Please reply to:
Contact: Karen Wyeth
Service: Committee Services
Direct Line: 01784 446341
E-mail: k.wyeth@spelthorne.gov.uk
Date: 11 April 2022

Notice of meeting

Administrative Committee

Date: Thursday, 21 April 2022

Time: 7.00 pm

Place: Councill Chamber, Knowle Green

To the members of the Administrative Committee

Councillors:

A.J. Mitchell (Chairman)	R.O. Barratt	T. Lagden
N. Islam (Vice-Chairman)	C. Bateson	D. Saliagopoulos
C.L. Barratt	R.D. Dunn	

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.

Agenda

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

1. Apologies for absence

To receive apologies for absence.

2. Minutes

To confirm the minutes of the meeting held on 07 October 2021 as a
correct record.

3. Disclosures of interest

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

4. Review of Programme Management

To agree to the implementation of the new Programme Management
Project Model.

5. Capital Monitoring Report Q3 (Oct-Dec 2021)

To note the capital spend as at 31 December 2021.

6. Revenue Monitoring Report Q3 (Oct-Dec 2021)

To note the draft forecast outturn for 2021/22 as at 31 December 2021
and the aggregate variances by cost centre reported in Appendix C2.

7. Forward Plan

To consider the Forward Plan for committee business.

8. Urgent business

To consider any business deemed as urgent by the chair.

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

Minutes of the Administrative Committee
7 October 2021

Present:

Councillor A.J. Mitchell (Chairman)
Councillor N. Islam (Vice-Chairman)

Councillors:

C. Bateson   R.D. Dunn   D. Saliagopoulos

J.R. Boughtflower   M.J. Madams

Substitutions: None

Apologies: Councillors C.L. Barratt and R.O. Barratt

In Attendance: Councillor M. Beecher

425/21   Disclosures of interest

There were none.

426/21   Minutes

The minutes of the meeting held on 1 July 2021 were agreed as a correct record.

427/21   Capital Monitoring Report (Qtr 1 April-June 2021)

Paul Taylor, Chief Accountant, presented the capital monitoring report for the period 1 April to 30 June 2021. He advised that references to Covid-19 in the documents related to supply issues and delays resulting from the pandemic.

Paul welcomed feedback on the report and advised that he intended to use infographics and images in future to make the report more accessible.

The Committee **resolved** to note the report.

428/21   Revenue Monitoring Report (Qtr 1 April-June 2021)

Paul Taylor, Chief Accountant, presented the revenue monitoring report which provided a summary of the forecast outturn position for the financial year 2021-22 as at 30 June 2021. The report showed a projected net under recovery of £128k. Significant variances included a projected underspend of

£95k as a result of unfilled staff vacancies, but an overspend of £107k due to additional consultants fees for the High Street recovery plan and reaching a settlement with KPMG in respect of the 2016/17 audit and value for money fees. A one-off payment had been received for the transfer of Land Charges to HM Land Registry to cover income which would have been received during the year.

Councillor Bateson requested a breakdown of the £107k for additional fees and the Chief Accountant agreed to send the details to Committee members after the meeting.

Councillor Madams congratulated the Chief Finance Officer and the finance team for the strong, healthy financial position of the Council and the Committee endorsed that view.

The Committee **resolved** to note the report.

429/21   Corporate Procurement Strategy, Policy & Procedures - for implementation

Hilary Gillies, Corporate Procurement Manager, outlined the proposed strategy which aimed to ensure the Council achieved value for money, whilst considering local suppliers and the wider local economy to encourage economic recovery within the borough. The revised procedures would improve the social, economic and environmental impact of the Council's procurement activities.

Hilary Gillies advised that as a result of a change in contract standing orders from July 2021 any procurement of £5,000 or less had to be sourced from local suppliers. The Committee requested that data recording the number of local companies that benefited from this new process was kept. A further suggestion was made that the threshold should be increased from £5,00 to £10,000 and it was agreed to consider this at the next meeting of the Committee in order to allow the Corporate Procurement Manager time to consider and report on this proposal. Any change would require a recommendation to Council for adoption as changes to Contract Standing Orders fell within their remit.

Alternative options considered and rejected by the Committee:
1. Do nothing
2. Approve the documents with suggested amendments

The Committee **resolved** to approve the proposed Corporate Procurement Strategy, Policies and Procedures and that these should be implemented accordingly.

Reason for decision:
The 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.

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.

