive (therefore not frequent enough)

Page 28

Contracts database currently in Excel, and not up to date

- Off-contract / maverick spend requires stronger procurement project discipline and support
- There is a real appetite for use of the service. Service offer limited by systems and resources to get to a strategic level
- There are around 50 live smaller projects but a lack of visibility of the pipeline of large projects

How we'll deliver improved VFM, Sustainability and Contract Compliance

We have identified 5 key steps to delivering Value for Money, increase Sustainability and achieve better Contract Compliance, and which have a link back to at least one of the Corporate Priorities:

Page 29

1. Developing Policies & Procedures - which strengthen our commitment to obtaining value for money; stimulate the local economy, improve sustainability and achieve contract compliance
2. Training, Supporting & Challenging – to enable officer capability
3. Project Planning - to ensure best use of resources and support efficiency gains
4. Contract Management – to ensure delivery of contractual commitments and continuous improvement
5. Risk Management – Management



1. Policies & Procedures. We will:

- develop and communicate clear Policies and Procedures that align with the revised Contract Standing Orders (CSOs) and with the Public Contracts Regulations (PCR) 2015
- ensure that Sustainability is suitably considered in all of our projects
- consult with stakeholders to ensure the Procedures are fit for purpose
- seek Committee approval for the Procedures and communicate these via Spelnet

Page 36

CSOs have been re-drafted to mandate the use of local providers for spend of £5k or less, enabling economic recovery within the borough (Community and Recovery). They also reflect the requirements of the PCR 2015 and the spend thresholds and associated compliant routes to market.

We have drafted a set of Policies and Procedures with solid Social Value, Local & SME, and Environmental principles and which further contribute to the delivery of all four Priorities.



2. Training, Supporting and Challenging.

We will:

- provide training in and communication of the procedures to ensure a common understanding throughout the organisation, with a devolved approach to Procurement
- support and challenge, using best practice and commercial judgment to ensure a sustainable and commercially viable outcome for all our procurement projects.

We will support officers to obtain best outcomes from project delivery through training and improving access to easy-to-use procedures.

Officers will be required to attend basic training sessions to then undertake procurements over £5k. This will raise awareness and ensure that we all achieve best value – supporting the Council’s own financial Recovery - and procure compliantly.

3. Planning. We will:

- develop a 3-year Corporate Procurement Plan of continuous improvement
- collect Service Plan information to enable us to support Services' procurement intentions and identify opportunities for efficiency gains
- develop our knowledge of our key markets, to enable the best approach
- develop knowledge of, and relationships with, local businesses, in key areas identified by the service plans
- measure performance and the impact of the policies and procedures.

The development of a Procurement Plan, capturing all Services' procurement intentions will allow us to resource larger projects – including contract re-tendering – more effectively.

Advance notice allows us to develop a greater understanding of the markets, carry out soft market testing, develop a sourcing strategy and identify efficiencies.

It will also enable us to identify areas for consolidated spend and develop much more detailed specifications of requirements to achieve all of our Corporate Priorities.



4. Contract Management.

We will take into account Audit recommendations and:

- analyse our spend data to baseline contract compliance (spend on contract / PO);
- categorise our spend data to allow improved, and more frequent analysis, greater opportunity for efficiencies, consolidation and greater leverage;
- procure an intuitive e-tendering and contract management system that can be used across the organisation
- review 'live' contracts to ensure benefits are delivered and to track contract liabilities.

Page 35
Improved and more frequent spend analysis will allow us to check our effectiveness and identify levels of compliance (e.g. non- local suppliers for smaller value spend; the value and percentage of spend which is covered by a contract or purchase.

Categorising our spend data will highlight areas for consolidation and improved contract leverage.

Tracking contract performance, and ensuring that proposed benefits are being delivered, will optimise Value for Money, Sustainability and Compliance and contribute towards the delivery of all Corporate Priorities



5. Risk Management. We will:

- regularly (every 6 months) review our top 20 key supply chain partners, against our Due Diligence checklist
- check and measure performance of key contracts against the Specification and the provider's tender
- regularly review and update our procedures to ensure relevance against legislation and Corporate Priorities and Corporate Values.

Page 34

We will ensure that risks are managed in line with the Corporate Risk Register.

We will work with our stakeholders to develop the right approach to contract and supplier relationship management for our top 20 suppliers by value and / or strategic importance.

Embedding the Corporate Procurement Strategy

Next Steps 1

Agreeing and implementing the 3-Year Corporate Procurement Plan

We have developed a 3-year Corporate Procurement Plan which sets out the high level intentions and actions to support the delivery of this strategy. See next page.

The Plan identifies the building blocks we need to implement in the first year to enable our success.

3 Year Plan

2021 / 2022

2022 / 2023

2023 / 2024

Develop & Launch Strategy

Draft Procurement Strategy

Revise Contract Standing Orders

Draft Policies, Procedures & guidance documents (the Documents)

Consult on all Documents

PRESENT FINAL DOCUMENTS TO ADMIN COMMITTEE (OCT 2021)

Review and amend Documents as required

Develop Corporate Procurement intranet page and publish Documents

Carry out officer training in Procedures

Source Contract Management System

Launch Procurement Strategy

Recruit Procurement Apprentice

Agree Key Measures of success

Embed the Strategy & Baseline measures

Implement Contract Management system

Develop and resource Procurement Plan

Baseline Key Measure

Develop Spend Analysis

Get Audit assurance on baseline numbers

Populate Contract Management System

Draft measure for contract liabilities

Develop efficiency savings strategy

Contract Management Plan

Refresher training

Review and update Procedures

Continuous Improvement

Measure Performance against targets

Review and resource Procurement Plan (incl Contract Re-tendering)

Re-baseline Procurement Measures

Review and resource Procurement Plan

Review Contract Management performance and re-baseline liabilities

Review and update Procedures

Refresher training

Embedding the Strategy

Next Steps 2: What we need

We have identified two key actions that will enable the effective delivery of the Strategy:

- Procurement of a new, intuitive e-tendering and Contract Management System that can be used across the Council, by officers doing their own low value Requests for Quote (RFQs) and by Corporate Procurement for more complex tendering.

This would replace the current system (In-tend), which does not have an adequate contract management system, and is difficult to use for low value RFQs.

- Recruitment of a Procurement Apprentice to support the actions of the 4-year plan, including categorising spend, developing and maintaining a contract management database and tracking contract benefits.

END

- Annex 1 – Costs of enabling requirements (to be removed post-Strategy implementation)

Annex 1 – Costs of Enabling Requirements

This page to be removed when implemented

Next Steps 2: Costs of What we need

- Procurement of a new, intuitive e-tendering and Contract Management System that can be used across the Council, by officers doing their own low value Requests for Quote (RFQs) and by Corporate Procurement for more complex tendering.

This would replace the current system (In-tend), which does not have an adequate contract management system, and is difficult to use for low value RFQs.

Cost of the new system is the same as the for the current system (£5k per annum), although in year 1 there would be a slight cost overlap

- Recruitment of a Procurement Apprentice to support the actions of the 4-year plan, including categorising spend, developing and maintaining a contract management database and tracking contract benefits.

Cost of the additional FTE (Apprentice) is estimated at £22,500 pa + on costs

Page 39

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Spelthorne Borough Council
Procurement Policies & Procedures

DRAFT

01_Procurement Policy

Spelthorne Borough Council Procurement Policy

This Procurement Policy is designed to support the delivery of Spelthorne Borough Council's Procurement Strategy. The Policy is supported by the Council's Contract Standing Orders (CSO's) and the Procurement Procedures listed at Appendix A.

As a Council, with the support of Corporate Procurement we will:

- ensure compliance with Contract Standing Orders and the Public Contracts Regulations (PCR) 2015, consulting with Corporate Procurement and Legal Services where required¹ and at the earliest opportunity.
- so far as is permitted in law, promote sourcing from the local supply chain, recognising that our procurement decisions can significantly and positively impact on local economic development.
- source works, goods and services at the lowest cost for the required quality to effectively demonstrate value for money for all our residents and the wider community.
- ensure that our procurement and commercial activities are open, transparent and fair, and carried out with the utmost integrity.
- give due consideration to sustainability in all our procurement activities and make procurement decisions based on a balance between economic, social and environmental factors.
- work with local providers to raise awareness of our procurement intentions to support economic development within the Borough.
- consider opportunities for social value, appropriate to the type, size and value of the contract, in all of our procurements.
- seek to minimise the environmental impact of our procurement projects. Our supply chains shall, for example, obtain materials from sustainable sources and seek to limit carbon emissions.
- demonstrate effective management of our contracts, ensuring that they deliver the intended benefits and outcomes, and re-tendering in sufficient time to minimise risk and ensure business continuity.
- monitor our major supply chains to ensure their social and ethical responsibilities align with the Council's principles.
- produce an annual Procurement Report, providing details of performance against these Policy intentions.

¹ See CSOs which stipulate when Corporate Procurement must be consulted

Appendix A – Procurement Procedures

Contract Standing Orders
Procurement Strategy
Procedures as below:

Policy / Procedure
01_Procurement Policy
02_Developing the Procurement Plan
03_Delivering Social Value through Procurement
04_Advertising and Reserving Spelthorne Procurement Opportunities
05_Using SBC's Framework Agreements
06_Managing Contracts
07_Request for Quote and Tender Process
08_Procurement Due Diligence Checklist (Suppliers)
09_Managing Risk in Procurement projects
10_Drafting a Specification of Requirements
11_Exemption Reporting
Contract Standing Orders and Financial Regs
Procurement Strategy
Template: Specification of Requirements
Template: RFQ (small value projects)
Template: Exemption Report

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Spelthorne Borough Council
Procurement Policies & Procedures

DRAFT 02_Developing the Procurement Plan

Developing the Procurement Plan

CONTENTS

1.	Introduction2
2.	Purpose2
3.	Considering and Budgeting for Procurements & Contracts2
4.	Procurement Project Savings and Social Value3
5.	References to other SBC Policies3
Appendix A	Budgeting & Planning of Contracts Procurement Projects4
Appendix B	Procurement & Contracts Review Meeting template5
Appendix C	Approval process for new (non-urgent) Procurement projects6

1. Introduction

This procedure outlines the process for developing a plan for procurement projects across the whole organisation. It outlines the importance of securing procurement project budgets; of planning any proposed procurement activities in good time; involving Corporate Procurement when required and as early as possible in any large, high value, strategic and / or complex procurements; and planning the re-tender of existing contracts to ensure business continuity.

A procurement project is any project which entails the acquisition of goods, works and services from an external third party (supplier).

Procurement projects, depending on their value, require support from Corporate Procurement and / or Legal Services.

2. Purpose

Except where Contract Standing Orders (CSO's) require support from Corporate Procurement or Legal Services¹, responsibility for procuring works, goods and services in SBC is largely devolved across the Council. Officers are responsible for carrying out a compliant procurement project and achieving value for money.

To enable Corporate Procurement to adequately support projects as required, as much advance notice as possible should be given of any planned projects. This allows for project planning and resourcing, and also identifies any duplicate projects (groups or teams buying the same kind of thing) which could be combined as one requirement. It also allows sufficient time to understand the market, in order to achieve value for money.

3. Considering and Budgeting for Procurements and Contracts

Council teams need to undertake their financial and budget planning well in advance of the coming financial year, in order to align with the budget setting process. Appendix A (Budgeting

¹ CSOs state that all projects above £40,000, and those where the opportunity is to be advertised, require support from the Procurement team.

& Planning of Contracts & Procurement Projects) details a proposed timetable and process for this.

Corporate Procurement will contact Group Heads and their Managers in the early autumn to understand:

- arrangements required to renew expiring contracts, if required;
- proposals for the procurement of any new requirements and contracts;
- exit strategies for major contracts, especially where this may have a financial impact.

Teams will need to ensure that they have approved budgets for any continuing contracts and any new planned procurements they wish to undertake in the next financial year.

Any large unplanned projects (that could reasonably have been foreseen) may risk delay if the Procurement Team is unable provide support in the required timescales

Appendix B has a draft of the form to be used for the Procurement & Contracts discussion.

Once discussions have taken place with all teams across the Council, the draft Procurement Plan, with all procurement and contract intentions will be presented to Management Team for final sign off. This early indication of potential projects will enable the Procurement Team to plan and adequately resource all projects in the most appropriate timescales, allowing contract continuity and market engagement where required.

Appendix C details the process for the drafting of project requirements, the approval process, and the methods by which the Authority will develop and approve its procurement plan for the coming financial year.

4. Procurement Project Savings and Social Value

The early agreement of project and contract budgets and the project plan provides much greater opportunities for market management, which in turn will give greater opportunities for achieving procurement savings. As a general rule, new procurement projects should aim to achieve a 10% saving against the agreed budget.

Early project planning will also provide improved opportunities for the achievement of social value benefits. As a general rule, we should aim to achieve £1 of social value for every £100 of project cost.

5. References to other SBC Policies

Contract Standing Orders

SBC_PP_08 Complying with the Public Contracts Regulations (PCR) 2015

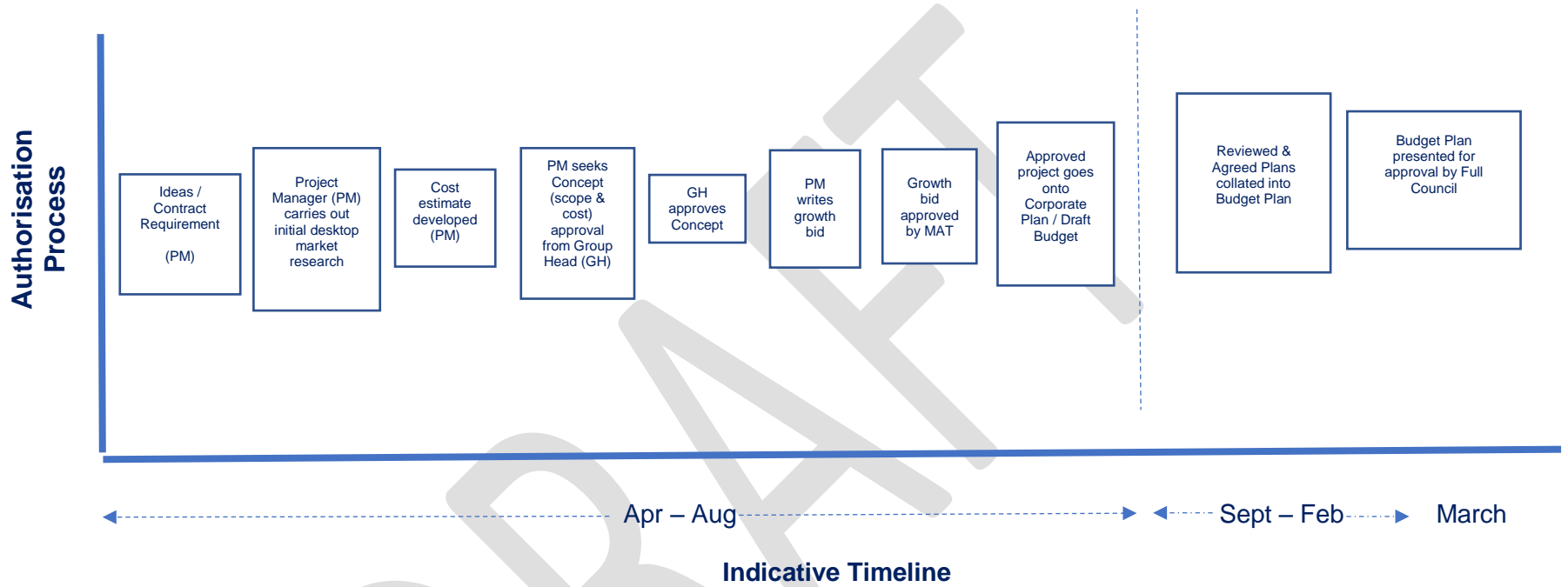
Appendix A – Budgeting and Planning of Contracts and Procurement Projects

Timing	Activity	Responsibility	
August / September	<p>Procurement team contracts Council Teams asking them to review their current contracts and consider any new requirements that they may need with a view to procuring within the next financial year.</p> <p>Some support may be required from the Procurement Team to undertake some initial market sounding to inform cost and procurement approach to be taken.</p>	Group Heads and Team Managers	
August / September	Set up meeting to discuss requirements	Procurement team	
September / October	Joint meeting between Procurement and Council Teams	Group Heads, Team Managers and Procurement Teams	
October	Draft Procurement Plan for following year is put together, and provided to MAT for information and sign off (NB this is not budgetary approval)	Procurement Team	
November - February	Teams put together their budgets, including any requests for anticipated procurement and contracts (Growth Bids)	Group Heads and Team Managers	
November - February	MAT and peer review of requests for budget / Growth Bids	MAT+	
February / March	Team budgets agreed, including the scope and cost of any planned procurements and contracts	MAT, Full Council	
March	Procurement Plan finalised based on agreed project budgets	Procurement Teams	

Appendix B - Procurement & Contracts Review Meeting Template

Procurement & Contracts Review Meeting							
Team				Group Head			
Meeting attendees				Managers			
Details of Existing Contracts							
Contract Name	Supplier	Contract Start Date	Contract End Date	Options for Extension	Are extensions to be used?	Annual Value	Total Contract Value
Details of new Requirements							
Requirement	Estimated Cost	Requirement start date	Growth Bid agreed?	Project Manager	Contract Duration	Annual Contract Value	Total Contract Value
Details of Contract Extensions and / or Variations							

Appendix C - Approval Process for new (non-urgent)² Procurement Projects



² Projects which are planned and can wait for the new financial year planning cycle



Spelthorne Borough Council
Procurement Policies & Procedures

**DRAFT 03_Delivering Social Value
through Procurement**

Delivering Social Value through Procurement

Version	v 0.1
Author	Hilary Gillies Corporate Procurement Manager
Date Approved	
Review Date	

CONTENTS

1.	Introduction1
2.	Purpose1
3.	What is Social Value in Procurement1
4.	Specifying Social Value outcomes from your Procurement project2
5.	Tracking Social Value benefits2
6.	References to other SBC Policies3
Appendix A	National TOMs (Themes, Outcomes and Measures)4
Appendix B	Social Value Benefits Tracking Template6

1. Introduction

The Public Services (Social Value) Act 2012 came into force on 31 January 2013. It requires public authorities to ‘have regard to economic, social and environmental well-being in connection with public services contracts’.

With effect from September 2020, there is an expectation that contracts which fall under the Public Contracts Regulations (PCR) 2015 should explicitly evaluate Social Value (as well as quality and price criteria) rather than to simply ‘have regard’ to this.

2. Purpose

This Procedure (Delivering Social Value through Procurement) is designed to help Spelthorne Borough Council (SBC) procuring officers to identify the opportunities for delivering social value – either through the way we procure; how we specify our requirements; or how we engage with the provider market - in order to maximise the benefits delivered for our community.

3. What is Social Value in Procurement?

Social value through Procurement is regarded as the wider, additional social, economic and environmental benefit which can be secured through the procurement or commissioning of works, goods and services.

As a public sector organisation with a large influenceable spend across a wide range of markets, SBC is well-positioned to secure social value benefits through the procurement of its contracts, delivering positive enhancements to the wider Spelthorne community.

Before starting the procurement process, officers should consider the social value which the procurement might offer. Whilst the primary aim of any procurement is to deliver the best commercial outcome (that is, the best quality achievable for the most suitable price), social value can often be delivered at little cost or burden to the provider. In particular, as communities start to recover post-COVID-19, social value benefits could potentially have a huge impact.

The National Social Value Task Force, sponsored by the Local Government Association (LGA), published the National Social Value Measurement (National TOMs) Framework in 2017. The TOMs (Themes, Outcomes and Measures) identify and measure social value delivery through a procured contract, whereby each benefit opportunity is given a measurable value under 1 or more of 5 themes:

- Promoting Skills and Employment
- Supporting the Growth of Responsible Local Businesses
- Creating Healthier, Safer and More Resilient Communities
- Protecting and Improving our Environment
- Promoting Social Innovation

Further information can be found at Appendix A and here:

<https://www.local.gov.uk/sites/default/files/documents/District%20Councils%20Social%20Value%20Toolkit%20Final.pdf>

4. Specifying Social Value outcomes from your Procurement project

When procuring your new contract for works, goods or services, you should always try and include social and environmental aspects into the key evaluation criteria.

However, for contracts which are subject to the Public Contracts Regulations 2015, social value **must** contribute to a minimum of 10%¹ of the award criteria. So, for example, the award criteria may be structured as follows:

Technical / Quality Criteria	50%
Price	40%
Social Value	10%

The subject-matter of the method statement questions used to evaluate supplier capability to deliver the contract must be relevant to the subject-matter of the contract.

Social value requirements also need to be proportionate; for example, it would not be proportionate to ask a provider to take on 3 apprentices at a cost of £15,500 per year for a 1-year contract worth £50,000.

In the same way, a build contractor who has won a contract worth £25,000,000 over 2 years should be asked to provide a minimum number of apprenticeships, local employment

¹ The only permissible exception to this minimum 10% of the overall score rule is where pre-market engagement demonstrates that the approach would significantly reduce competition due to a lack of market maturity in delivering social value.

opportunities and training placements, in addition to a range of other social value deliverables, suited to a build contract.

The model at Appendix A gives further information about the type of social value benefits that could be required from the delivery of your tendered contract. If you are not clear how to include subject-related, proportionate benefits into your contract requirements, contact the Procurement Team at Procurement@Spelthorne.gov.uk.

5. Tracking Social Value benefits

It is as critical to check the social value benefits delivered through your projects as it is to specify them in the project procurement requirements, and officers with responsibility for the management of any contracts should track accordingly.

Stipulating that it is the provider's responsibility to monitor, measure and report their own performance against social value targets and specifications can reduce the burden on SBC's own resources to do so.

The Contract Manager should plan to discuss performance against the social value targets regularly, and this should be a standing item on the contract management meeting agenda.

A template for the recording of social value benefits is included at Appendix B. Contract Managers are required to monitor social value delivery and report the benefits achieved against the contractual requirements on a regular basis, on a frequency to be determined according to the contract length, but no less frequently than every six months, and preferably quarterly.

6. References to other SBC Policies and other resources

Contract Standing Orders
01_Procurement Policy
04_Advertising and Reserving Spelthorne Procurement Opportunities

Link to Local Business Directory:
<https://sbf.biz/directory/>

Contact Procurement@spelthorne.gov.uk for any further information

Appendix A – National TOMs (Themes, Outcomes and Measures) Minimum Requirements for inclusion in a procurement

Ref.	Measure – Proposed Minimum Requirements	Unit	Value
NT1	No of local people (FTE) employed on the contract for 1 year or the whole duration of the contract, whichever is shorter	No. of people FTE	
NT2	% of local people employed on the contract (FTE)	% local	
NT3	No. of employees (FTE) taken on who are long term unemployed (unemployed a year or longer)	No. of people FTE	
NT4	No. of employees (FTE) taken on who are not in employment, education or training (NEETs)	No. of people FTE	
NT5	No. of employees (FTE) taken on who are rehabilitating young offenders (16-24 yrs.)	No. of people FTE	
NT6	No. of employees (FTE) created for people with disabilities	No. of people FTE	
NT7	No. of hours dedicated to supporting unemployed people into work by providing career mentoring, including mock interviews, CV advice and career guidance (over 24 yrs.)	No of hours x no of attendees	
NT8	Local school and college visits e.g. delivering careers talks, curriculum support, literacy support, safety talks (no of hours includes preparation time)	No of staff hours	
NT9	No of training hours on contract (BTEC, City & Guilds)	No of weeks	
NT10	No of apprenticeships on the contract that have either been completed during the year, or that will be supported by the organisation to completion in the following years – Level 2, 3 or 4+	No of weeks	
NT11	No of hours dedicated to support young people into work (e.g. CV advice, mock interviews, careers guidance) (under 24 yrs.)	No of hours x no of attendees	
NT12	No of weeks spent on meaningful work placements or pre-employment courses; 1-6 weeks student placements (unpaid)	No of weeks	
NT13	Minimum work placements that pay Minimum or national Living wage according to eligibility – 6 weeks or more (internships)	No of weeks	
NT14	Total amount (£) spent with VCSEs within your supply chain	£	
NT15	Provision of expert business advice to VCSEs and SMEs (e.g. financial advice / legal advice / HR advice / HSE)	No of staff expert hours	
NT16	Equipment or resources donated to VCSEs (£ equivalent value)	£	
NT17	Number of voluntary hours donated to support VCSEs (excludes expert business advice)	No of staff volunteering hours	
NT18	Total amount (£) spent in LOCAL supply chain through the contract	£	
NT19	Total amount (£) spent through the contract with LOCAL	£	

	SMEs		
NT20	Demonstrable commitment to work practices that improve staff wellbeing, recognise mental health as an issue and reduce absenteeism due to ill health. Identify time dedicated for wellbeing courses	No of hours x no of attendees	
NT21	Diversity training provided for contractors and subcontractors	No of hours x no of attendees	
NT22	Percentage of procurement contracts that includes commitments to ethical procurement, including to verify anti-slavery and other relevant requirements	% of contracts	
NT23	Percentage of contracts with the supply chain on which Social Value commitments, measurement and monitoring are required	£ invested including staff time	
NT24	Initiatives aimed at reducing crime (e.g. support for local youth groups, lighting for public spaces, private security, etc.)	£ invested including staff time	
NT25	Initiatives to be taken to tackle homelessness (supporting temporary housing schemes etc.)	£ invested including staff time	
NT26	Initiatives taken or supported to engage people in health interventions (e.g. stop smoking, obesity, alcoholism, drugs, etc.) or wellbeing initiatives in the community	£ invested including staff time	
NT27	Initiatives to be taken to support older, disabled and vulnerable people to build stronger community networks (e.g. befriending schemes, digital inclusion clubs	£ invested including staff time	
NT28	Donations or in-kind contributions to local community projects (£ & materials)	£ value	
NT29	No. of hours volunteering time provide to support local community projects	No of staff volunteering hours	

Appendix B – Social Value Benefits Tracking Template



**PROCUREMENT PROJECT
SOCIAL VALUE BENEFITS TRACKER**

Name of Project			SBC Contract Manager		
Provider			Contract dates	Start:	End:
Reporting Period			RAG Status		
Social Value benefits specified	1	Measure	1	Target	1
	2		2		2
	3		3		3
	4		4		4
	5		5		5
	6		6		6
Performance Reporting					
Please provide details to explain the benefits that have been delivered in the period. If targets have been missed, please outline why, and describe the measures that will be implemented to ensure the project social value gets back on track,					

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Spelthorne Borough Council
Procurement Policies & Procedures

DRAFT **04_Advertising & Reserving
Spelthorne Procurement Opportunities**

Advertising & Reserving Spelthorne Procurement Opportunities

Version	v 0.1
Author	Hilary Gillies Corporate Procurement Manager
Date Approved	
Review Date	

CONTENTS

1.	Introduction1
2.	Purpose1
3.	Advertising contract opportunities2
4.	Reserving 'Below Threshold' Contract Opportunities3
5.	Considerations in Reserving a Procurement3
6.	References to other SBC Policies3

1. Introduction

Advertising Contracts

Following the UK's exit from the EU on 31 December 2020, and changes to the public procurement regulatory regime, new UK public procurement opportunities which are required to be advertised should be published on the e-notification 'Find a Tender' service (FTS) and can no longer be placed in the Official Journal of the European Union.

Reserving Contracts

The exit from the EU allows the UK to exercise greater freedom in relation to spend on goods, services and works contracts with a value below the applicable Public Contracts Regulations (PCR) 2015 thresholds, in terms of reserving certain contracts, for example, for local suppliers, and for small and medium enterprises (SMEs).

2. Purpose

The purpose of this Procedure is to advise officers:

- how and when contracts need to be advertised; and
- how and when 'below threshold' contracts may be reserved for local, SME, Voluntary, Community and Social Enterprises (VCSEs) suppliers.

3. Advertising contract opportunities

Table 1 below shows the requirement to advertise contract opportunities, either under SBC's Contract Standing Orders (CSOs) and / or the PCR 2015. Where the opportunity needs to be advertised, Corporate Procurement will support this; please refer to the Procurement Advice and Support section for each level of expenditure.

Contract Value	Advertising the Opportunity	Approach to Market
Under £5000	Opportunity does not need to be advertised.	Local (within the Borough of Spelthorne) suppliers must be sought). If no Local supplier can be found, then Regional (within the county of Surrey) suppliers should be sought. If the selected supplier is not Local or Regional then approval to proceed must be sought from Group Head, and the variation must be added to the Exemption Report

Procurement Advice and Support

Whilst there is no requirement to advertise contracts of this value, officers may want to ensure that they are widely communicated. Consider whether the use of the following would attract a manageable, targeted response, most likely to deliver the best value for money, or most advantageous outcome for local businesses:

- SBC website;
- Spelthorne Business Forum;
- Other Local business websites.

Contract Value	Advertising the Opportunity	Approach to Market
£5,000 - £40,000	Advertising of the opportunity is not required but if the value is over £25k and is advertised, it must also be placed on Find a Tender Services (FTS)	Requirement communicated to supplier(s) (the number of suppliers as required within the Contract Standing Orders (CSOs)) and confirmed in writing

Procurement Advice and Support

Where officers wish to advertise an opportunity over £25k on the Find a Tender system (FTS), the Procurement team can support this, and provide training for officers to be able to carry this out for themselves for subsequent opportunities.

Contract Value	Advertising the Opportunity	Approach to Market
£40,000 – PCR 2015 threshold	Yes. Contract advertised on e-sourcing portal and on Find a Tender Services (FTS)	Specification with required outcomes and outputs in Request for Quote (RFQ).

Procurement Advice and Support

Procurement advice needs to be sought, and Procurement will help to advertise the opportunity on Find a Tender (FTS).

Contract Value	Advertising the Opportunity	Approach to Market
Over PCR 2015 threshold	Yes. Opportunity must be advertised with a Contract Notice in Find a Tender Services (FTS) via the e-sourcing portal	Detailed Specification with required outcomes, outputs and performance indicators in Invitation to Tender (ITT).

Procurement Advice and Support

Procurement advice needs to be sought, and Procurement will help to advertise the opportunity on

4. Reserving 'Below Threshold' Contract Opportunities

Where the value of an opportunity is below the PCR 2015 threshold, officers may wish to consider whether the contract requirements could be best met by reserving the opportunity either to:

- local or regional suppliers, specific to a certain geographical area (e.g. within the Borough);
- small and medium enterprises (SMEs); and / or
- Voluntary, Community and Social Enterprises (VCSEs)

specifying that only these types of suppliers may bid.

Consideration must still be given to the achievement of value for money and officers must apply good commercial judgment in carrying out the procurement. Corporate Procurement can advise further in this regard.

5. Considerations in Reserving a Procurement

Officers should always consider the following when reserving a Procurement for specified sectors of the market. That:

- value for money is achieved;
- the sector or market has been researched sufficiently to predict a good outcome;
- risks are identified and mitigating actions are put in place, for example to prevent fraud;
- an approved budget is available;
- an appropriate form of contract is used;
- suitable performance measures are in place to measure the outcome;
- thorough supplier due diligence is carried out;
- that the outcome of such a procurement is published on Find a Tender.

6. References to relevant documents and other SBC Procurement Procedures

Contract Standing Orders
03_Delivering Social Value through Procurement
06_Sustainable Procurement
07_Tender Process

Link to Local Business Directory:

<https://sbf.biz/directory/>

For further information contact Procurement@spelthorne.gov.uk. The Economic Development team e.development@spelthorne.gov.uk are also able to provide support in finding local suppliers able to deliver particular goods and services.



Spelthorne Borough Council
Procurement Policies & Procedures

**DRAFT 05_Using SBC's
Framework Agreements**

Using SBC's Framework Agreements

Version	v 0.1
Author	Hilary Gillies Corporate Procurement Manager
Date Approved	
Review Date	

CONTENTS

1.	Introduction1
2.	Purpose1
3.	Awarding Contracts from the Framework Agreement1
4.	Standard Construction Works / Standard Services (awards without re-opening competition)2
5.	Construction Works / Standard Services with a mini-competition3
6.	Form of Order3
7.	Recording the Contract Award3
8.	Accepting and declining Orders3
9.	References to other SBC Policies4
Appendix A	Order Form5

1. Introduction

In summer 2020, the Assets and Procurement teams tendered the Council's requirement for two framework agreements:

a. **Construction Contractors**

Five Lots, each based on the estimated value or type of the construction projects for which they would be needed:

- £0-£1m;
- £1m-£5m;
- £5-£20m;
- >£20m;
- Fitout Contractors

b. **Professional Services Consultants**

Five Lots based on the professional service required:

- Architects;
- Quantity Surveyors;
- Structural Engineers;
- Mechanical & Electrical Engineers;
- Property Management consultants.

The frameworks were launched in January 2021 and will be in force until January 2025. When appointing construction contractors or construction-related professional services to any of the Council's projects, the framework agreements should be the first consideration.

2. Purpose

Officers should aim to use the appropriate framework in the first instance for any projects with the appropriate Lot value (see section 1a) and / or where there is a requirement for the specialist professional services (see section 1b).

This Procedure '**Using Spelthorne Framework Agreements**' provides guidance on how appointments and contract awards from the framework agreements should be made.

3. Awarding Contracts from the Framework Agreement

If an officer decides to source Construction Works or Professional Services through the Framework Agreement then they should:

- a) award a Contract in accordance with the terms laid down in the Framework Agreement contract **without re-opening competition** (i.e. a direct award to the most suitable contractor or service provider); or
- b) award a Contract following a **mini-competition** conducted in accordance with the requirements of the framework agreement.

4. Standard Construction Works / Standard Services (awards without re-opening competition)

Where an Officer wishes to award a contract under the Framework Agreement without re-opening competition they should first determine which Contractors / Service Providers are capable of meeting the project requirements.

Officers should review the information supplied by the Framework Contractors / Service Providers in their tender, which can be obtained from the Procurement team. They should also consider any other information provided or known (e.g. from their recent contract performance) or which is publicly available (e.g. from websites, trade press or elsewhere).

Officers should then select a capable Framework Contractor or Service Provider who represents the best value for money based on the following criteria:

- (i) **speed** of available response, (including, without limitation, capacity to meet required deadlines and, where relevant, geographical location);
- (ii) **quality** (including as appropriate: capability, expertise, past performance, availability of resources, ability to offer social value benefits and proposed methods of undertaking the work); and

(iii) **price.**

The Officer shall then send the selected Contractor / Service Provider an Order.

5. Construction Works / Standard Services with a mini-competition

Officers may wish to carry out a further competition under the Framework Agreement to test further for value for money, availability or quality. In such cases the Officer should:

- i. identify the relevant Lot(s) that their requirements fall into and the Framework Contractors / Service Providers capable of performing the Contract;
- ii. as far as possible, use the same terms and conditions issued to the Contractors / Service Providers during the tender process, with only minor amendments to reflect the specific requirements of their project. If in any doubt contact the Procurement team for advice;
- iii. invite tenders by conducting a mini-competition for their requirements ensuring that all Framework Contractors / Service Providers **capable** of performing the contract are invited;
- iv. set a time limit for the receipt of responses, allowing an appropriate length of time considering the complexity of the project, and inform invited bidders of the award criteria;
- v. keep all responses confidential until the expiry of the time limit specified;

The mini-competition may be cancelled, postponed, delayed, or terminated without awarding a contract. However, if the process has been conducted and a provider identified, the Officer shall then place an Order for the Construction Works / Service.

6. Form of Order

An Order must be placed in writing. An example of the Order Form to be used is at Appendix A.

7. Recording the Contract Award

Whilst Officers may not require support from the Procurement Team to carry out the mini-competition, all contracts undertaken from the Framework Agreement shall be notified to the Procurement Team for their records.

8. Accepting and declining Orders

Following receipt of an Order, the Contractor / Service Provider shall acknowledge receipt of the Order and either notify the Authority in writing and with detailed reasons that **it is able** to fulfil

the Order; or notify the Authority that **it is unable** to fulfil the Order by signing and returning the Order Form.

The Contractor or Service Provider should not substantially modify the requirements or contract in any way.

9. References to other SBC Policies

Contract Standing Orders
03_Delivering Social Value through Procurement
07_Managing Contracts

Contact Procurement@spelthorne.gov.uk for any further information

DRAFT

Contractors / Professional Service Framework Agreement

FROM

Authority:	Spelthorne Borough Council
(Construction Work / Service) address:	
Authorised Representative:	Ref: Phone: E-mail:
Order number:	To be quoted on all correspondence relating to this Order:
Order date:	

TO

Contractor/ Service Provider:	[CONTRACTOR / SERVICE PROVIDER'S NAME]
For the attention of:	
E-mail:	
Telephone number:	
Address:	

1. CONSTRUCTION WORKS / SERVICE REQUIREMENTS
(1.1) Construction Works / Service required:
(1.2) Construction Works / Service Commencement Date:
(1.3) Price payable by Authority and payment profile:
(1.4) Completion date (including any extension period or periods):



Spelthorne Borough Council
Procurement Policies & Procedures

DRAFT 06_Managing Contracts

Managing Contracts

Version	v 0.1
Author	Hilary Gillies Corporate Procurement Manager
Date Approved	
Review Date	

CONTENTS

1.	Introduction	
2.	Purpose	
3.	Why Contract Management is Important	1
4.	Contract Management Approach.....	2
5.	Summary.....	2
6.	Reference to other SBC Policies and Procedures.....	3
Appendix A	Contract Management Action Checklist	

1. Introduction

Contract Management is an end to end process of managing the requirements of procured works, goods and services. Activities involved in Contract Management are referred to as either 'upstream' or 'downstream' – i.e. those leading up to the award of the contract and those which are required once the contract is active.

Those activities which lead up to the award of the contract (the upstream activities) are perhaps more critical to ensuring successful contract delivery than those which occur after contract award (downstream activities), although both are very important to the successful delivery of your project objectives.

2. Purpose

This is a high level procedure intended to provide officers with an introduction and basic understanding of managing their contracts with selected providers.

Officers undertaking more complex procurements or who are responsible for the management of complex, high value or strategic projects will need further support from both the Procurement Team and Legal Services.

This Procedure will provide an outline approach to Contract Management, including a checklist of some of the key activities required to ensure your contract is executed successfully.

3. Why Contract Management is important

Council officers are required to ensure that contracts for works, goods and services are procured compliantly. They need to achieve the best value for money possible for the Council.

Once a contract has commenced, it is critical that an effective management regime is in place to ensure that the intended outcomes are met.

Monitoring performance against the contract Key Performance Indicators and other specified requirements is key to ensuring the contract's success. A successful contract will perform to cost (and budget), against the specified quality deliverables and timeframes.

The contract needs to work for both contracting parties for it to be delivered successfully. Getting the balance of risk held by each party is critical to ensure strong contract performance and the continuity of supply from the supplier, and to build strong working relationships.

A contract may commit the parties to working together for a lengthy period of time and it is therefore important to develop a collaborative open and honest relationship based on trust and mutual understanding.

4. Contract Management Approach

This procedure recommends a step by step approach to contract management which will require you to:

- Demonstrate a clear understanding of the need for the contract (e.g. identifies a solution to a problem);
- Gain the appropriate approvals to proceed with a project which will end in a contract with a supplier;
- Consult with and put in place the right resources to deliver your project on time, in full and to budget

The Projects Made Simple Toolkit on Spelnet contains some useful (and some mandatory) resources to support the project initiation and approval. Go to: <https://spelnet.spelthorne.gov.uk/article/2897/Projects-Made-Simple-toolkit>

This procedure does not cover those resources in detail, however some of the early steps of this approach are covered within the Toolkit. Note that this procedure does not apply to contracts of employment.

When starting a project that will result in a contract, you will need to take the following **UPSTREAM** actions:

- | |
|--|
| 1. If your project exceeds, or is likely to exceed, £40,000 you must request support from the Procurement Team . Any project over £5,000 will require a contract and therefore also needs support from Legal Services . |
| 2. Draft a Business Case which clearly outlines the justification for your project. If a project budget has not yet been approved, a Growth Bid will also be required. You may need support from Finance in this regard. |
| 3. Building on the information provided in your Business Case, draft an Outline |

<p>Specification of your requirements. This document provides a high level detail of the information that you will provide to the market when procuring your contract.</p>
<p>4. Draft a contract Timetable, ensuring you allow the market sufficient time to respond to your opportunity. Procurement will help with this if the value requires a full procurement which complies with the Public Contracts Regulations (PCR) 2015.</p>
<p>5. Engage with the Market / Soft Market Testing If you have not already done this to enable you to write a full Business Case, you may now want to consider sharing your requirements with providers. The information provided as feedback may further develop your Specification to allow much better project outcomes.</p>
<p>6. Develop Final Specification (please refer to procedure 10_Drafting a Specification of Requirements)</p> <p>This document <u>must</u> detail everything that you need the contract to deliver. If a requirement is not included in the Final Specification, bidders will not include it in their proposal, nor will it be included in their proposed Contract Price.</p> <p>To avoid costly contract variations once your contract is underway, ensure that the Final Specification is as complete as possible.</p> <p>The Final Specification must be signed off by the Budget Holder and then shared with the Procurement team.</p> <p>The Final Specification is a key document that will inform all other documents in the Tender Pack. For example:</p> <ul style="list-style-type: none"> - Tender Questions will be based on the Specification, designed to fully test the capability of bidders to deliver the specified requirements; - Key Performance Indicators, used to measure the success and monitor the performance of your contract, will be designed around the Specification; - the form of contract to be used will be determined by the Specification; - your requirements for reporting and for meeting to review the performance will be detailed in your Specification: and - the exit arrangements for when the contract ends will also be included.

Procurement will support the Tender process for projects over £40,000. Please refer to procedure 07_Request for Quote and Tender Process for more information.

Once the contract is awarded, the following **DOWNSTREAM** activities need to be carried out. These are activities more typically understand to be Contract Management activities, but are no more or less important to the successful delivery of the contract than the upstream activities:

- | |
|---|
| <p>1. A contract commencement (kick-off) meeting should be held. As a minimum, the authorised personnel named in the contract will attend. Depending on the size, value or complexity of the project, senior representatives from both parties may also wish to, or should, attend the kick-off meeting.</p> |
|---|

The kick-off meeting will determine the **Terms of Reference** and set the **Agenda** for Contract Review meetings. Building a strong **Supplier Relationship** will be critical to the contract performance.

As a minimum, the Agenda should include:

- a review of **Key Performance Indicators, Service Levels** and any **other performance measures**;
- project **roles and responsibilities**;
- the project **Risk& Issues Register** (where applicable);
- **Actions** both from the previous meeting(s) and to be carried out in the next period;
- **Payments** and **contract spend against budget**.