430/21   ICT Storage and Backup Hardware Refresh

Alistair Corkish, ICT Manager, advised that the Storage Area Network (SAN) and back-up devices were past their end of shelf life and required replacement. A 12 month extension to the support contract was in place until April 2022 but with a lower level of support.   Alternative replacement options had been explored, but moving to the Cloud was significantly more expensive and an on premise solution was considered the most cost-effective.

The Committee sought reassurance that the current system was as secure as possible and was advised that the devices were very secure. Any new system would not be top of the range but considered a good standard.

The IT team were thanked for the help and support they provided to members.

Alternative options considered and rejected by the Committee:
1. To do nothing
2. Move the backend infrastructure to the Cloud.
3. Relocate the hardware estate to a third-party data centre
4. VDI Cloud Offering
5. Software as a Service (SaaS) solution

The Committee **resolved** to approve the replacement of the ICT Storage as per the preferred option and backup target infrastructure and gave delegated power to the Group Head of Commissioning and Transformation to appoint a supplier once all the prices have been returned.

Reason for decision:
The Storage Area Network (SAN) and backup target devices are approaching 6 years old. The support and maintenance had already been extended for 12 months until April 2022. The devices are past end of life.

431/21   Elections update

Victoria Statham, Monitoring Officer, reported on the process followed to ensure safe Covid secure elections took place during the pandemic and how changes in polling station locations were communicated.

A risk assessment had been conducted of each polling station to ensure they had suitable entrance and exit points and were sufficiently large to allow

social distancing. It had been necessary to change some locations to ensure that it was considered safe for staff, public and candidates. Any changes to locations were publicised using all forms of media.

There had also been a drive to encourage people to vote by post which had been successful.

The Committee **resolved** to note the steps taken to implement the Polling Station review and to ensure a Covid secure election took place.

432/21   Forward Plan

It was agreed that the forward plan would be circulated to members separately for comment as the incorrect plan had been included in the agenda papers.

433/21   Urgent business

There was none.

Administrative Committee 21 April 2022

Review of Programme Management

The attached document is a new project model which it is proposed to implement in order to improve the way projects are managed, delivered and reported on. This builds on the work undertaken to date in continually improving our project management model and includes clear checks on progress. The model will be replicated digitally by ICT in our e-form software.

Several services were consulted during the creation of this including Finance, IT and Procurement who were particularly heavily involved in detailing the specific requirements of each stage.

To provide a brief explanation of how this will work; Anyone running a project of any size or scale (the forms will adjust dynamically based on certain input parameters) will open this form and simply work through the requirements of each stage, with guidance and supporting documents provided at each step. When a checkpoint is reached, automated messages will be sent to stakeholders/sponsors informing them the stage is complete. From here questions can be asked, additional information provided, further business justification given etc until all stakeholders are satisfied. They will then be required to electronically 'accept' the stage is complete and the project manager will be able to move to the next stage, this continues until the project is complete.

Also attached is a hyperlinked document providing information on currently active projects.

Sandy Muirhead
Group Head Commissioning and Transformation

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PROJECT LIFECYCLE

Stage - 0
Pre-Planning Stage

High level assessment of the Project Objectives and Deliverables
Consideration of Corporate Priorities evidenced

Stage - 1
Project Start-Up

Business justification provided and options considered.
Outline Business Case (OBC) drafted with the following considerations:
- Benefits, Deliverables & Objectives
- Indicative Timeframes
- High Level Financials & ROI
- Corporate Priority Alignment
- Risks
- Stakeholder Identification
- Roles & Responsibilities
- Soft Market Testing (SMT) where applicable

CHECKPOINT 1
Purpose:

To secure buy-in from Project Sponsor, MAT and Key Stakeholders prior to detailed Delivery Strategy & Planning stage

Approval of Stage 1 documents required from nominated Key Stakeholders before project can proceed.

Stage - 2
Delivery Strategy & Planning

Detailed Business Case (DBC) produced, expanding on OBC, and comments received at CP1.
Project Initiation Document (PID) developed to include:

- Project Team Arrangements
- Stakeholder Map
- Project Plan
- Procurement Route & Process
- Costed Options Appraisal
- Investment Decision

CHECKPOINT 2

The purpose of this checkpoint is to ensure all necessary documentation is in place and all stakeholders have been consulted before moving to project delivery and/or procurement.

All stakeholders will receive an electronic copy of all data provided in stage 1 & 2 and will be required to manually acknowledge and/or approve project in order for it to proceed.

Stage - 3
Procurement

Where applicable, the most appropriate Procurement Process is carried out.

Tender returns evaluated, with tender report submitted (to accompany the Committee report.)