2. Referring to the contract mobilisation and commencement arrangements detailed in the Tender Pack, you will need to work with the Supplier to **mobilise the new contract**.

If this is a re-tendered contract, and the goods or services have been provided by a different, incumbent provider, this will need a careful handover, planned and executed in accordance with both the previous contract arrangements and the new contract.

3. Contract review meetings must be set up in accordance with the frequency set out in the Specification / Contract.

4. Contract Performance reporting needs to be established in accordance with the requirements - format, scope and frequency - set out in the Specification / Contract.

Officers are required to track contract performance against the benefits assumed in the business case and as specified in the contract, but it should be the responsibility of the Supplier to manage the agreed reporting schedule, ensuring reports are provided without the need for prompting from the Council's contract officer.

5. Management of the Supplier's performance against the service levels specified in the contract is critical to ensure the **delivery of the full value for money** from the contract.

Officers need to be able to **recognise the early warning signs of supplier poor performance**, which can include:

- requests for upfront payment, or improved payment terms;
- delays to project timelines without prior agreement;
- failure to achieve KPI service levels, or implement adequate improvement measures;
- changes in key personnel;
- Supplier's sub-contractors expressing concern about the Supplier direct to the Council;
- customer complaints about the quality of service etc.

The Procurement team can support Contract Management & Supplier relationship meetings where required.

6. Officers need to allow **sufficient time to re-tender** a new contract well in advance of the end of a current contract.

The larger and more complex the contract the longer the re-tendering process will be. Officers will need to factor in the time required for the internal approvals process and any statutory timeframes required under the Public Contracts Regulations (PCR) 2015 (see procedure 07_Request for Quote and Tender Process) and refer to the Procurement Team for support.

7. The contract will stipulate the **exit arrangements** which the Supplier is required to make. These may include, where relevant:

- Formal notification of contract termination;
- Managing the exit timetable;
- returning assets (e.g. IT hardware; furniture) provided by the Council for the execution of the contract;
- arrangements for staff under TUPE;
- working with the new supplier to transition the contract;
- records management and data security;
- vacating Council premises;
- concluding the financial arrangements – payments and or credits due, etc.

5. Summary

The most successful contract management focuses on upstream activities which carefully consider the purpose of the contract and how it will be delivered.

Effective contract management requires the development of strong supplier relationships, which in turn requires a commitment of time and resources from the contract monitoring officer or contract manager.

Support from both the Procurement Team and Legal Services must be sought for higher value, more complex projects.

6. References to other SBC Policies

Contract Standing Orders
07_Request for Quote and Tender Process
10_Drafting a Specification of Requirements

Appendix A – Contract Management Action Checklist

Upstream Activities

ACTION	WHEN TO DO	STATUS	WHO
Legal Services have been advised that a contract will be required (over £5k)	When Business Case approved		Project Officer
Procurement team support is requested and in place	When Business Case approved		Project Officer
Set up project team resources, including project sponsor, project lead, and support from procurement, finance, legal, HR, communications support as required	When Business Case approved		Project Officer
Develop a project timetable (with input from the Procurement team) and sourcing strategy	When Procurement engaged		Project Officer with Procurement
Internal approval for sourcing strategy (e.g. from MAT, Committee, Full Council as required)	When draft sourcing strategy has been developed		Project Officer with Procurement
Draft Outline Specification	When project starts		Project Officer
Carry out market engagement or soft market testing	If required, once the Outline Spec is drafted		Project Officer with Procurement
Draft Final Specification	After market engagement		Project Officer
Develop Tender documents	Based on Final Spec		Procurement with Project Officer
Draft Contract (using Final Spec)	Based on Final Spec		Legal Services
Tender process & period			

Downstream Activities

ACTION	WHEN TO DO	STATUS	WHO
After end of Tender process, and following full internal approval of recommendations to award contract			
Contract kick off meeting	Once the Supplier has been advised of the decision to award the contract (and any standstill periods have		Contract officer / manager

	expired)		
Contract mobilisation	Period specified in the contract		Contract officer / manager
Contract commencement date	As specified in the contract		Contract officer / manager
Contract signature	As soon after award as possible		Contract officer / manager with Legal Services
Contract review meetings	Frequency specified in the contract		Contract officer / manager (with support if required)
Performance reporting	Frequency specified in the contract		Supplier (external) / Contract Officer (internal)
Plan new contract (re-) tender	Depending on size, value and complexity, well in advance of the expiry of the current contract		Contract officer / manager with Procurement and Legal Services
Exit Actions	As appropriate for the end of the contract		Contract officer / manager



Spelthorne Borough Council
Procurement Policies & Procedures

**DRAFT 07_Request for Quote (RFQ) and Tender
Processes**

07_Request for Quote (RFQ) and Tender Processes

Version	v 0.1
Author	Hilary Gillies Corporate Procurement Manager
Date Approved	
Review Date	

CONTENTS

1.	Introduction3
2.	Purpose3
3.	Procurement Value Thresholds3
4.	Requests for Quote (RFQ)4
5.	Tender Process4
6.	References to other SBC Policies6
Appendix A	RFQ template7

1. Introduction

The Contract Standing Orders (CSOs), the Council's Financial Regulations applicable to the procurement of works, goods and services, specify the procurement processes to be followed for specific procurement values.

Whilst lower value procurements may be carried out by just obtaining a price in advance with a Request for Quote (RFQ), larger value, more complex and strategic procurements require a full procurement Tender process, compliant with the Public Contracts Regulations (PCR) 2015 where applicable.

Projects classed as key decisions and those subject to PCR 2015 must be entered on to the Forward Plan in advance.

The CSOs can be found here:

<https://spelnet.spelthorne.gov.uk/CHttpHandler.ashx?id=3327&p=0>

2. Purpose

This procedure provides guidance to officers on the most appropriate procurement processes to be used. It provides templates to be used (where applicable).

3. Procurement Value thresholds

The Contract Standing Orders specify the following processes:

Value	Process
Up to £5k	Obtain a price in advance for the goods or services. (Must be sourced from a local provider unless this is not possible, and in such circumstances an exemption must be completed).
£5k - £40k	Obtain a minimum of three written quotes in advance. Keep these on record
Above £40k and up to threshold at which the PCR 2015 applies ¹	A full tender exercise must be undertaken, with support from Corporate Procurement.
Procurements with contract value at PCR 2015 threshold or above	A fully compliant public contracts procurement must be undertaken. Corporate Procurement must be consulted and will undertake the process.

For projects with a procurement value of under £40k a Request for Quote (RFQ) will suffice.

You must always ensure that you have an approved budget before proceeding to obtain quotes or tendering your requirement.

¹ The thresholds change every two years. In 2021, the thresholds are: Services - £189,330; Goods - £189,330 and Works - £4,733,252. These will change from 1 January 2022.

You will need to refer to the Projects Made Simple toolkit on Spelnet for details of other paperwork which your project may require, such as a Business Case, Equalities Impact Assessment or Privacy Impact Assessment. Details can be found here:

<https://spelnet.spelthorne.gov.uk/article/2897/Projects-Made-Simple-toolkit>

Details provided below refer to the process for sourcing your requirement from third parties / external suppliers.

4. Requests for Quote (RFQ)

A template for Requesting a Quote (RFQ) can be found at Appendix A. This can be used for low value (below £40k) simple procurements, which do not need to be supported by Corporate Procurement.

It is important to issue as much information as possible to the market in respect of your requirement. Wherever possible, and especially where certain specific criteria must be met, you should include a detailed Specification of Requirements. For example, include details of any technical, performance or quality requirements, or key dates which must be met. Environmental and / or Social Sustainability requirements should always be given the level of consideration appropriate to the project.

An RFQ can be used for any project with a value up to £40k. RFQ's must be sent to a minimum of three suitable providers, and ideally a minimum of three quotes received. In some circumstances, where few providers exist in the market, there may be fewer than three returns. In such circumstances, providing that value for money can be demonstrated, a compliant quote may be accepted.

Note that you will need to contact Legal Services for support in developing a contract for any procurements valued at £20k or above.

5. Tender Process

If your procurement has a whole life² value of £40k or more, you will need support from Corporate Procurement in conducting a tender.

You will also need to advise Legal Services that a contract will be required.

If your procurement represents a key decision³, it will have to be entered onto the Forward Plan via Committee Services.

² Whole life value refers to the total spend of your project. For example, this might be a one-off payment of £50k, or may be an annual spend of £15k per annum of 10 years (=£150k), etc.

³ A key decision is a decision which, in the view of the Head of Paid Service, is likely:
(i) to result in significant expenditure or savings of £250,000 or more; and/or
(ii) to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the area of the local authority.

In order to provide you with support for a tender over £40k, you will need to first provide Corporate Procurement with a Specification of Requirements, which outlines the intended outcomes of your procurement. Provide as much detail as possible in this document.

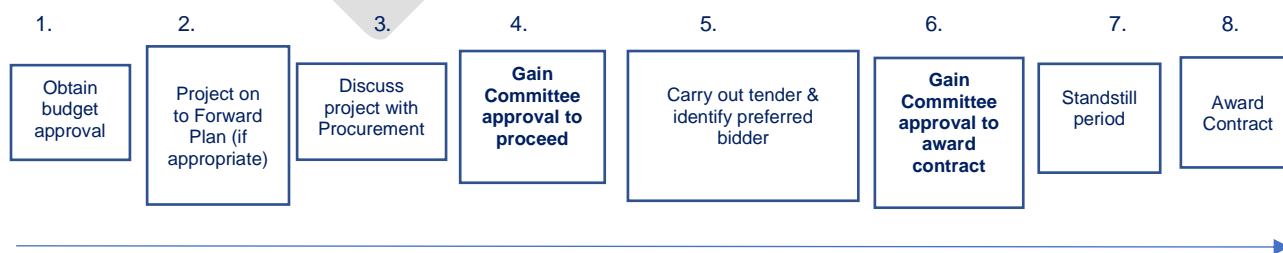
You will also need to provide details of your procurement timeframe, and in particular when the resulting contract will need to commence.

Bear in mind that if the whole life value of your procurement is such that a full, PCR 2015-compliant procedure needs to be undertaken, this may take some significant amount of time.

Timescales may vary, according to the type of procedure to be followed, but see the table below as general guidance for the tender periods⁴ for the most commonly used procedures:

Type of procedure	Description	Used	Timescales
Open	A one stage procedure. All tender documents issued to the open market and all tenders received must be evaluated	When the market is known to have limited numbers of providers, and where the burden of evaluating all tenders would be small.	Tender period is a minimum of 30 days after the despatch of the contract notice.
Restricted	A two-stage procedure, with a Selection Questionnaire used for expressions of interest and for shortlisting, and shortlisted providers invited to tender.	When the market is known to have a large number of providers, and where only shortlisted providers are invited to tender.	A minimum of 30 days after despatch of the contract notice for the receipt of expressions of interest (SQ), and the tender period is a minimum of 30 days (25 if tenders received electronically)
Competitive procedure with negotiation	A two-stage + process (any negotiations are based on the receipt of the initial tender). Requires a detailed specification.	To clarify bids with bidders after their submission of fully formed initial tenders. This procedure can be used if you are unable to define how your requirements may be met technically, or where if it is not possible to fully specify legal or financial terms.	A minimum of 30 days for expressions of interest and 30 days for the receipt of the initial tender. Thereafter, negotiations have no statutory time limit, but sufficient time should be allowed.
Competitive Dialogue	A two-stage + process Where a detailed specification is not available.	Competitive Dialogue may be beneficial for example complex, innovative projects which cannot be fully specified and where the market may need to provide its proposal. This procedure should not be used when the market is known to be able to fully satisfy your requirements. Focuses on the desired outcomes, rather than meeting a specification of requirements.	A minimum of 30 days should be allowed for the receipt of requests to participate. Further stages do not have statutory time limits and are based on the authority's requirements.

Any “PCR 2015” and / or any key decision procurements must gain approval from the appropriate Committee before they can proceed. The process – at a very high level – is outlined in the graphic below:



⁴ Note that these are just the statutory periods for each process. The whole process is a lot longer. Seek guidance from Procurement.

Given the potential complexity - and need to adhere to a number of statutory requirements - of higher value procurements, advice from Procurement should be sought at the earliest opportunity to ensure your timescales and other requirements can be met (see procedure 02_Developing the Procurement Plan).

6. References to other SBC Policies

01_Procurement Policy

02_Developing the Procurement Plan

04_Advertising and Reserving Spelthorne Procurement Opportunities

10_Drafting a Specification of Requirements

DRAFT



REQUEST FOR QUOTE (RFQ)

[NAME OF REQUIREMENT]

1. BACKGROUND

[Insert high level details here of the Council and why the project team is now requesting quotes].

2. SPECIFICATION

Enter here the details of your requirement, as below:

- Services / goods description
- Works description (consult with FM/Assets/Procurement if a Works project)
- Timescales – when is this need and for how long
- Required standards of performance – KPIs, specific technical requirements, etc.

3. INSTRUCTIONS FOR RETURNING YOUR COMPLETED RESPONSE

[insert your email address if the project is under £40k, otherwise this will need to go through Corporate Procurement]

Return your response no later than [DATE].

Responses must include:

- Responses to all Method Statement Questions;
- Additional technical information / Methods of Work etc.
- Pricing

4. QUESTIONS TO BE COMPLETED BY SUPPLIER

QUESTION	WEIGHTING (%)	SUPPLIER RESPONSE

--	--	--

Scoring matrix

0	Response fails to meet requirements / no proposal to the requirement is given
1	Response significantly fails to meet the requirements, or contains significant shortcomings
2	Response falls short of achieving expected standard in a number of identifiable respects
3	Proposal meets the most requirements but is lacking or inconsistent in others
4	Requirement is fully met in all respects
5	Requirement is fully met and exceeded in some or all of the major requirements

5. PRICING SCHEDULE (amend as required)

Description	Price (A)	Quantity (B)	Total Price A*B)
TOTAL PRICE			

Price quoted is available for days

Discounts:

Administration Committee



7 October 2021

Title	<i>ICT Storage and Backup hardware refresh</i>
Purpose of the report	To make a decision
Report Author	<i>Christopher Layte – ICT Infrastructure Manager</i>
Ward(s) Affected	All Wards
Exempt	No
Exemption Reason	
Corporate Priority	Financial Sustainability
Recommendations	<p>Committee is asked to:</p> <p><i>Approve the replacement of the ICT Storage as per the preferred option and backup target infrastructure and give delegated power to the Group Head of Commissioning and Transformation to appoint a supplier once all the prices have been returned.</i></p>
Reason for Recommendation	<p>The Storage Area Network (SAN) and backup target devices are approaching 6 years old. The support and maintenance has already been extended for 12 months until April 2022. The devices are past end of life.</p>

1. Key issues

- 1.1 The Storage Area Network (SAN) is critical core ICT infrastructure. This is the hardware where all data for the Council is stored. All ICT services and all Council services depend on its operation. Any failure or downtime results in a complete shutdown of all ICT functions and most Council services.
- 1.2 Associated with this is the backup device, which is where all Council data is backed up to. This is essential for disaster recovery purposes, both in terms of incidents in the Council (ranging from users accidentally deleting data, to complete loss of access, due to, for example, fire or terrorism) and attacks from outside (e.g. ransomware). If the Council were victims of a disaster, such as a fire or cyberattack, without a backup, the Council would lose all historic data for all hosted systems.
- 1.3 The current SAN Storage array and backup repositories were purchased and installed April 2016. At the time they had 5 years support and maintenance from the vendor (DellEMC).
- 1.4 The useful life of any hardware of this nature is 5 years, so they were due for replacement April 2021 although replacement was agreed to be

deferred for 12 months to allow a full assessment of need, especially in relation to immutable storage and storage capacity. This assessment was also pushed back due to staff ensuring we could adapt to new ways of working when the pandemic started in April 2020. The support contract was, therefore, extended for an additional 12 months until April 2022 at a cost of £32,538.87. To make it affordable, this extension period has come with a lower level of support (which could potentially result in greater downtime, if it was required). Both hardware devices reach end of service life within the financial year 22/23. End of service life means that the manufacturer will no longer offer any type of support on the product (21 Jan 2023 for the SAN and 30 July 2022 for the backup targets). Any further extensions of support up to these end-of-life dates are likely to be considerably more expensive as, due to their age, the devices will be deemed to be more vulnerable and prone to failure by the vendors.

- 1.5 Our current SAN is a DellEMC VNX2. ICT have 2 backup target devices, one at Knowle Green and one at the Depot. Both are Data Domain DD2500 models. The one at Knowle Green has additional capacity. The Council additionally have a Dell PowerEdge server which allows for significantly faster recoveries to improve business continuity. This can only store 3-4 previous days' backups but does not need replacing until 2025.
- 1.6 Since purchasing these devices the amount of storage the Council requires for our secondary backup has increased as the organisation increasingly becomes paperless. Irrespective of a final option agreed we would require more storage capacity to future proof the Council's ongoing requirements. This trend is likely to continue as nearly all business transactions now have an electronic footprint and systems tend to keep more types of information for each transaction (such as images, correspondence etc.)
- 1.7 A significant number of councils have been hit by ransomware attacks. These have been known to target backup repositories. As a result, councils are adding immutable storage for backup storage. Immutable storage is a backup that cannot be hacked as it can never be tampered with, modified, or removed.
- 1.8 No other Surrey authorities have moved their datacentres to the cloud. Two authorities have now moved their own equipment into offsite third party datacentres to free up space. When asked why they had not chosen a full cloud offering, the reason in all cases was solely down to price.

2. Options analysis and proposal

- 2.1 **Option 1:** The Council does nothing.

Benefits: None

Disadvantages: ICT would need to extend support on the existing units. The cost of the support would be greater than one year of depreciated life on new units.

It would also result in the Council being exposed to the risk of having no serviceable storage and no reliable backups in the event of disaster, due to hardware failure.

This is therefore not a viable option

- 2.2 **Option 2:** (Recommended) ICT replace the hardware as now but with increased storage capacity and updated versions of SANs etc with an additional immutable store. Indicative prices from vendors are in the table below.
- 2.3 **Benefits** From the assessments ICT have been able to undertake, this represents the most cost-effective solution. It needs to be borne in mind that Spelthorne would need to maintain a server room even if the SAN and backups were delivered via other means (e.g., a cloud solution). In Spelthorne, applications and services are delivered to end users through VDI (virtual desktop infrastructure), so the server room would be needed for this, and for the CCTV (which has its own SAN), and the core network infrastructure (plus a number of standalone PCs used for remote connections for specialist software). With virtualisation, the server room is now only a fraction of its former size and is serviced by a single aircon unit. (There is a backup unit also installed in case of failure of the primary aircon).
- 2.4 With on-premise infrastructure, end users will get the best available performance on VDI, as ICT have a 10GB link to the SAN (in the case of a cloud solution links would be via the internet).
- 2.5 The inhouse SAN option means ICT would not require any additional internet feeds at Knowle Green (approx. £20K pa for a 1GB leased line with guaranteed service levels (x2 for redundancy)), nor would ICT require an increase to our existing bandwidth (currently 500MB for £15K). Upgrades would be required to the incoming lines if a cloud solution was put in place. Even with a redundant internet line, the Council would be susceptible to localised issues that could cause internet outages. Such an outage would not stop the Council's operations continuing (albeit at a reduced level) on premise.
- 2.6 **Cloud Offerings:** - With some cloud offerings the Council would lose the integrations that currently exist between applications/databases. In local government, Councils have a very wide array of systems and ICT have created many efficiencies and automation by getting these systems talking to each other. Some of these integrations could be replicated via Application Programming Interfaces (henceforth referred to as APIs).
- 2.7 APIs act as connectors between systems, but each type of transaction tends to need its own API and vendors typically charge large sums for creating and maintaining them (typically in the thousands). As an example, our forms system alone has some 30 to 40 integrations to other applications for automatically retrieving and populating data, which have no associated cost, due to having direct connections to on- premise databases.

When compared to IaaS (Infrastructure as a Service) (see Option 4), in the event of hardware issues, maintenance would be faster on site as getting physical access to the kit would be much quicker.

The implementation of onsite replacements would more straight forward. Existing hosts (servers) could remain connected to the old SAN and new SAN simultaneously with no downtime and higher transfer speeds.

- Disadvantages:** In the event of a full disaster (such as loss of building as a result of fire or terrorism) recovery time is likely to be faster from a cloud-based solution (Option 3). The time difference is difficult to quantify as it would depend on the type of disaster, but at least a day faster would be expected.
- 2.8 **Option 3:** Move the Council's backend infrastructure into the cloud, onto a platform such as Azure or AWS. Sizing a solution on the VMware Cloud on AWS calculator indicates a revenue cost of £376,871 over 3 years (therefore, approx. £625K over 5 years). This is before any other additional costs (such as increased bandwidth, resilient internet lines, ingress and egress charges, APIs for integrations, growth etc).
- 2.9 **Benefits:** There would be no maintenance on the hardware itself – both in terms of physical maintenance and firmware patching. (This currently constitutes approximately 1-2% of the Infrastructure Manager's time).
- 2.10 Data is replicated automatically to secondary sites, so in the event of a disaster, at the providers primary site, staff would instantly be able to connect to the secondary site and continue working. Therefore, there would be less vulnerability to physical attacks or loss of access at Knowle Green
However, additional back up solutions would still be required if we wanted to provide end users with the ability to restore anything that they had deleted by mistake (e.g if a user deleted a file in error or a file became corrupted)
- 2.11 **Disadvantages:** Primarily, the significant cost difference when compared to an on-premises solution (see above). The other financial issue is that costs are not fixed and vary depending on storage use and the amount of data flow. (Many providers charge for data ingress and egress i.e., sending data to and from the cloud). Although these types of cloud solutions are scalable, it would require a lot of staff time to ensure that ICT are not over provisioning the Council's server estate. Even with the cloud there are still maintenance requirements for the ICT team.
- 2.12 Cloud offerings do create a point of failure with either the internet or the service provider themselves but there would be less vulnerability to physical attacks or loss of access at Knowle Green.
- 2.13 There can be performance issues both with applications and potential latency on telephony as data has to travel out across the internet and back, and simultaneously for most staff at peak times of day.
- 2.14 **Option 4** IaaS (Infrastructure as a service). This is where ICT relocate the Council's hardware estate to a third-party data centre (as done by two of the Surrey authorities) but would still require that ICT replace our existing SAN and back up devices.
- 2.15 **Benefits** As for Option 3 there would be less vulnerability to physical attacks or loss of access at Knowle Green
- 2.16 **Disadvantages:** With IaaS, you are paying for exactly what you have onsite in someone else's data warehouse. Because our inhouse datacentre has such a small physical footprint, there are no real benefits to paying a third party for hosting fees beyond the costs ICT already incur for

hardware. Also, as for cloud, the internet provision would need strengthening.

2.17 **Option 5** Citrix have recently launched a cloud offering for VDI, but as this is not yet commercially available prices have not yet been released. It is only being mentioned as a potential forthcoming offering. This would need to be done in addition to Option 3 for a full cloud experience.

2.18 **Option 6** Individual application vendors offer SaaS (Software as a Service). In this model, each vendor would host their own application in their own datacentre, but because of the number of applications that the Council run, this would be an unaffordable approach. It would also remove all staffing efficiencies that have been gained from automating processes via on premise integrations between applications/systems. The main suppliers that we have discussed this option with are typically charging in the region of 40% extra per year for hosting. Over the past 3 years, the council has spent just over £750K per year, on average, on software support and maintenance. Very little of this is currently cloud based. Moving to a SaaS solution across the entire estate could therefore cost an additional £300K per year (approximately).

3. Financial implications

3.1 ICT are currently working with several cloud providers to look at a range of alternative options, but to date none have been able to provide any favourable indicative costs. The prices that ICT have received so far are in the table below. ICT have not been able to obtain full details on all the cloud alternatives due to account manager changes and leave, but from research to date it is estimated costs would be 300-400% more than on-premise infrastructure. Additionally, the costs would be revenue based not capital.

3.2 A budget to cover hardware replacement was agreed as part of the ICT capital budget for 21/22. The approved budget for this project for 21/22 is £250,000. Indicative pricing has shown that the cost for the recommended option will be within that budget. (Final figures cannot be provided until ICT undertake a formal procurement and select a vendor). Figures are provided in Table 1 including cloud storage costs where known.

Table 1 – Costs of options

OPTION 2			
Hardware element	Options	Costs of options	Option number
1 Storage	San storage estimated costs	£88,100	2
2 Backup	Costings received to date	91,250 - £159,116	2
3 Immutable storage		£87,069	2
Total Capital Cost Cheapest on-	Estimated total	303,610	

premise options (A)	costs		
OPTION 3			
Revenue costs of equivalent cloud based (B)	e.g AWS	£628,118 – 1,080,000	3
OPTION 4			
Likely costs		TBC	4
COST COMPARISON			
Difference Cloud vs. suggested option (B-A)		£324,508	

Table 2 Detailed costs received to date

Storage	Capital Spend (note SANs purchased for a 5-year life)
Dell SAN (1)	£88,100
HP SAN (2)	<i>Awaiting prices from HP</i>
Backup	
Dell Backup (DataDomain) - On site primary and secondary (3)	£159,116
Dell Backup (DataDomain) - On site primary and virtual secondary (4)	£128,441 (plus storage costs)
HP Backup (StoreOnce) (5)	£91,250
Final costs expected to be within budget	
Immutable Storage	
Dell CyberVault (6)	<i>Awaiting prices expected end of Sept – but can be done on a basic level as part of the DataDomain solution</i>
HP Immutable Storage (7)	<i>Awaiting prices from HP – but can be done on a basic level as part of the StoreOnce solution</i>
Centerprise Cloud Only Immutable Storage (8)	£87,069
Suppliers Note this is Revenue Spend	
Cloud prices for infrastructure over 5 years (before adding associated costs – e.g. internet, APIs etc)	
AWS (not inclusive of egress charges)	£628,118
Rackspace – VMWare in Azure	£1,080,000
Centerprise	Awaiting prices
Potential API integrations	<i>Cost dependent on cloud service and no of APIs required</i>

Need to upgrade internet supply to provide resilience and allow for increased traffic requirements with cloud option, as current “traffic” is mostly internal..	Approx £30-35k per year
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4. Other considerations

4.1 No other considerations.

5. Equality and Diversity

5.1 There are no issues as accessibility to the systems should be equally available for all

6. Sustainability/Climate Change Implications

6.1 With on-site provision of SAN and back up targets ICT are fully aware of the energy consumption issues and can look to make efficiencies in our electricity consumption across the estate

7. Timetable for implementation

7.1 ICT would seek to have the new solution in place before the current support expires in April 2022 depending on outcome of procurement process.

Background papers: *(These are unpublished papers upon which you have relied in preparing this report). If none state, There are none.*

Appendices: None

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Administrative Committee



7 October 2021

Title	Use of Polling Stations at May 2021 election
Purpose of the report	To note
Report Author	Victoria Statham, Group Head of Corporate Governance
Ward(s) Affected	All Wards
Exempt	No
Exemption Reason	N/A
Corporate Priority	This item is not in the current list of Corporate Priorities but still requires a Committee decision
Recommendations	<p>Committee is asked to:</p> <p>Note the steps taken to implement the Polling Station review and to ensure a Covid secure election took place.</p>
Reason for Recommendation	A request from the Administrative Committee to discuss the issue.

1. Key issues

- 1.1 The 6 May 2021 elections went ahead, for Surrey County Council Councillors, The Police and Crime Commissioner and a by-election for the Staines ward, despite the continuing pandemic situation. Government guidance specified the robust measures that the Council were required to take to hold a Covid secure election. There were stringent safety measures in place to fulfil the requirements to protect staff, the public and all the candidates and those involved in this democratic process.
- 1.2 On the 19 December 2019 the Council agreed a change to some Polling Stations as set out in that report which can be found at **Appendix A** of this report. These revisions were never put into practice because of the cancellation of the 2020 elections.
- 1.3 To ensure that this election was run in a safe and lawful way elections staff undertook a risk assessment of each polling station. Each premises had to have suitable entrance and exit points and be large enough to have social distancing. To have those essential elements in place it was necessary to make some additional changes to the stations that we used at those elections. The risk assessment of Shepperton Village Hall (which previously had 4 Polling Stations within that one Polling Place) showed that with a

potential 5,000 voters these could not be safely processed at that centre. The elections team also encountered issues in contacting some of the venues and some have permanently closed. Attached at **Appendix B** is an explanation of the changes made and **Appendix C** is the full list of polling stations for these elections.

- 1.4 The format of Poll Cards is set by the Electoral Commission but the change was highlighted upon them. A change in their normal station was specified in bold text. We were conscious that not everyone would take that information on-board, so comprehensive communications were undertaken directing residents to ensure they check their Polling Cards as to where they should attend.
- 1.5 All reasonable steps were taken to advise the public of the change in Polling Stations. All forms of media were use including newsletters, notice boards, social media and large signage at suitable affected Polling Stations.
- 1.6 Inside the polling stations several measures were in place to ensure the safety of all those working and voting. Each member of staff had masks and a visor. There were screens between the staff and the voters. Voters were encouraged to bring their own pen to mark their ballot paper and those provided in the station were sanitised between uses. Hand sanitiser was available at the entrances and exits. There was a limit of 3 voters in each station at any one time. With this limit we were conscious that this could cause queues outside of premises, but electors are used to that in these times and they were generally very understanding of the situation and the ned for the precautions that were taken.
- 1.7 There was very successful drive to encourage people to vote by post and we received a great number of new applications. These were processed to ensure all those who were eligible and wanted to were able to vote by post.
- 1.8 The count was also subject to a number of measures to ensure this was also Covid secure. The polling day and the count was very successful in achieving this aim.

2. Options analysis and proposal

- 2.1 The use of the Polling Stations is kept under review for each election.

3. Financial implications

- 3.1 The costs of the election are carefully monitored and are appropriately re-charged to the relevant organisations.

4. Other considerations

- 4.1 None

5. Equality and Diversity

- 5.1 Each Polling Station is assessed for accessibility for all electors both before the election taking place and during the day.

6. Sustainability/Climate Change Implications

- 6.1 There are no specific measures.

7. Timetable for implementation

- 7.1 Not applicable as the election has taken place.

Background papers: There are none.

Appendices:

Appendix A Report and appendices from Council 19 December 2019.

Appendix B List of changes to Polling Stations

Appendix C Polling Stations by Electoral Area

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Council

19 December 2019



Title	Review of Polling Districts, Polling Places and Polling Stations		
Purpose of the report	To make a decision		
Report Author	Daniel Mouawad, Returning Officer		
Cabinet Member	Councillor Ian Harvey	Confidential	No
Corporate Priority	Not applicable		
Recommendations	Council resolves to: (a) To note the attached report of the Returning Officer (b) Request the Electoral Services Manager to incorporate the changes in the next revision of the electoral register (c) Authorise the Electoral Services Manager to implement the changes outlined in the report of the Returning Officer with effect from the next election		
Reason for Recommendation	To ensure all voters have equal access to polling places. To identify alternative venues for polling stations other than schools where possible. To ensure all polling stations remain suitable for electors.		

1. Background

- 1.1 This compulsory review has to be started and completed by 31 January 2020.
- (a) A polling district is a geographical area created within the Parliamentary constituency, borough ward, county division and parish/town council boundaries
 - (b) A polling place is the building or area in which polling stations are located
 - (c) A polling station is the room within the polling place where voting takes place
- 1.2 The responsibility for signing off this review rests with Council. The legal position is that Sections 18 and 31 of the Representation of the People Act 1983 allow constituencies and wards to be divided into polling districts. Under the Functions and Responsibilities Regulations issued under section 17 of the Local Government Act 2000, these are functions which cannot be exercised by the Cabinet.

2. Key issues

- 2.1 The review process is based on parliamentary constituencies, in Spelthorne there is just one. The Review involves a number of specified stages: The Council must:
- Publish notice of review – this was done 11 October 2019

- Consult with the Returning Officer(s) for parliamentary constituencies in Council areas – and publish these responses when received (within 30 days of receipt). I am the only Returning Officer for the Spelthorne Parliamentary Constituency. My response is to be found at **Appendix A**.
 - Allow electors to make representations – which may include proposals for specified alternative polling places. See the comments below about the responses received during the consultation.
 - On completion of the review, compile and adopt a revised scheme – which must be published, with reasons given for decisions.
 - The Returning Officer must make representations about the location of polling stations within polling places and allocate electors to polling stations (after review).
- 2.2 This report marks the completion of the review, and recommends revisions to the Council's arrangements for polling districts and polling places to apply until the next review (scheduled for 2023), for the reasons given in this report and its appendices.
- 2.3 In conducting this Review I was mindful that the Council currently uses a number of schools for polling stations and it was my intention to find options to move away from these arrangements to alternative premises so as to cause less disruption to schools, pupils and parents.
- 3. Consultation responses**
- 3.1 I received three consultation responses from councillors, two of whom (Cllr Madams and Cllr Sider) were content with the arrangements in their area. One (Cllr Mrs Doran) asked me to change the arrangements for Stanwell North to relieve Stanwell Fields Primary School. I am grateful for her assistance in identifying alternative locations.
- 3.2 I received thirteen responses from the public in the form of emails. Generally speaking all the comments were directed about the use of schools as Polling Places (see below).
- 3.3 I also received comments on Facebook from a number of parents all of whom were concerned about the use of schools (see below).
- 3.4 I also received four responses from schools about the continued effect on pupils and parents caused by the use of their premises. I would like to thank these schools for writing to me: Ashford Church of England Primary School, Buckland Primary School, Riverbridge Primary School and Springfield Primary School.
- 3.5 The concerns from schools and parents can be summarised as follows:
- (a) **The availability of other premises.** Schools are not the only premises and other community halls, churches etc are better placed to hold an election. These should be used in preference to a school such is the disruption to children and families. Portacabins should also be used.
 - (b) **Cost of childcare.** Covering childcare costs is an expensive business for working families. It has not helped that there have been three elections this year which has brought this issue into sharp focus. The alternative for families is to take time off work, but not all have the ability to do this, it depends on the employer.

- (c) **Inconsistent public policy.** Parents are under pressure from schools to ensure that there is good attendance. Schools are under pressure from OFSTED and the government to make sure that there is good attendance. Parents are not allowed to take children out of school during term-time. If parents do take children out of school, they could be fined. The issue is that all of this is seemingly ignored when an election is called; lots of children have to miss a day's school and this is inconsistent with the general policy aim of getting children into school and preventing unauthorised absence.
- (d) **Parental behaviour.** This was a point made by the schools but not by the parents. When there is an election it is always on a Thursday, and this means that some parents then use the opportunity to take a long weekend and do not bring their children to school on the Friday. Some also, use the opportunity to take a week off because the fine is applicable for five days unauthorised absence, not four.
- (e) **Timing of Election in May.** This was a point made by schools but not by the parents. Schools are busy preparing children for SATs in May. As elections are held on the first Thursday in May, this often coincides with the May Bank Holiday, this means that there is a very inconsistent week of preparation for exams.

4. Observations on consultation responses

- 4.1 I am grateful to parents for their comments by email and on social media about the use of schools as Polling Stations. The Council accepts that this is a matter which causes a lot of concern to parents who often need to organise childcare when elections are called. In particular this year has seen unforeseen elections in December (UK Parliamentary General Election) and May (European Parliamentary Election) which followed the scheduled Borough Elections earlier in the same month.
- 4.2 Polling Stations need to be spread across the Borough to allow electors to vote. Not all electors have access to cars to enable them to travel long distances to the Polling Station. It is therefore necessary to utilise the buildings that we have in the Borough to provide the best spread and mix of Polling Places.
- 4.3 Whilst electors can opt to vote by post, the vast majority of electors still prefer to vote in a Polling Station. There is still a need for the Council to provide a number of Polling Stations spread out across the Borough, and this need is unlikely to diminish. Should the number of electors voting by post increase the likely effect would be on the reduction of multiple Polling Stations but not on the reduction of Polling Places. The Electoral Commission recommends a maximum of 2,000 electors at a Polling Station and so if electors voting in a station diminish this could reduce the number of Polling Stations.
- 4.4 A wide range of buildings are used for Polling Stations, not just schools but also Community Centres, Churches, Halls, Youth Centres etc. The decision on whether to use a school is heavily influenced by the availability of nearby alternatives. In a small Borough like Spelthorne we use 32 buildings of which 11 are schools and 21 are other premises, so 34 % are schools. We divide the borough into 13 wards:
 - (a) Just one of these wards uses schools only because there is no alternative: Ashford Common.

- (b) Four of the wards use no schools at all because there are alternatives: Ashford North & Stanwell South, Ashford Town, Shepperton Town and Sunbury Common.
 - (c) The rest of the wards are mixed between schools and other community buildings.
- 4.5 Whilst this Review sought public comments on the use of particular Polling Places and Stations within particular Polling Districts we cannot adopt a broad policy such as “don’t use schools”. In this Review I have been mindful of the advantages to reduce the use of schools where possible. However this is only possible in a particular Polling District bearing in mind the accessibility and suitability of specific nearby alternative premises. The Council has liaised with the Spelthorne Schools Together Confederation to explain its desire to reduce the use of schools. Schools were encouraged to respond in detail regarding their premises and the alternatives which might be suitable in the neighbourhood.
- 4.6 The law allows the Returning Officer to use school premises because they are public buildings and other premises in the community, churches, halls etc are not obliged to offer their premises for an election. We seek to engage with a wide range of premises owners to find as many premises as possible. There needs to be a willingness on the part of the building owner to provide the spaces when they are required. Bearing in mind that Reviews will usually be every four years there also has to be sufficient certainty that any buildings proposed will be available for the foreseeable future, certainly for the next four years. The alternative would be for the Returning Officer to designate alternative premises each time an election is called. This is not desirable for electors or political parties and it must be remembered that the promotion of a vibrant and engaging democratic process is a legitimate public policy objective as much as schooling.
- 4.7 A suggestion was made online that the Council could use empty office space as polling stations. This is not possible. It is not possible for the Council to know in advance with any certainty if any commercial premise will be empty in a particular polling district. I would also observe that most commercial property agents are interested to secure long term lettings of properties and are generally not interested to hire out premises for short term occasional hires because of the practical difficulties involved in opening and closing premises and ensuring their own legal duties as a premises owner towards the safety of users.
- 4.8 Portacabins have been used before and were found unsuitable for use as polling stations because of the difficulties in providing access for elderly and disabled voters. They may be considered as a last resort, but again they need a suitable (quite large) location for them to be sited, such as a car park or a playground.
- 4.9 The Council gives advance notice to all schools when they will be needed for Polling Stations. Some schools make arrangements for Y6 pupils to be in school for SATs preparations. Some schools use the polling day as an Inset day. Schools are not always able to schedule classes and Inset days when the school is being used as a Polling Station, it very much depends on the layout of the school and that decision always rests with the school in question. Parents of children at schools used as polling stations can also discuss with the individual schools whether it is possible to combine polling days and Inset

days to reduce the number of times when parents need to find alternative care. I appreciate that this observation only applies to scheduled elections.

- 4.10 I accept that it is better for children and parents if we can reduce the impact on schools. I accept that it will be beneficial for working families if we can identify other places so that they do not have the expense of additional childcare costs.
- 4.11 As regards parental behaviour of taking additional unscheduled leave, I accept this as a regrettable consequence of using schools as Polling Places and this is one of the drivers for looking again at schools as part of this process. I note the effect on children's education if parents take more than one day away from school.
- 4.12 As regards the timing of elections in May close to SATs, I am afraid that this is a matter of national policy and not one which I can influence. My obligation as Returning Officer is to make sure that the election is run fairly and that as many people as want to vote, can vote. If the government wants to move elections to after SATs or to a day other than Thursday (Sunday is often used in other countries) then it will have to legislate to do so.

5. Comments on Polling Districts

- 5.1 No comments were made by any party on the possible revision to Polling Districts. There appears to me to be no evidence which suggests that the Polling Districts are not suitable at this time. I am therefore not recommending any changes to the Polling Districts.

6. Comments on Polling Places

- 6.1 After considering the comments on Polling Places and making my own investigations I am proposing the following changes to Polling Places as follows. I am grateful to Jayne McEwan and her team in Electoral Services for their research and visits to many different premises to assess their suitability.
- 6.2 **Ashford Common** – change Meadhurst School for Ashford Common Methodist Church, Saxon Road, Ashford. This is in a central location. The access and nearby parking are acceptable.
- 6.3 **Halliford and Sunbury West** – change Springfield Primary School to Hawkedale Primary School and Halliford Community Centre. Broadly those electors west of the A244 will go to Halliford Community Centre and those east of the A244 will go to Hawkedale. Although this does not reduce the number of schools being used overall it does allow us to meet the request of Springfield Primary School not to be used for future elections. Hawkedale School has confirmed that it is happy to be used for elections. Hawkedale is in a good location for electors. It has good access and parking. Halliford Community Centre is already used for voters in Halliford Village and it can accommodate another polling station.
- 6.4 **Laleham and Shepperton Green** – change Saxon Primary School to St John Fisher Catholic Church, Wood Road Shepperton. This site was previously used as a Polling Place and the Church has confirmed that it is amenable to hosting elections once again. There is good access and parking. This is preferable to Saxon School which keeps part of its site open on Polling Day. This part use of the school premises reduces the access and parking for electors which is not desirable.

- 6.5 **Riverside and Laleham** – there are three polling stations within the Polling Place at Buckland School. Change this Polling Place to Staines and Laleham Sports Association on Worple Road. There is plentiful parking on site. The disabled access is acceptable but I will be working with the premises owners to see if improvements can be made which will make it even better.
- 6.6 **Sunbury East** – change Beauclerc School to Riverside Arts Centre. This removes the need to close one school. There is good parking in the Avenue. The Riverside Arts Centre have confirmed that they are happy to make the premises available free of charge to the Council in recognition of the Council's long support to the Centre. This is a welcome and much appreciated gesture and I am sure it will also be appreciated by parents at Beauclerc School.
- 6.7 **Stanwell North** –change Stanwell Fields Primary School to St David's Church Hall. The Church Hall is in a central location for the Polling District. It has excellent parking and disabled access. The use of the Church Hall is preferable to the school which in any event has poor disabled access. I also considered Lord Knyvets Hall but it has poor disabled access and very poor parking. It is not as central to the district as St David's Church Hall.
- 6.8 **Staines South** – change the one station which is in Buckland Primary School (and actually in Riverside and Laleham ward) for Laleham Methodist Church Hall in Edinburgh Drive. This is in a central location and it is in the Staines South ward. The access and nearby parking are acceptable.
- 6.9 **Sunbury Common** – The Polling Place in Sunbury Common is actually Kenyngton Manor School. For a number of years now the Council has been able to avoid use of the School by using alternatives which were Sunbury Youth Centre and St Saviour's Church. Unfortunately this year St Saviour's Church indicated that it was no longer able to host elections: it has developed a new community lunch on a Thursday. As a result, for the December UK Parliamentary General Election, by way of Urgent Action, I designated The Running Horse Public House as an alternative Polling Place. At the time of writing this review it is not known how this arrangement worked. I therefore wish to keep an open mind about the places to use in Sunbury Common.
- 6.10 During the Review I was able to investigate the Ex Servicemen's Club adjacent to the Sunbury Cross Shopping Centre. This has parking and a large Hall. It is an ideal location for those voters south of the A308 Staines Road West who would otherwise have to go to the Youth Centre.
- 6.11 I am therefore now proposing as follows: I will bring into use the Ex Servicemen's Club and the Running Horse PH – these are two new locations. I will make the Youth Centre an official Polling Place instead of it being an alternative location for Kenyngton Manor School. I will keep Kenyngton Manor School as an alternative Polling Place for Sunbury Common in case these new arrangements are not suitable. At most elections it should be possible to avoid the use of Kenyngton Manor School. I am however mindful that the County Council is reviewing the use of the Youth Centre and this could be problematic if the ability to use that Centre is withdrawn.