CHECKPOINT 3

The purpose of this checkpoint is to obtain authority to proceed and award contract where relevant.

All stakeholders will receive an electronic copy of all data, documents and reports created up to this point, including a copy of the MAT/Committee report

They will be required to manually acknowledge and/or approve in order for it to proceed.

Project Reporting

MAT and Committee - Before going to market

MAT and Committee - For contract award

MAT and Committee - Authority to Proceed

Stage - 4
Readiness For Service

- Contract awarded and commenced
- Resources and contractor/3rd party mobilised for delivery with appropriate processes and procedures communicated & understood.

Stage - 5
Project Closure

Project becomes business as usual (BAU)

- Finish Procurement
- Payment structure is engaged
- Project Handover & Sign off
- Release Resources

BAU Service Monitoring

PLAN - DO - CHECK - ACT

Plan | Do | Act | Check

Measure the performance of the project against the plan.

KPI's are regularly produced

Committee, MAT and Highlight reports are produced and communicated

Change Requests evaluated and delivered

Document lessons learned

Work is completed as defined in the project plan.

Objectives are met

Manage expectations & scope

Follow processes

Conflict resolution

Document Benefits realised

Service Contract Monitoring

Contract management document (Service/PM/Procurement)

CHECKPOINT 4
Post Implementation

The purpose of this last checkpoint is to secure final sign-off from all stakeholders, sponsors and leadership involved with the project.

All stakeholders will receive an electronic copy of all data provided throughout the lifecycle of the project.

All project documentation will be moved into an electronic project database

MAT and Committee -

All - Project Database

Sponsor, Stakeholders, Leadership, Committee - Regular highlight reporting

Project Reporting

All - The digitised project model allows ad-hoc reporting for the lifecycle of the project

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Project Management Update

At the meeting on 18 January an update was requested on projects.   The attached allows Councillors to see a project summary and by clicking on the hyperlink it will take you to any detail required.

There is currently only one "green" project on the list but more will be put in place as we take stock of the energy audits and identify further projects that will come forward to deliver net zero carbon.

We have continually updated the project management methodology to make it easier for both officers and Cllrs to fulfil project management requirements. As a result we are taking forward a further development to the system which will allow officers to easily complete documentation electronically and putting in more secure "gates" which will make the governance more straightforward.

The full report and revised project management model will be submitted to the next Administrative Committee.