7. **Comments on Polling Stations**

- 7.1 I am not proposing to reduce the number of Polling Stations at this Review. I will keep under review the number of Stations which are provided in any Polling Place. There are two factors at work here. First there is the continued increase in population and the growth in additional housing which is likely as a

result of the local plan, and there is also a strong number of Postal Votes. Where the number of electors voting in person diminishes to a number that can be accommodated within a single station, rather than a multiple station, then I will consider such a change.

7.2 Other than that general observation I am only proposing to make one change as regards Polling Stations:

7.3 **Ashford Common** – I will keep Ashford Church of England Primary School as it currently is as a Polling Place. However, the School has indicated that we could use an alternative room in the school which will allow it to safely operate on Polling Days. This seems like a very reasonable suggestion to me and I am willing to accommodate it. This means that the Polling Stations will change rooms within the Polling Place. There are some necessary minor works to a gate so that access can be altered to make this happen. I am proposing to carry out these works for the school at the cost of the Council as a gesture of goodwill.

7.4 This new arrangement at the school does mean that the Council will not be able to utilise the parking at the school. It also means that a ramp will have to be provided for disabled access. I am content that these arrangements should be trialled for the quieter Police and Crime Commissioner election when the full effect can be seen. If there is a need to revert to the present arrangement because the new facility is not acceptable then I will review this with my Polling Station Inspectors after May 2020. I will of course consult with the School so we can avoid disruption to the school as much as possible.

7.5 **Sunbury East** – Councillors may wish to note that I have authorised some minor works at the Council's cost for Chennestone School and Stanwell Fields School to improve disabled access at the December 2019 UK Parliamentary General Election.

8. Other considerations

8.1 The review has been carried out in accordance with the Electoral Commission Guidance in order to provide suitable voting premises for all voters and staff taking into account Equality and Diversity, and Sustainability. The needs of the electorate must be considered when appointing a Polling Place to ensure there is sufficient space to accommodate them.

9. Timetable for implementation

9.1 The Council has to make a decision by the end of January 2020. This is a non-Executive matter. The changes will come into effect for the next election which is scheduled to be 7 May 2020: Police and Crime Commissioner for Surrey.

Background papers:
There are none.

Appendices:

A - Returning Officer Recommendations

B – Maps of wards with current and proposed polling stations

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Spelthorne Borough Council

Polling District, Polling Places and Polling Stations Review

Returning Officer Recommendations

Daniel Charles Mouawad
Spelthorne Borough Council
Knowle Green
Staines-upon-Thames
TW18 1XB

19 December 2019

The Review Process

A public notice posted was posted at the Council Offices at Knowle Green, on noticeboards within Spelthorne and on the Council's website.

11 October 2019	Start the review by posting the review notice – Consultation period commences
11 October 2019	Publish the Returning Officer's Submission
29 November 2019	Consultation period concludes
12 December 2019	Final recommendations published
19 December 2019	Council consider the recommendations

Criteria for Polling Places and Polling Districts

There are a number of factors to take into account when considering polling districts and polling places. Guidance from the Electoral Commission lists the following key considerations:

With regard to polling district boundaries:

- **Boundaries:** Are these well-defined? For example, do they follow the natural boundaries of an area? Is it clear which properties belong in the polling district?
- **Location:** Are there suitable transport links within the polling district, and how do they relate to the areas of the district that are most highly populated? Are there any obstacles to voters crossing the current polling district and reaching the polling place e.g., rivers, railway lines, impassable main roads?

With regard to polling places:

- **Location:** Is the polling place reasonably accessible within the polling district? Does it avoid barriers for the voter such as steep hills, major roads, rivers etc.? Are there convenient transport links?
- **Size:** Can the polling place accommodate more than one polling station if required? If multiple polling stations are required, is the polling place large enough to accommodate all voters going even where there is a high turnout?
- **Suitability:** Is the building readily available in the event of any unscheduled elections? Is there any possibility that the building may be demolished as part of a new development or withdrawn as a facility? Is the building accessible to all those entitled to attend the polling place?

The Electoral Commission advises that location, size and layout of any polling place / station must be a key consideration when deciding on the number of electors to be allocated to a polling station. In conducting a review, it is proposed that no more than 2,000 voters should be assigned to each polling station for elections and referenda,

to ensure efficiency. In the event of a combined and/or Parliamentary Election, given more complex arrangements and higher voter turnout, it is proposed that these levels be reduced.

Consideration should also been given to the increased possibility of confusion and delays occurring where polling stations for more than one ward are allocated in the same building. It is therefore, suggested that, as far as is reasonably practical, polling stations for different wards should not be located in the same polling place. However, this is not always practical.

Inevitably there will be an element of compromise between the different factors involved in reviewing polling places and polling district boundaries, and indeed the Electoral Commission acknowledges this as follows: "In practice, however, the choice of polling places will often be a balance between the quality of a building (access, facilities etc.) and the proximity of the building to the electors. When making a decision, all factors will need to be considered and the authority will need to be able to demonstrate their reasoning behind their decision".

Where, because of local circumstances, a polling place has been selected that is not fully accessible, reasonable adjustments must be undertaken to provide access for all electors.

Summary of Consultees

Current Premises	Other consultees
Ashford Church of England School	All Spelthorne's Resident's Associations
Ashford Congregational Church Hall	
Beauclerc Infant School	RNIB
Buckland Primary School, Infant and Junior	
Charlton Village Hall	Age UK
Chennestone Primary School	Surrey Health Action Scope
Echelford Primary School	
Fordway Centre	Runnymede & Spelthorne Citizens Advice Bureau
Laleham Village Hall	
The Leacroft Centre	The booking staff for proposed premises
The Manning Room	
Meadhurst School	Borough Councillors / County Councillors
Resource Centre	
Riverbridge Primary School	
The Salvation Army Hall	
Saxon Primary School	
Shepperton Village Hall	
St Matthew's Church Hall	
St Michael's RC School	
St Peter's Church Hall	
St Saviour's Church	
Staines Community Centre	
Stanwell Congregational Church Hall	
Stanwell Fields School	
Stanwell Moor Village Hall	
Stanwell Village Hall	
Stanwell Youth Centre	
Sunbury Youth Centre	
The Well, St Martin's Court Hall	

Challenge of this review

Although the Electoral Commission has no initial role in the review process itself, it does have an important role in respect of considering representations and observations made that a Council has not conducted a review so as to:

- meet the reasonable requirements of the electors in the constituency, or a body of them (i.e the reasonable requirements of a particular area of the authority have not been satisfactorily met); or
- take sufficient account of the accessibility to disabled persons of polling stations within a designated polling place.

Who may make a representation to the Electoral Commission?

Section 18D (1) of the Representation of the People Act 1983, sets out who may make representations to the Electoral Commission namely;

- not less than thirty registered electors in the constituency
- any person who made representations to the Council when the review was being undertaken (except the Returning Officer)
- any person who is not an elector within the constituency who the Electoral Commission feels has sufficient interest in the accessibility of disabled persons
- In England, any parish council which is wholly or partly situated within the constituency (or parish meeting where there is no council).

Also the Returning Officer may make observations on any representations made to the Commission.

Review by the Electoral Commission

The Electoral Commission is required to consider any such representations and observations and may direct the relevant Council to make any alterations it sees necessary to the polling places designated by the review.

Should a Council fail to make the alterations within two months of the direction being given, the Commission may make the alterations itself.

Proposal

The publication of these recommendations contains details of current polling district and polling places for each of the 13 Wards within Spelthorne, along with the details of any proposed changes.

The Council will make a final decision on 19 December 2019.

Any new polling districts, polling places and polling stations will become effective at all elections held after this date. Electors will be notified in writing if there have been any changes to their Polling Place.

RETURNING OFFICER'S RECOMMENDATIONS

The recommendation is that the Polling Place for each polling district is coterminous with the proposed polling station.

Polling Districts	Current Polling Station	Electorate (as at 3 May 2019)	Recommendations
AC1	Echelford Primary School, Park Road, Ashford, TW15 1EX	1060	Retain this site as no feasible alternative has been identified.
AC2 & AC4	Ashford C of E School, School Road, Ashford, TW15 2BW	1868 & 1014	Recommendation is to retain existing polling stations (2 stations in the building). Recommendation is to consider alternative room within the school.
AC3	Meadhurst School, Feltham Hill Road, Ashford Common, TW15 1LP	1061 & 1097	Change to Ashford Methodist Church Clarendon Road, Ashford, Middlesex, TW15 2QR (2 stations in the building)
AE1	St Matthew's Church Hall, Muncaster Close, Ashford, TW15 2EE	1458 & 1561	Recommendation is to retain existing polling stations (2 stations in the building)
AE2	St Michael's RC School, Feltham Hill Road, Ashford, TW15 2DG	1329 & 1326	Recommendation is to retain existing polling stations (2 stations in the building)
ANS1	Stanwell Congregational Church Hall, Viscount Road, Stanwell, TW19 7RD	1763 & 1492	Recommendation is to retain existing polling stations (2 stations in the building)
ANS2	Fordway Centre, Stanwell Road, Ashford, TW15 3DU	1705 & 1051	Recommendation is to retain existing polling stations (2 stations in the building)
AT1	The Salvation Army Hall, Woodthorpe Road, Ashford, TW15 3JY	1268 & 1347	Recommendation is to retain existing polling stations (2 stations in the building)

Polling Districts	Current Polling Station	Electorate (as at 3 May 2019)	Recommendations
AT2	Ashford Congregational Church Hall, Clarendon Road, Ashford, TW15 2QA	1269 & 1317	Recommendation is to retain existing polling stations (2 stations in the building)
HSW1	Halliford Community Centre. Upper Halliford Road, Shepperton, TW17 8SE	1410	Recommendation is to retain existing polling station and add another station for voters from HSW2 who previously attended Springfield Primary School.
HSW2	Springfield Primary School	1078 & 1114	Recommendation is to change to Hawkedale School for voters east of the A244. Voters west of the A244 to go to Halliford Community Centre.
HSW3	St Mary's Parish Hall, Green Street, Sunbury on Thames, TW16 6RN	1224	Recommendation is to retain existing polling station
LSG1	Laleham Village Hall, The Broadway, Laleham, TW18 1RZ	675	Recommendation is to retain existing polling station
LSG2	Saxon Primary School, Briar Road, Shepperton, TW17 0JB	1659 & 1627	Recommendation is to change to St John Fisher Church Hall (2 Polling Stations in building)
LSG3 & LSG4	Charlton Village Hall, Hetherington Road, Charlton Village, Shepperton, TW17 0SN	1214 & 773	Recommendation is to retain existing polling stations (2 stations in the building)
RL1	St Peter's Church Hall, Laleham Road, Staines upon Thames, TW18 2DX	1278 & 1316	Recommendation is to retain existing polling stations (2 stations in the building)
RL2	Buckland Primary School (Infant), Berryscroft Road, Staines upon Thames, TW18 1NB	770 & 942	Recommendation is to change to the Staines and Laleham Sports Association, Worple Road (2 stations in the building).

Polling Districts	Current Polling Station	Electorate (as at 3 May 2019)	Recommendations
RL3	Buckland Primary School (Junior), Berryscroft Road, Staines upon Thames, TW18 1NB	833	Recommendation is to change to Staines and Laleham Sports Association, Worple Road.
S1, S1 & S4	The Leacroft Centre, Raleigh Court, Leacroft, Staines upon Thames, TW18 4PB	1224, 1288 & 584	Recommendation is to retain existing polling stations (3 stations in the building)
S2	Staines Community Centre, Thames Street, Staines upon Thames, TW18 4EA	966	Recommendation is to retain existing polling station
S3	Riverbridge Primary School, Park Avenue, Staines upon Thames, TW18 2EF	1524	Recommendation is to retain existing polling stations (2 stations in the building)
SC	(Polling Station 37) St Saviour's Church, 205 Vicarage Road, Sunbury-on-Thames, TW16 7TP	1647	Recommendation is to change to Sunbury Ex-Servicemen's Club, Staines Road West, Sunbury Cross, Sunbury on Thames TW16 7BG. This is a new Polling Place for voters broadly south of Staines Road West.
SC	(Polling Station 38) St Saviour's Church, 205 Vicarage Road, Sunbury-on-Thames, TW16 7TP	1568	Recommendation is to change to Sunbury Youth Centre, Bryony Way, Beechwood Avenue, Sunbury on Thames, TW16 7RH with an alternative of Kenyngton Manor School Bryony Way, Beechwood Avenue, Sunbury on Thames, TW16 7QL
SC	(Polling Station 39) Sunbury Youth Centre, Bryony Way, Beechwood Avenue, Sunbury on Thames, TW16 7RH	1265	Recommendation is to retain existing station with an alternative of Kenyngton Manor School Bryony Way, Beechwood Avenue, Sunbury on Thames, TW16 7QL

Polling Districts	Current Polling Station	Electorate (as at 3 May 2019)	Recommendations
SC	(Polling Station 40) Sunbury Youth Centre, Bryony Way, Beechwood Avenue, Sunbury on Thames, TW16 7RH	1117	Recommendation is to change to The Running Horse Public House, Grovely Road, Sunbury on Thames TW16 7LB (one station) with an alternative of Kenyngton Manor School Bryony Way, Beechwood Avenue, Sunbury on Thames, TW16 7QL
SE1	The Manning Room, St Ignatius Roman Catholic Church, Green Street, Sunbury on Thames, TW16 6QB	1278	Recommendation is to retain existing polling station
SE2	Chennestone Primary School, Manor Lane, Sunbury on Thames, TW16 5LE	1664 & 1384	Recommendation is to retain existing polling stations (2 stations in the building). No alternatives have been identified.
SE3	Beauclerc Infant School, 116 French Street, Sunbury on Thames, TW16 5LE	1196	Change to Riverside Arts Centre, 57-59 Thames Street, Sunbury on Thames TW16 5QF
SN1	Stanwell Moor Village Hall, Horton Road, Stanwell Moor, Staines upon Thames, TW19 6AE	960	Recommendation is to retain existing polling station
SN2	Stanwell Village Hall, High Street, Stanwell, TW19 7JR	1452	Recommendation is to retain existing polling station
SN3	Stanwell Youth Centre, Hadrian Way, Stanwell, TW19 7HE	1624	Recommendation is to retain existing polling station
SN4	Stanwell Fields Church of England Primary School, Clare Road, Stanwell TW19 7DB	1318	Recommendation is to change to St David's' Church Hall, Everest Road, Stanwell TW19 7EE
SS1	The Well, St Martin's Court Hall, Kingston Crescent, Ashford, TW15 3ND	1450	Recommendation is to retain existing polling station

Polling Districts	Current Polling Station	Electorate (as at 3 May 2019)	Recommendations
SS2	Resource Centre, Staines Park, Commercial Road, Staines upon Thames, TW18 2QJ	1133 & 1134	Recommendation is to retain existing polling stations (2 stations in the building)
SS3	Buckland Primary School (Junior), Berryscroft Road, Staines upon Thames, TW18 1NB	1460	Recommendation is to use Laleham Methodist Church Hall in Edinburgh Drive Staines TW18 1PH.
ST	Shepperton Village Hall, High Street, Shepperton, TW17 9BL	1335. 1371, 1327 & 1306	Recommendation is to use existing polling stations (4 stations in the building)

Informative:

The following Polling Places and Polling Stations will be in use when Parliament passes the relevant legislation and Spelthorne takes in an area from Runnymede Borough Council as part of the Spelthorne Constituency. These stations were not reviewed as part of this review.

EH3	The Hythe Centre, Thorpe Road, Staines, TW18 3HD	230	Recommendation is to use existing polling station
ET4	Egham Cricket Club Pavilion, Vicarage Road, TW20 8NP	246	Recommendation is to use existing polling place – at non-parliamentary elections ET5 would be combined with this station
VW4	St. Ann`s Heath Junior School, Sandhills Lane, GU25 4DS	61	Recommendation is to combine with ET4 at Egham CC. Would be combined with VW2 at non- Parliamentary elections
TH1	Thorpe Village Hall, Coldharbour Lane, Thorpe, TW20 8TE	845	Recommendation is to use existing polling place

TH2	The Mobile Unit - Truss`s Island, Chertsey Lane, Staines	1138	Recommendation is to use existing polling place
TH3	The Mobile Unit - Ashleigh Avenue, (Off Warwick Avenue), Thorpe, TW20 8LB	1738	Recommendation is to relocate Mobile Unit to Junction of Wavendene Ave/Thorpe Lea Road

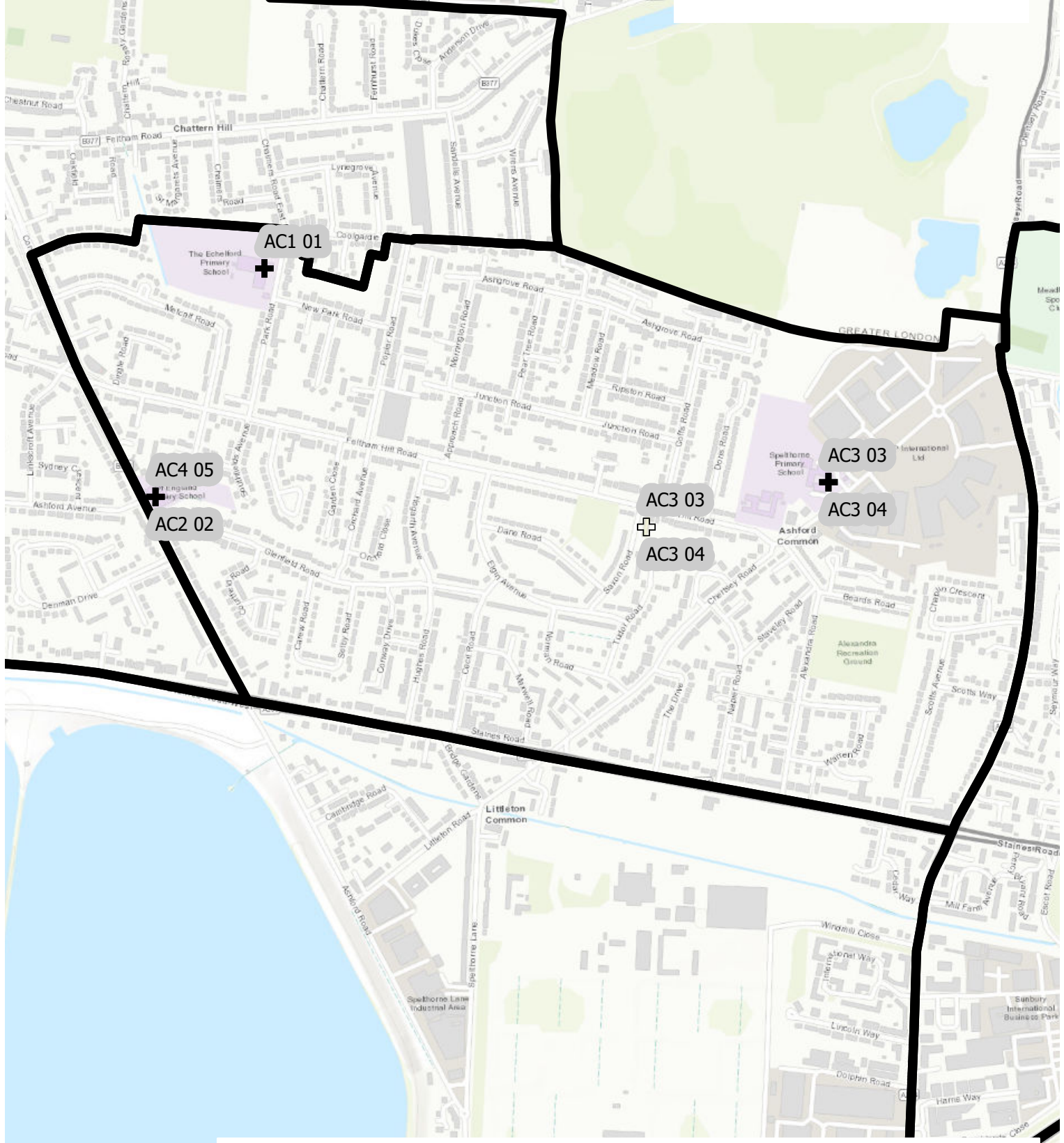
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Polling Stations Review

STATE

- Current
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- ⊕ Alternative



Polling Stations Review 2019 - Ashford Common Ward

Scale: 1:10,000

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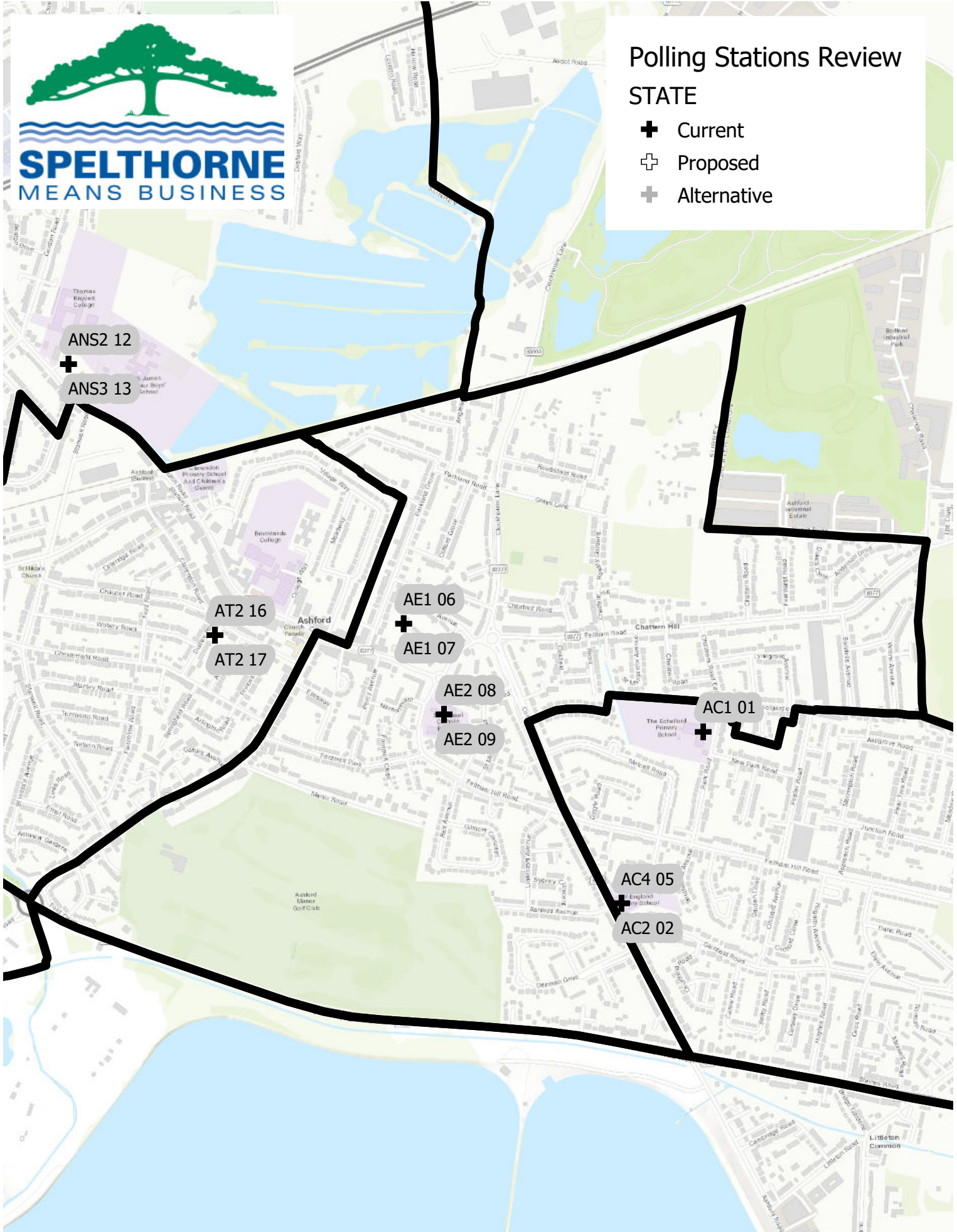




Polling Stations Review

STATE

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Polling Stations Review 2019 - Ashford East Ward

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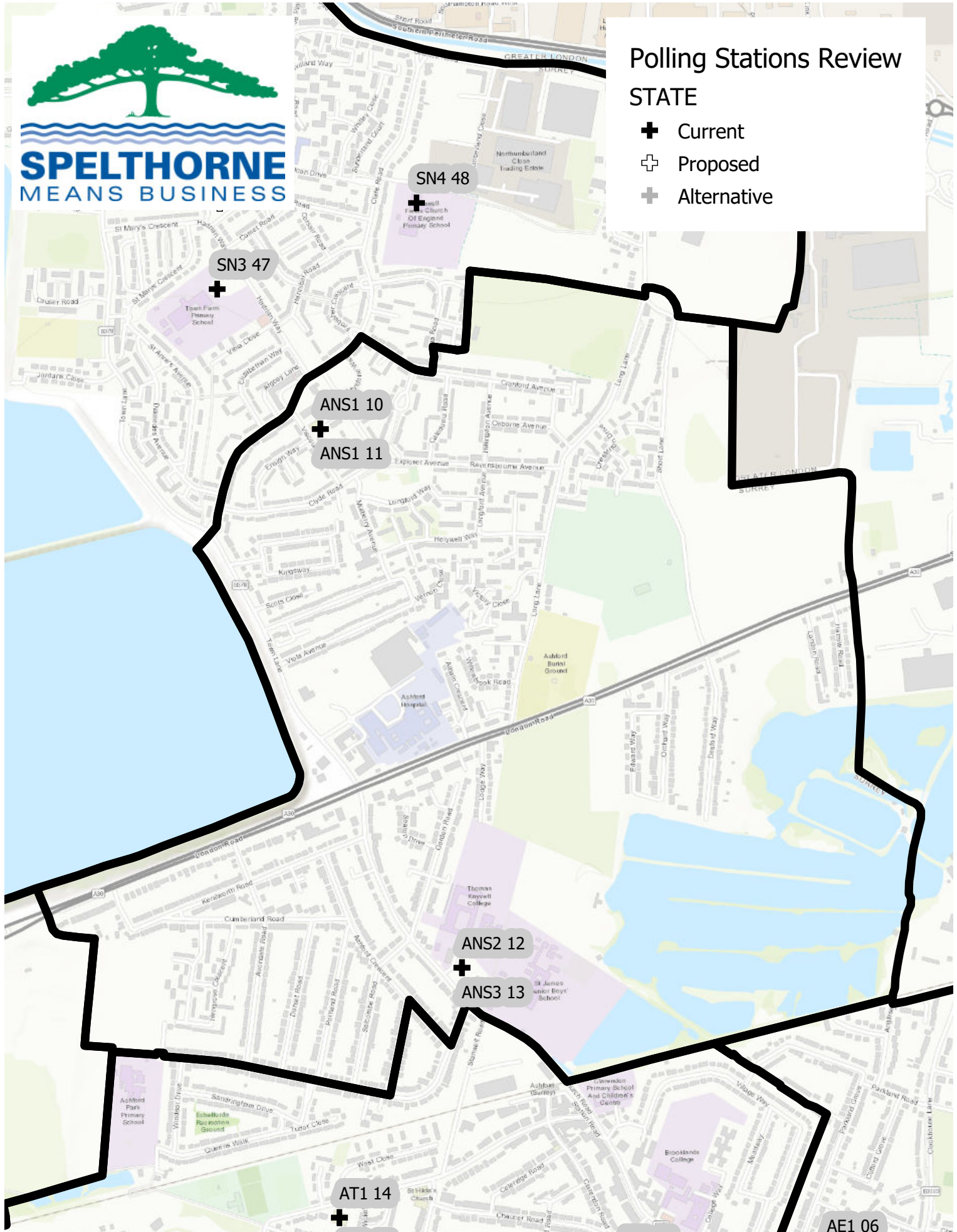




Polling Stations Review

STATE

- Current
- Proposed
- Alternative



Polling Stations Review 2019 - Ashford North and Stanwell South Ward

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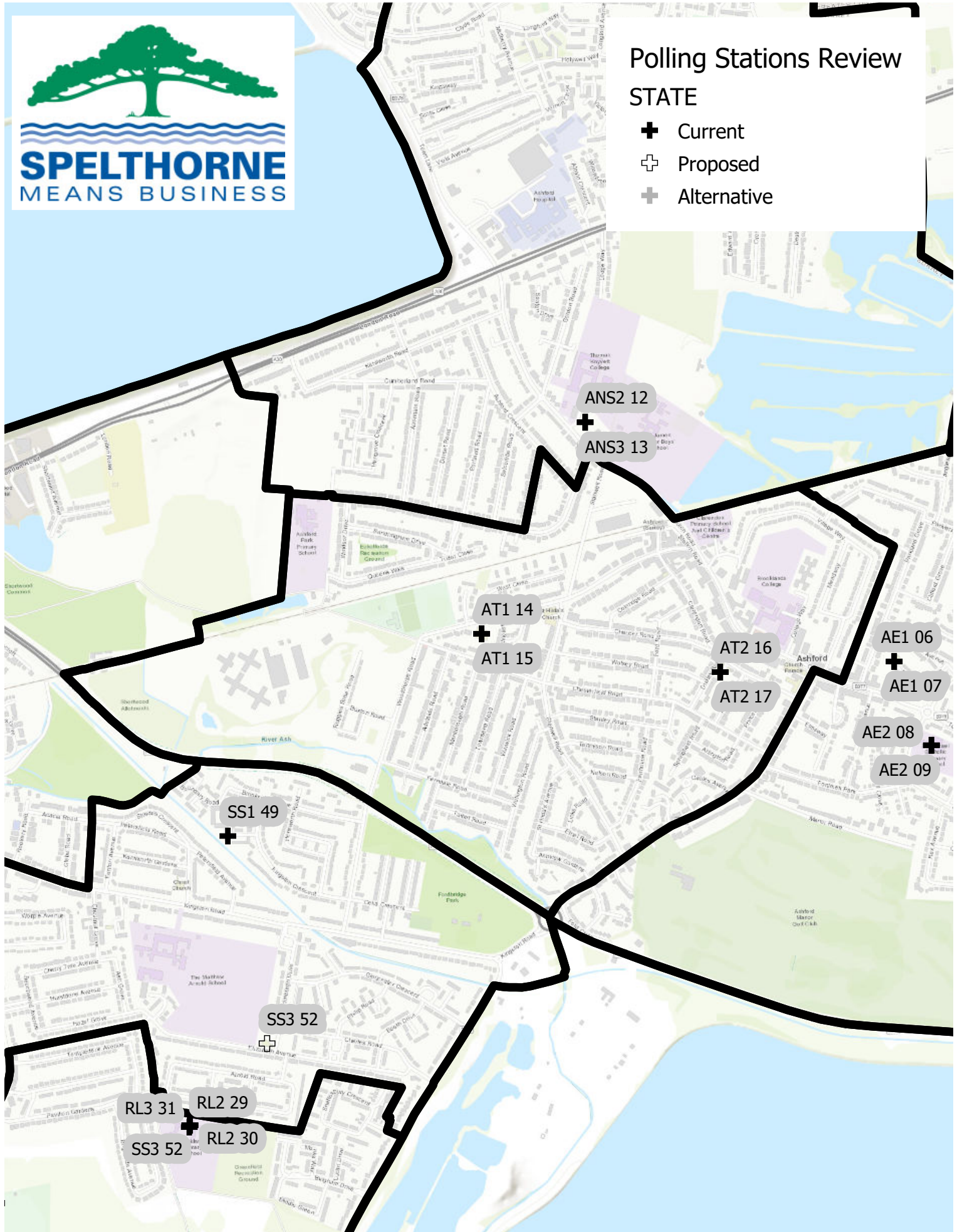
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Polling Stations Review

STATE

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Polling Stations Review 2019 - Ashford Town Ward

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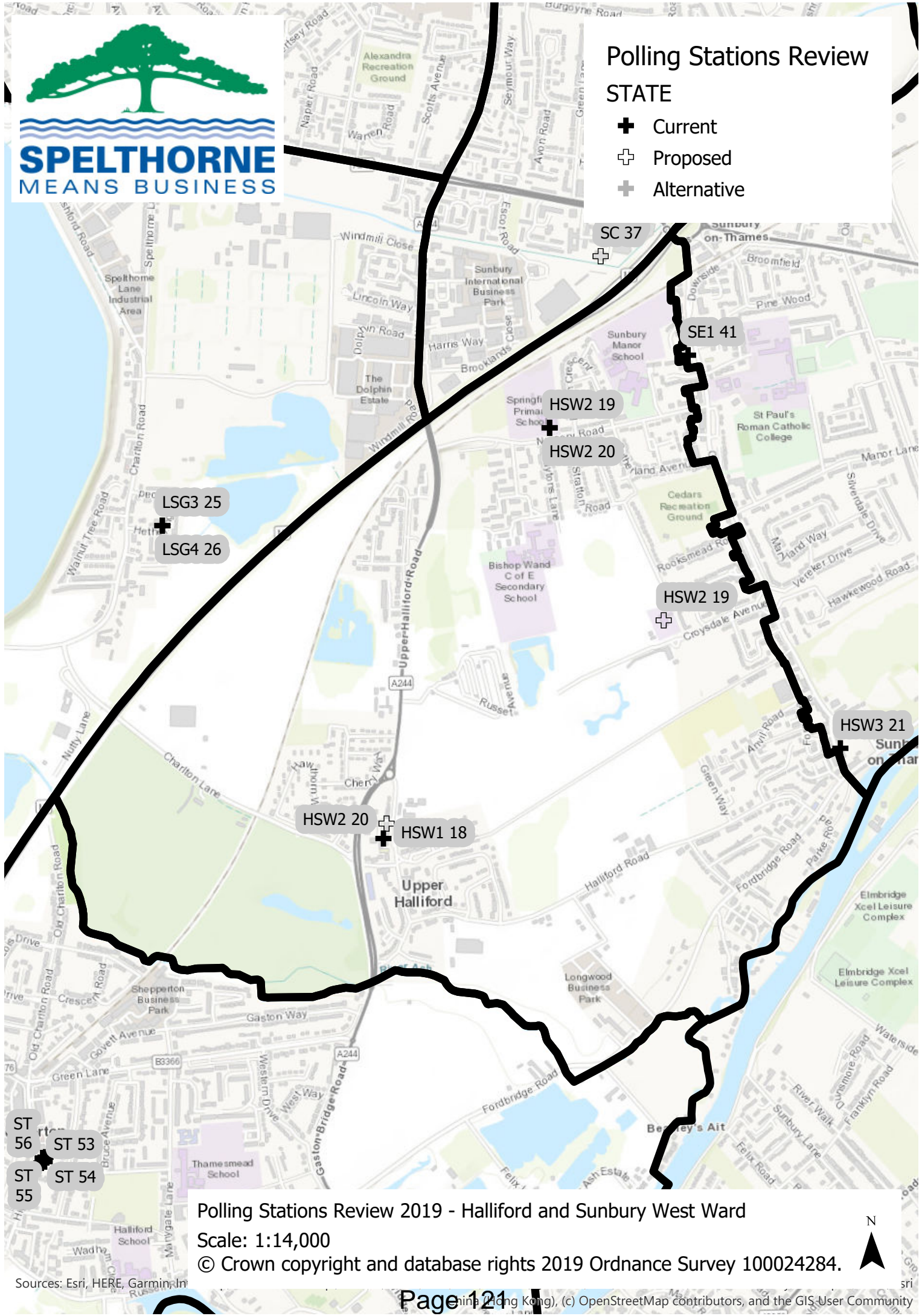
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Polling Stations Review

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- ⊕ Alternative



Polling Stations Review 2019 - Hallford and Sunbury West Ward

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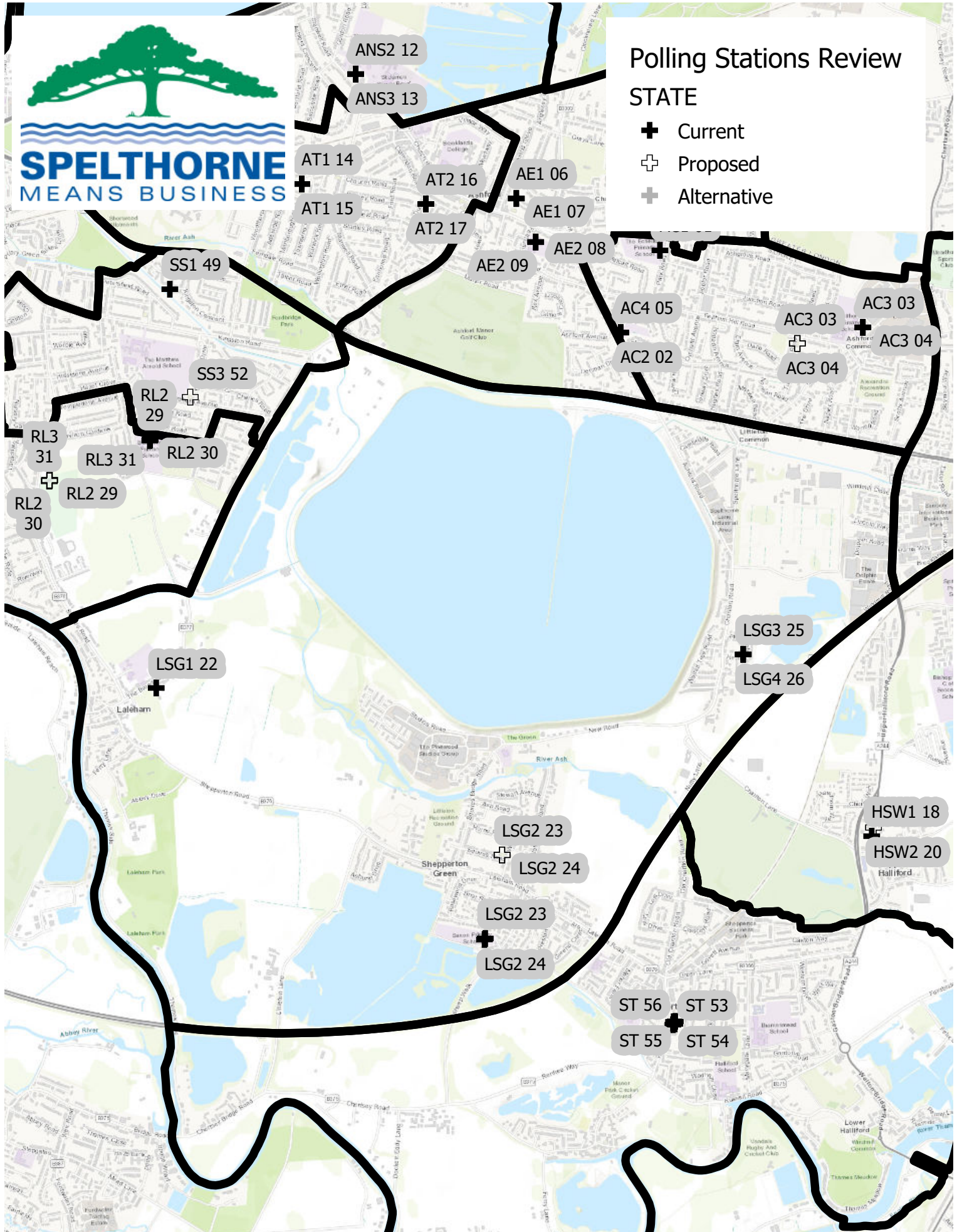
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Polling Stations Review

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- + Alternative



Polling Stations Review 2019 - Laleham and Shepperton Green Ward

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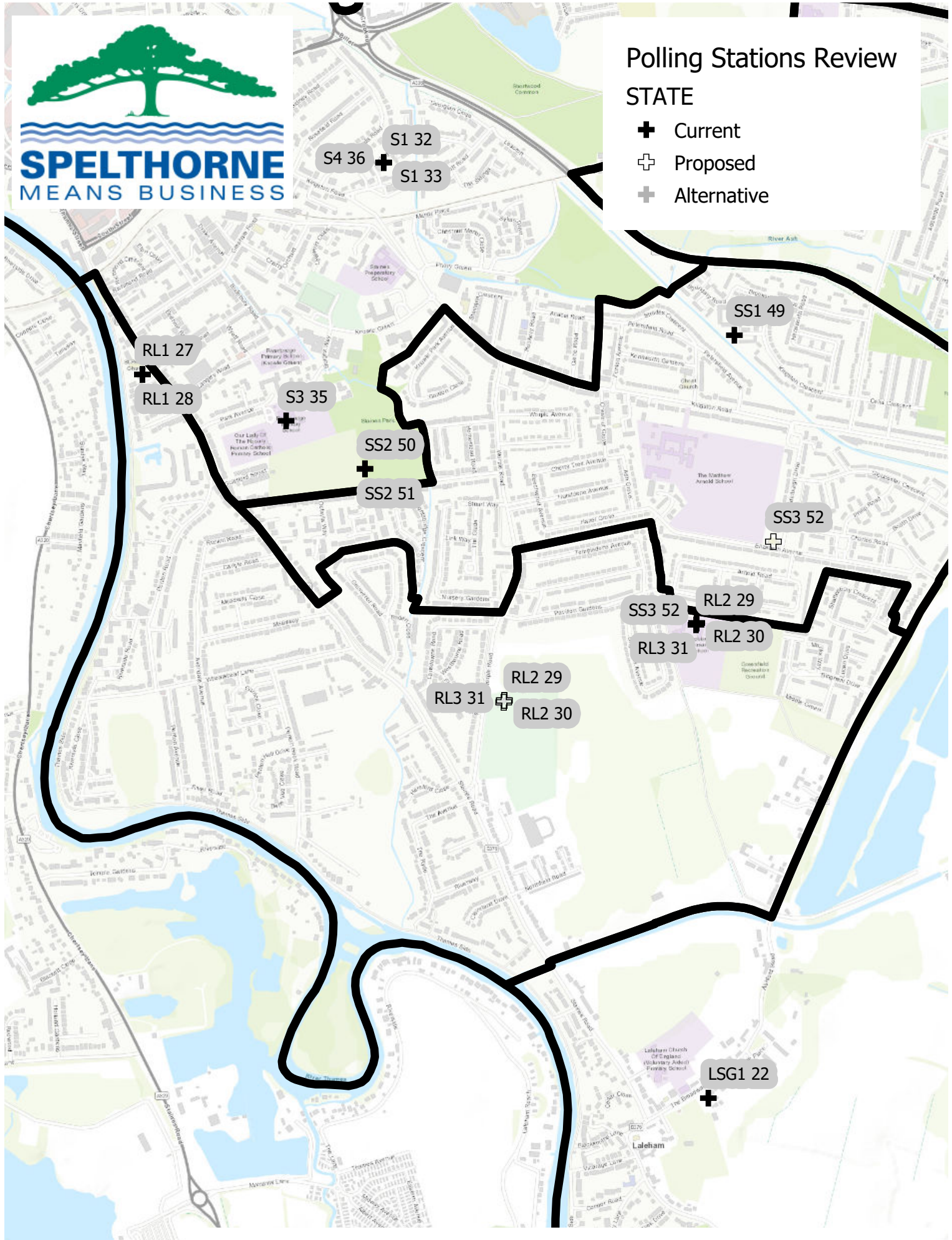
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Polling Stations Review

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- + Alternative



Polling Stations Review 2019 - Riverside and Laleham Ward

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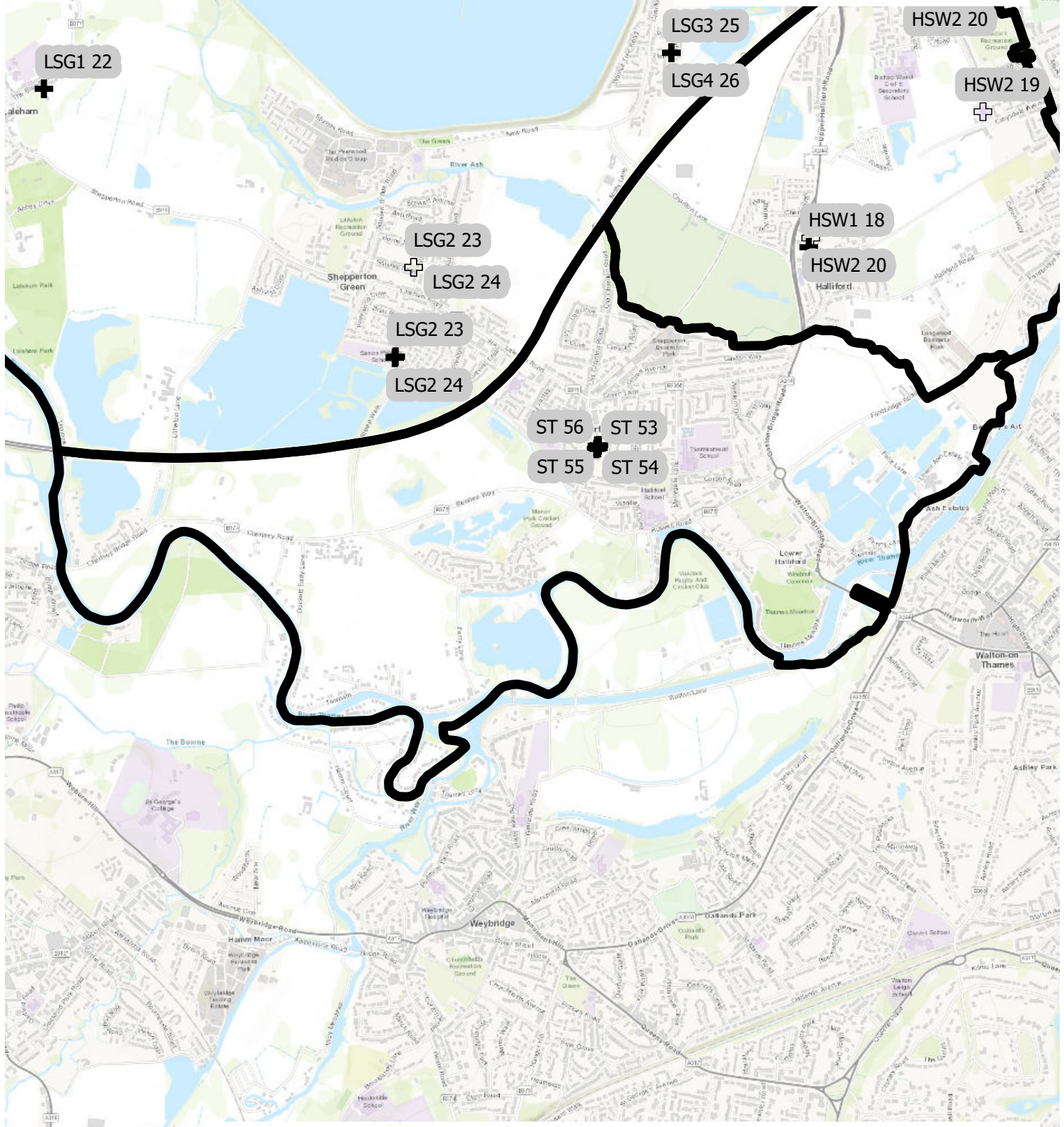
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Polling Stations Review

STATE

- Current
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- Alternative



Polling Stations Review 2019 - Shepperton Town Ward

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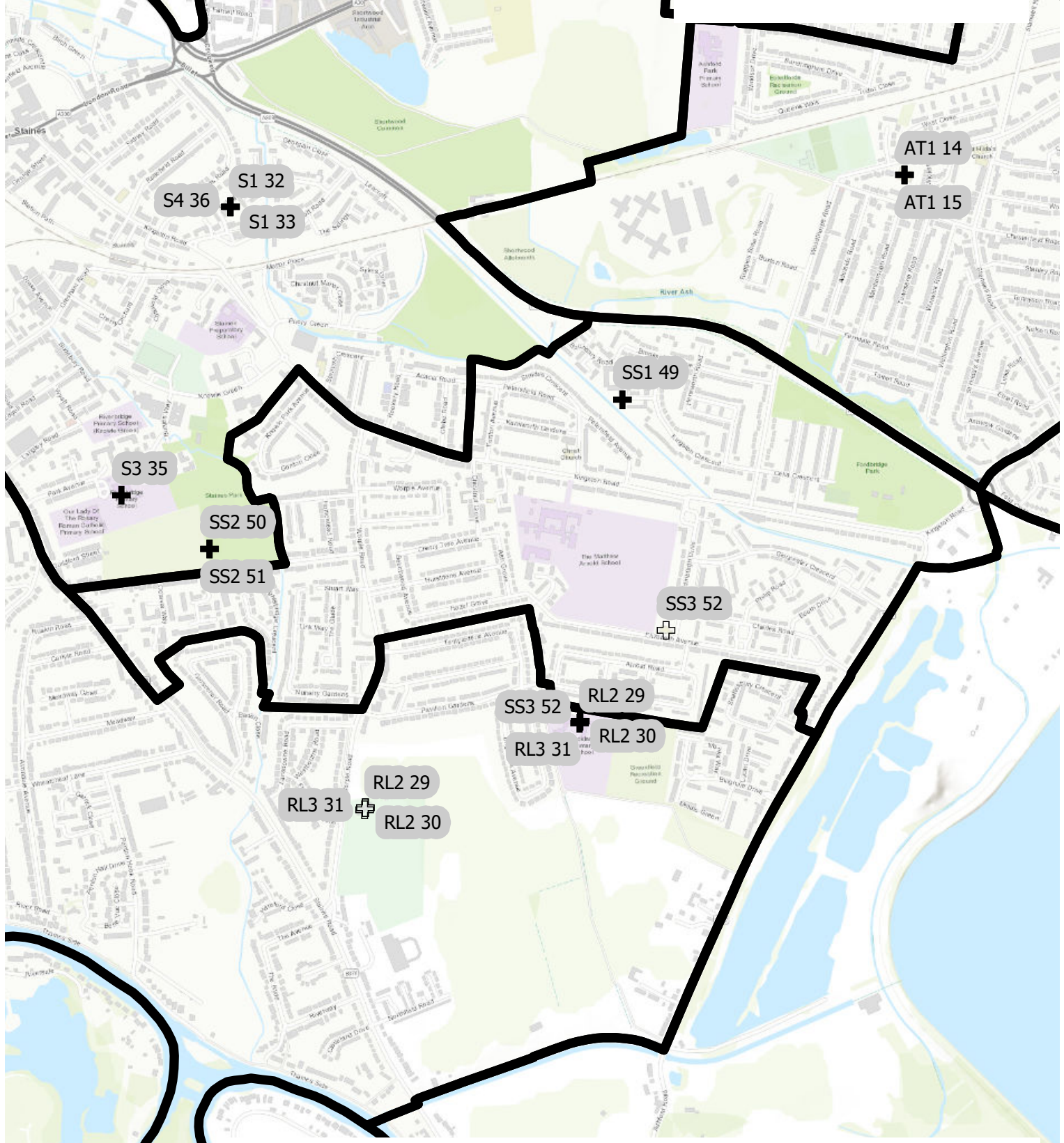




Polling Stations Review

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Polling Stations Review 2019 - Staines South Ward

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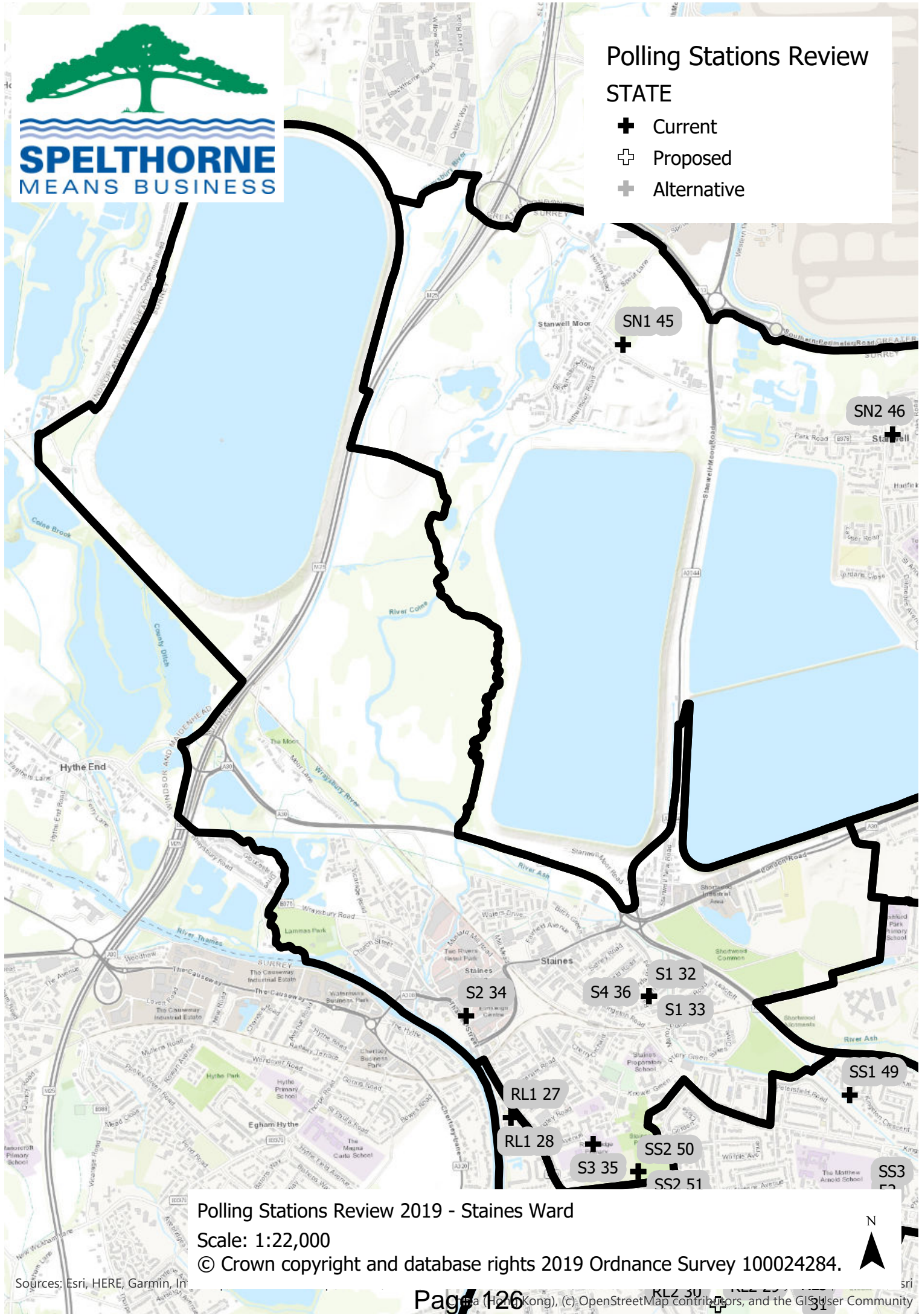
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Polling Stations Review

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Polling Stations Review 2019 - Staines Ward

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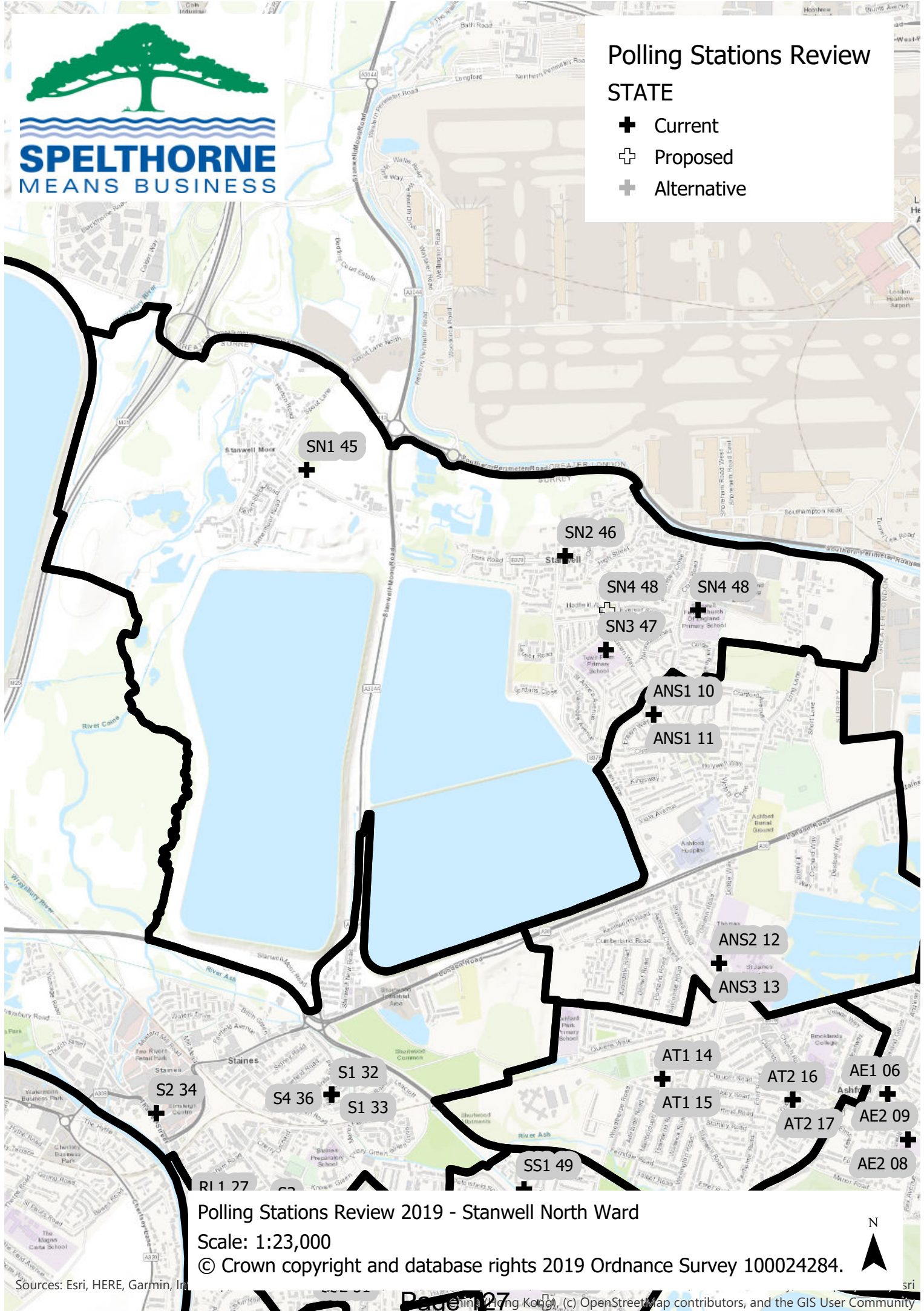




Polling Stations Review

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- ✚ Alternative



Polling Stations Review 2019 - Stanwell North Ward

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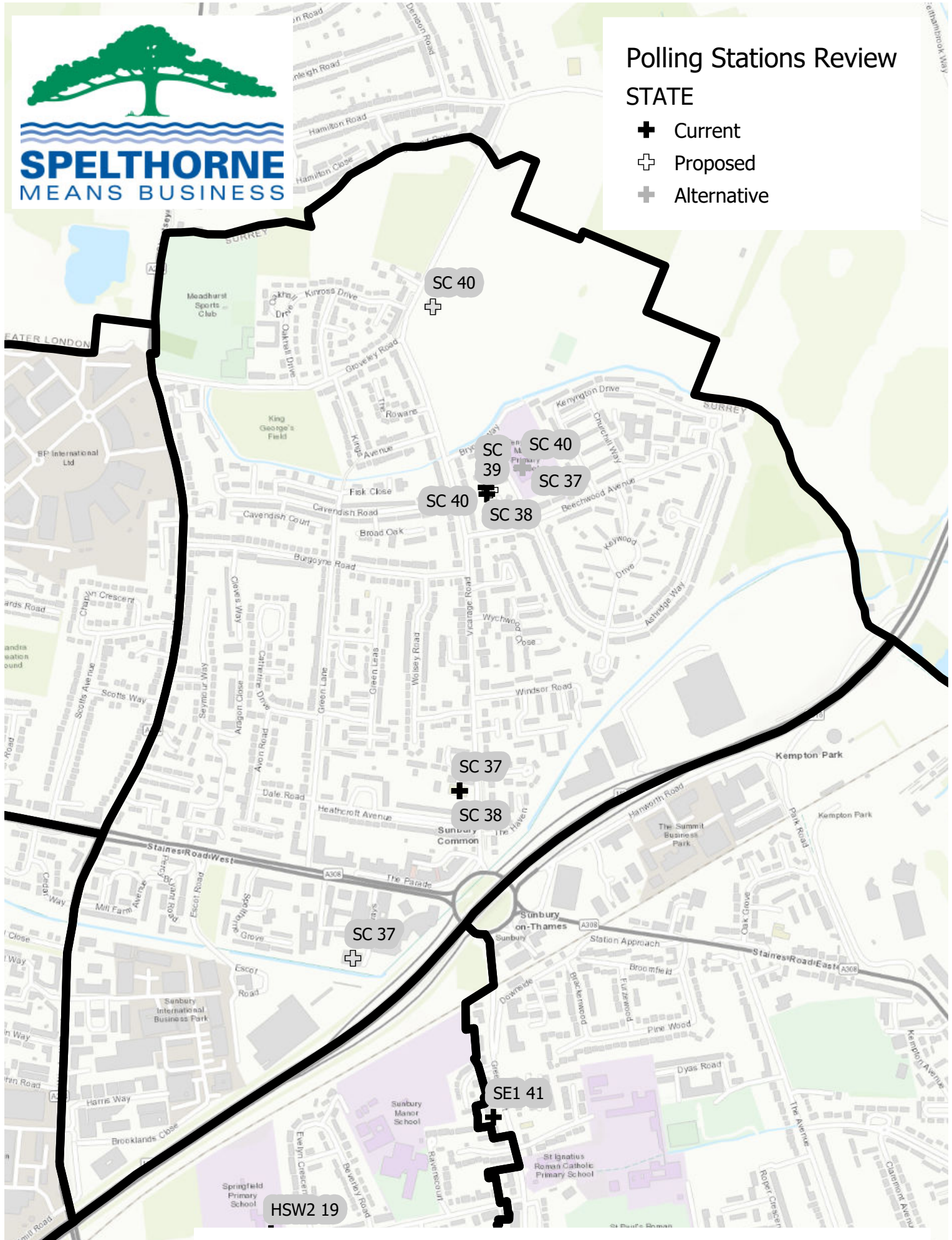
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Polling Stations Review

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Polling Stations Review 2019 - Sunbury Common Ward

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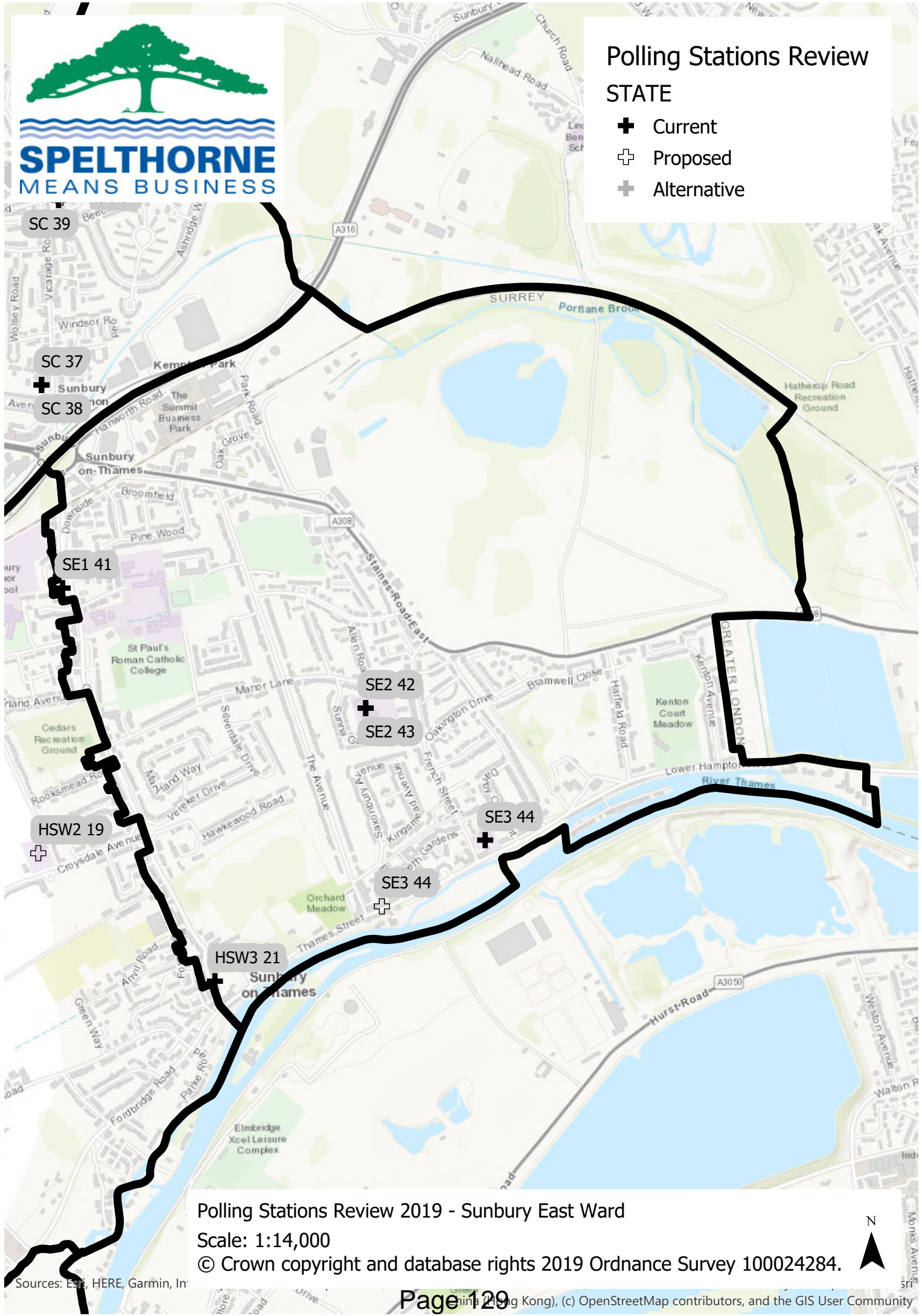
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Polling Stations Review

STATE

- Current
- ⊕ Proposed
- ⊕ Alternative



Polling Stations Review 2019 - Sunbury East Ward

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As a Borough we have been trying to move away from using schools for polling stations and this year schools have requested we find alternative premises as they have been disrupted badly over the last year. We have also taken into account the size of the stations and whether or not they can accommodate staff and electors safely during the pandemic.

Ashford Church of England Primary School

Adjustments have been made at the school allowing us to isolate the area used for polling, allowing the school to remain open to children and staff.

Echelford Primary School

The school preferred us not to use them but we could not find an alternative premise so we have compromised to use a classroom on the side. This allows the school to remain open to children and staff so as not to disrupt the children. The building is accessed by the visitor's car park entrance. The main school gates will remain locked ensuring the children's safety.

The Greeno Centre

We have used the Greeno Centre in addition to Shepperton Village Hall due to the requirements of social distancing to keep both staff and electors safe.

Sunbury Adult Learning Centre

This has replaced Chennestone Primary School, allowing the school to remain open to children and staff so as not to disrupt the children.

Riverside Arts Centre

As per the polling station review in 2019, this has replaced Beauclerc Infant School, allowing the school to remain open to children and staff so as not to disrupt the children.

Our Lady of the Rosary Church Hall

We used to use Riverbridge Primary School but as per the last polling station review in 2019 we had booked the Thameside Centre in Wyatt Road, Staines. However, this premise is currently being used as a covid-testing centre. We are now using Our Lady of the Rosary church hall.

Resource Centre

This has been reduced to one polling station to allow for social distancing and for a one-way system to be put in place, ensuring the safety of both staff and electors.

Sunbury Library

We had planned on using Sunbury Working Men's Club, as per the last polling station review, but this has not been possible as they have remained closed due to the pandemic. We have secured the premises at Sunbury Library.

Sunbury Youth Centre

We were going to use The Running Horse public house but due to the pandemic they have been closed and we could not contact them to book the premises. We can accommodate two polling stations safely at the Youth Centre.

Stanwell Rose Community Centre

We have not been able to use Stanwell Congregational Church Hall as they have remained closed due to the pandemic and could not accommodate our booking. We have found alternative suitable premises at the Stanwell Rose Community Centre.

Springfield School

As per the polling station review 2019 we secured alternative premises at Hawkedale School. They can remain open for both vulnerable children and the children of key workers as we are using the unit which is separate from the main building.

Buckland Primary School

As per the polling station review in 2019, two of the polling stations have been moved to Laleham Methodist Church, Edinburgh Drive. As we previously used both the infant and junior parts of the school, for the other two polling stations we have managed to find alternative premises at Staines & Laleham Sports Association, Worple Road allowing the school to remain open. This allows all stations to accommodate a separate entrance and exit and have enough room to socially distance.

St David's Roman Catholic Church

As per the polling station review in 2019, we stopped using Stanwell Fields Church of England School and found alternative premises at St David's RC church hall.

Polling Stations by Electoral Area

Printed: 25 March 2021

Level: 3E - Electoral Division

Area: ASHFORD

PD	Stn No	Premises	Electorate
AC1	1 / AC1	ECHFORD PRIMARY SCHOOL, PARK ROAD, ASHFORD, TW15 1EX (POLLING STATION LOCATED TO RIGHT OF MAIN SCHOOL. ACCESS THROUGH VISITORS CAR PARK ENTRANCE)	1,116
AC4	5 / AC4	ASHFORD C OF E SCHOOL, SCHOOL ROAD, ASHFORD, TW15 2BW (THERE IS NO ELECTOR PARKING ON SITE)	1,078
AE1	6 / AE1	ST MATTHEW'S CHURCH HALL, MUNCASTER CLOSE, ASHFORD, TW15 2EE	1,524
AE1	7 / AE1	ST MATTHEW'S CHURCH HALL, MUNCASTER CLOSE, ASHFORD, TW15 2EE	1,605
AE2	8 / AE2	ST MICHAEL'S RC SCHOOL, FELTHAM HILL ROAD, ASHFORD, TW15 2DG	1,399
AE2	9 / AE2	ST MICHAEL'S RC SCHOOL, FELTHAM HILL ROAD, ASHFORD, TW15 2DG	1,401
AT2	16 / AT2	ASHFORD CONGREGATIONAL CHURCH HALL, CLARENDON ROAD, ASHFORD, TW15 2QA	1,385
AT2	17 / AT2	ASHFORD CONGREGATIONAL CHURCH HALL, CLARENDON ROAD, ASHFORD, TW15 2QA	1,412
Number of Stations / Electorate for Area ASHFORD:			8 10,920

Area: LALEHAM AND SHEPPERTON

PD	Stn No	Premises	Electorate
LSG1	22 / LSG1	LALEHAM VILLAGE HALL, THE BROADWAY, LALEHAM, STAINES-UPON-THAMES, TW18 1RZ (PARKING AVAILABLE IN THE BROADWAY CAR PARK, FIRST HOUR PARKING IS FREE)	705
LSG2	23 / LSG2	ST JOHN FISHER CATHOLIC CHURCH, 15 WOOD ROAD, SHEPPERTON, TW17 0DH (THIS IS A NEW POLLING STATION. PARKING AVAILABLE AT REAR OF CHURCH HALL)	1,707
LSG2	24 / LSG2	ST JOHN FISHER CATHOLIC CHURCH, 15 WOOD ROAD, SHEPPERTON, TW17 0DH (THIS IS A NEW POLLING STATION. PARKING AVAILABLE AT REAR OF CHURCH HALL)	1,683
LSG4	26 / LSG4	CHARLTON VILLAGE HALL, HETHERINGTON ROAD, CHARLTON VILLAGE, SHEPPERTON, TW17 0SP	806
ST	53 / ST	SHEPPERTON VILLAGE HALL, HIGH STREET, SHEPPERTON, TW17 9AU (PARKING AVAILABLE IN THE VILLAGE HALL CAR PARK, FIRST HOUR PARKING IS FREE)	1,373
ST	54 / ST	SHEPPERTON VILLAGE HALL, HIGH STREET, SHEPPERTON, TW17 9AU (PARKING AVAILABLE IN THE VILLAGE HALL CAR PARK, FIRST HOUR PARKING IS FREE)	1,475
ST	55 / ST	THE GREENO CENTRE, GLEBELAND GARDENS, SHEPPERTON, TW17 9DH (THIS IS A NEW POLLING STATION)	1,381
ST	56 / ST	THE GREENO CENTRE, GLEBELAND GARDENS, SHEPPERTON, TW17 9DH (THIS IS A NEW POLLING STATION)	1,391
Number of Stations / Electorate for Area LALEHAM AND SHEPPERTON:			8 10,521

Polling Stations by Electoral Area

Printed: 25 March 2021

Level: 3E - Electoral Division

Area: LOWER SUNBURY & HALLIFORD

PD	Stn No	Premises	Electorate
HSW1	18 / HSW1	HALLIFORD COMMUNITY CENTRE, UPPER HALLIFORD ROAD, SHEPPERTON, TW17 8SE	1,489
HSW2	19 / HSW2	HAWKEDALE PRIMARY SCHOOL, STRATTON ROAD, SUNBURY-ON-THAMES, TW16 6PG (THIS IS A NEW POLLING STATION)	1,139
HSW2	20 / HSW2	HAWKEDALE PRIMARY SCHOOL, STRATTON ROAD, SUNBURY-ON-THAMES, TW16 6PG (THIS IS A NEW POLLING STATION)	1,161
HSW3	21 / HSW3	ST MARY'S PARISH HALL, GREEN STREET, SUNBURY-ON-THAMES, TW16 6RN	1,272
SE1	41 / SE1	THE MANNING ROOM, ST IGNATIUS ROMAN CATHOLIC CHURCH, GREEN STREET, SUNBURY-ON-THAMES, TW16 6QB	1,442
SE2	42 / SE2	SUNBURY ADULT LEARNING CENTRE, THE AVENUE, SUNBURY-ON-THAMES, TW16 5DZ (THIS IS A NEW POLLING STATION. CAR PARKING AVAILABLE AT BACK OF CENTRE)	1,766
SE2	43 / SE2	SUNBURY ADULT LEARNING CENTRE, THE AVENUE, SUNBURY-ON-THAMES, TW16 5DZ (THIS IS A NEW POLLING STATION. CAR PARKING AVAILABLE AT BACK OF CENTRE)	1,469
SE3	44 / SE3	RIVERSIDE ARTS CENTRE, 57-59 THAMES STREET, SUNBURY-ON-THAMES, TW16 5QF (NEW POLLING STATION. LIMITED DISABLED PARKING. MORE PARKING AVAILABLE IN THAMES STREET CAR PARKS)	1,291
Number of Stations / Electorate for Area LOWER SUNBURY & HALLIFORD:			8 11,029

Area: STAINES

PD	Stn No	Premises	Electorate
RL1	27 / RL1	ST PETER'S CHURCH HALL, LALEHAM ROAD, STAINES-UPON-THAMES, TW18 2DX	1,336
RL1	28 / RL1	ST PETER'S CHURCH HALL, LALEHAM ROAD, STAINES-UPON-THAMES, TW18 2DX	1,405
S1	32 / S1	THE LEACROFT CENTRE, RALEIGH COURT, LEACROFT, STAINES-UPON-THAMES, TW18 4PB (NO ELECTOR PARKING ON SITE)	1,496
S1	33 / S1	THE LEACROFT CENTRE, RALEIGH COURT, LEACROFT, STAINES-UPON-THAMES, TW18 4PB (NO ELECTOR PARKING ON SITE)	1,435
S2	34 / S2	STAINES COMMUNITY CENTRE, THAMES STREET, STAINES-UPON-THAMES, TW18 4EA (LIMITED ELECTOR PARKING AVAILABLE IN RIVERSIDE CAR PARK OPPOSITE POLLING STATION)	1,185
S3	35 / S3	OUR LADY OF THE ROSARY CHURCH HALL, 59 GRESHAM ROAD, STAINES UPON THAMES, TW18 2BD (THIS IS A NEW POLLING STATION)	1,754
SS2	50 / SS2	RESOURCE CENTRE, STAINES PARK, COMMERCIAL ROAD, STAINES-UPON-THAMES, TW18 2QJ	2,416
Number of Stations / Electorate for Area STAINES:			7 11,027

Polling Stations by Electoral Area

Printed: 25 March 2021

Level: 3E - Electoral Division

Area: STAINES SOUTH & ASHFORD WEST

PD	Stn No	Premises	Electorate
ANS2	12 / ANS2	FORDWAY CENTRE, STANWELL ROAD, ASHFORD, TW15 3DU	1,870
AT1	14 / AT1	THE SALVATION ARMY HALL, WOODTHORPE ROAD, ASHFORD, TW15 3JY	1,346
AT1	15 / AT1	THE SALVATION ARMY HALL, WOODTHORPE ROAD, ASHFORD, TW15 3JY	1,427
RL2	29 / RL2	LALEHAM METHODIST CHURCH HALL, 56 EDINBURGH DRIVE, STAINES-UPON-THAMES, TW18 1PH (THIS IS A NEW POLLING STATION)	817
RL2	30 / RL2	STAINES AND LALEHAM SPORTS ASSOCIATION LTD, WORPLE ROAD, STAINES-UPON-THAMES, TW18 1HR (THIS IS A NEW POLLING STATION)	984
RL3	31 / RL3	STAINES AND LALEHAM SPORTS ASSOCIATION LTD, WORPLE ROAD, STAINES-UPON-THAMES, TW18 1HR (THIS IS A NEW POLLING STATION)	858
S4	36 / S4	THE LEACROFT CENTRE, RALEIGH COURT, LEACROFT, STAINES-UPON-THAMES, TW18 4PB (NO ELECTOR PARKING ON SITE)	645
SS1	49 / SS1	THE WELL, ST MARTIN'S COURT HALL, KINGSTON CRESCENT, ASHFORD, TW15 3NB	1,531
SS3	52 / SS3	LALEHAM METHODIST CHURCH HALL, 56 EDINBURGH DRIVE, STAINES-UPON-THAMES, TW18 1PH (THIS IS A NEW POLLING STATION)	1,618

Number of Stations / Electorate for Area STAINES SOUTH & ASHFORD WEST: 9 11,096

Area: STANWELL & STANWELL MOOR

PD	Stn No	Premises	Electorate
ANS1	10 / ANS1	STANWELL ROSE COMMUNITY CENTRE, MULBERRY AVENUE, STANWELL, STAINES-UPON-THAMES, TW19 7SF (THIS IS A NEW POLLING STATION)	2,102
ANS1	11 / ANS1	STANWELL ROSE COMMUNITY CENTRE, MULBERRY AVENUE, STANWELL, STAINES-UPON-THAMES, TW19 7SF (THIS IS A NEW POLLING STATION)	1,678
ANS3	13 / ANS3	FORDWAY CENTRE, STANWELL ROAD, ASHFORD, TW15 3DU	1,160
SN1	45 / SN1	STANWELL MOOR VILLAGE HALL, HORTON ROAD, STANWELL MOOR, STAINES-UPON-THAMES, TW19 6AE	1,062
SN2	46 / SN2	STANWELL VILLAGE HALL, HIGH STREET, STANWELL, STAINES-UPON-THAMES, TW19 7JR	1,655
SN3	47 / SN3	STANWELL YOUTH CENTRE, HADRIAN WAY, STANWELL, STAINES-UPON-THAMES, TW19 7HE	1,821
SN4	48 / SN4	ST DAVID ROMAN CATHOLIC CHURCH, EVEREST ROAD, STANWELL, STAINES-UPON-THAMES, TW19 7EE (THIS IS A NEW POLLING STATION)	1,486

Number of Stations / Electorate for Area STANWELL & STANWELL MOOR: 7 10,964

Polling Stations by Electoral Area

Printed: 25 March 2021

Level: 3E - Electoral Division

Area: SUNBURY COMMON & ASHFORD COMMON

PD	Stn No	Premises	Electorate
AC2	2 / AC2	ASHFORD C OF E SCHOOL, SCHOOL ROAD, ASHFORD, TW15 2BW (THERE IS NO ELECTOR PARKING ON SITE)	2,011
AC3	3 / AC3	ASHFORD COMMON METHODIST CHURCH, SAXON ROAD, ASHFORD COMMON, TW15 1QL (NEW POLLING STATION - NO PARKING ON SITE, LIMITED SPACES IN SAXON ROAD OPPOSITE POLLING STATION)	1,130
AC3	4 / AC3	ASHFORD COMMON METHODIST CHURCH, SAXON ROAD, ASHFORD COMMON, TW15 1QL (NEW POLLING STATION - NO PARKING ON SITE, LIMITED SPACES IN SAXON ROAD OPPOSITE POLLING STATION)	1,178
LSG3	25 / LSG3	CHARLTON VILLAGE HALL, HETHERINGTON ROAD, CHARLTON VILLAGE, SHEPPERTON, TW17 0SP	1,459
SC	37 / SC	SUNBURY LIBRARY, THE PARADE, STAINES ROAD WEST, SUNBURY-ON-THAMES, TW16 7AB (THIS IS A NEW POLLING STATION. LIMITED PARKING AVAILABLE OUTSIDE IN SERVICE ROAD)	1,352
SC	38 / SC	SUNBURY LIBRARY, THE PARADE, STAINES ROAD WEST, SUNBURY-ON-THAMES, TW16 7AB (THIS IS A NEW POLLING STATION. LIMITED PARKING AVAILABLE OUTSIDE IN SERVICE ROAD)	1,211
SC	39 / SC	SUNBURY YOUTH CENTRE, BRYONY WAY, BEECHWOOD AVENUE, SUNBURY-ON-THAMES, TW16 7RH	4,158
SC	40 / SC	SUNBURY YOUTH CENTRE, BRYONY WAY, BEECHWOOD AVENUE, SUNBURY-ON-THAMES, TW16 7RH	1,698
Number of Stations / Electorate for Area SUNBURY COMMON & ASHFORD COMMON:			8 14,197

Polling Stations by Electoral Area

Printed: 25 March 2021

Level: 3E - Electoral Division

Number of Stations / Electorate for Level 3E: 55 79,754

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Spelthorne Borough Council Services Committees Forward Plan and Key Decisions

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

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

Please direct any enquiries about this Plan to CommitteeServices@spelthorne.gov.uk.

Spelthorne Borough Council

Service Committees Forward Plan and Key Decisions for 25 June 2021 to 26 May 2022

Anticipated earliest (or next) date of decision and decision maker	Matter for consideration	Key or non-Key Decision	Decision to be taken in Public or Private	Lead Officer
Administrative Committee 07 10 2021	Corporate Procurement Strategy, Policy & Procedures - for implementation	Key Decision It is significant in terms of its effect on communities living or working in an area comprising two or more wards	Public	Hilary Gillies, Interim Corporate Procurement Manager
Administrative Committee 07 10 2021	Elections update To receive a report detailing how decisions were made on the locations of and communications around polling stations at the recent election in May 2021.	Non-Key Decision	Public	Victoria Statham, Group Head of Corporate Governance
Administrative Committee 07 10 2021	ICT Storage & Back up Hardware Refresh To received an update on the IT infrastructure review.	Non-Key Decision	Public	Sandy Muirhead, Group Head - Commissioning and Transformation
Administrative Committee 07 10 2021	Capital Monitoring Report (Qtr 1 April-June)	Non-Key Decision	Public	Paul Taylor, Chief Accountant
Administrative Committee 07 10 2021	Revenue Monitoring Report (Qtr 1 April-June)	Non-Key Decision	Public	Paul Taylor, Chief Accountant
Administrative Committee 10 02 2022	Review of programme management To received an update on the Council's programme management.	Non-Key Decision	Public	Sandy Muirhead, Group Head - Commissioning and Transformation

Date of decision and decision maker	Matter for consideration	Key or non-Key Decision	Decision to be taken in Public or Private	Lead Officer
Administrative Committee 10 02 2022	Service Plan Update	Non-Key Decision	Public	Sandy Muirhead, Group Head - Commissioning and Transformation

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