Sandy Muirhead
Group Head Commissioning and Transformation

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Ref	Project Name	Status (RAG)	Project Sponsor	Project Manager	Group	Start Date	End Date	Original Approved Budget	Actual Spend To Date	Comments
D01	GDPR - steps to compliance	R	MAT	Clare Williams	Commissioning & Transformation	01-May-2017		£0.00		The IG Coordinator role is currently unfilled. This went out for advert in October 2021 however there was no suitable applicant. The advert will be rewritten and republished.
D02	Staff Safety Register database	G	MAT	Divya Susmitha	Commissioning & Transformation	01-Oct-2021	01-Feb-2022	£1,500.00	Staff time	Project progressing as planned
D03	Payment Allocation	G	MAT	Divya Susmitha	Commissioning & Transformation	01-Jan-2019	01-Jul-2022	TBA	TBA	Progress agains milestones delayed due to Capita taking longer to make the banner changes and Finance and ICT resource availability
D04	Network Cabling (Refresh)	G	MAT	Alistair Corkish	Commissioning & Transformation	TBA		£200,000.00	£200,000.00	Chased Data-Lec for report several times
D05	Harper House and Whitehouse WiFi	G	Communication Wellbeing	Alistair Corkish	Commissioning & Transformation	01-Dec-2020	Awaiting Housing	Housing to finance		ICT are ready to install access points when the building is declared safe to enter.
D06	Cyber Security Training to Staff	G	MAT	Alistair Corkish	Commissioning & Transformation		01-Mar-2022	Only ICT Staff time		Mandatory Training for Staff failing to achieve minimum standards of cyber security awareness.
D07	Back-ups and Storage Area Network	G	MAT	Alistair Corkish	Commissioning & Transformation		01-Mar-2022	£250,000.00	Nil	Current hardware is end of life and must be replaced. As part of the replacement we shall also be looking at "Offline Back-ups".
D08	Project Documentation Module	G	Commissioning & Transformation	Daniel Dredge	Commissioning & Transformation	01-Dec-2018	01-Mar-2022	Internal Spend		Add automation to the project reporting process.
D09	Corporate Hybrid Printing	G	Commissioning & Transformation	Daniel Dredge	Commissioning & Transformation	01-Oct-2021	01-Jun-2022	TBA	£2,500*	Awaiting Procurement Review of external Feasibility Study (conducted at cost of £2,500)
D10	Continuous Improvement Programme	G	Commissioning & Transformation	Sandy Muirhead	Commissioning & Transformation		Ongoing	TBA	-£193,284.00	Benefits: -Implement process improvements/ projects resulting in cost/time savings across all departments
D11	EU Exit	G	MAT	Sandy Muirhead	Commissioning & Transformation			£12,000.00	£750.00	As this was a monitoring exercise on the impacts of Brexit now we are two years on this project can be closed
D12	Youth Employment Hub 16-24	G	MAT	Tracy Carter	Economic Development		01-Jan-2022	£118,000.00		Project timeline altered due to service level agreement with DWP (due to Covid)
D13	Sunbury Cross Rejenuvation (Welcome Back Fund)	G	Neighbourhood Services	Francesca Lunn	Neighbourhood Services	01-Sep-2021	01-Feb-2022		£26,458.00	Milestones are being finalised. On target for the vegetation cutting/removing during December.
D14	Installation of 10 outdoor gym equipment	G	Neighbourhood Services	Francesca Lunn	Neighbourhood Services	01-Jul-2021	01-Apr-2022	£610,000.00	£610,000.00	Procurement process/tenders returned, evaluated & contract awarded
D15	Bartec Phase 2	G	Neighbourhood Services	Francesca Lunn	Neighbourhood Services					Currently working on 'Missed Bin Service request'. All steps from defining the proecess flows are ocmplete. Scenario testing has been completed. ICT have completed the 1st phase of the missed bin new e-form. This will tell the customer at what stage their bin is at..i.e missed or not collected yet.
D16	Southern Light Railway	G	MAT	Heather Morgan	Regeneration & Growth		TBA		£15,000.00	No specific revenue budget for this project - using other existing consultants budgets for spend.
D17	Leisure Centre Operator Procurement Project	G	MAT	Carolyn Sheppard	Community Wellbeing		TBC	£87,000.00	£87,000.00	The project milestones timeline has been revised since initial documentation completed due to delays with the new build, covid assurances being required and a new committee structure for approval.
D18	NOS Canisters / PSOP Psychoactice Substances	G	Neighbourhood Services	Francesca Lunn	Neighbourhood Services		01-Dec-2021	£10,000.00	£10,000.00	A further month of monitoring will be carried out with the intention to close the project.
D19	Laleham Nursery Solar PV	G	Neighbourhood Services	Jilly Mobray	Neighbourhood Services		01-Mar-2022	£11,039.68	£0.00	On track
D20	Car Park Management System Update	G	Neighbourhood Services	Bruno Barbosa	Neighbourhood Services	14-Jan-2020		£50,000.00	£0.00	Car Park Management System update in Elmsleigh Surface+MSCP
D21	Cashless Parking	G	Neighbourhood Services	Bruno Barbosa	Neighbourhood Services	14-Jan-2020		£0.00	£0.00	Committee approval obtained for proceeding with the tender of the additional payment method
D22	PCN-Permit-Season Ticket management	G	Neighbourhood Services	Bruno Barbosa	Neighbourhood Services	14-Jan-2020		£0.00	£0.00	PCN/Permit/Season Ticket management and issuance management system
D23	Zero emissions enforcement fleet	G	Neighbourhood Services	Bruno Barbosa	Neighbourhood Services	14-Jan-2020		£5,000.00	£0.00	Zero emmissions enforcement fleet (mopeds)
D24	Locata Upgrade and split from Search Moves	G	Jayne Brownlow	Divya Susmitha	Housing Options	15-Dec-2021	01-Mar-2023	£150,000.00	£0.00	Housing Register clients will be able to access and bid on any available social housing properties in the borough through a new and more user-friendly application system and website

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Regulatory & Administration Committee

21 April 2022

Title	Capital Monitoring Report 2021/22 – Q3 December 2021
Purpose of the report	To note
Report Author	Paul Taylor Chief Accountant
Ward(s) Affected	All Wards
Corporate Priority	Financial Sustainability
Recommendations	**This is an abridged copy of the full report to be submitted to the Corporate Policy & Resources Committee (CPRC) at their meeting on 29 November and just shows the capital projects that fall under the Community Wellbeing & Housing Committee's remit.** **The Committee is asked to note the current level of underspend on capital expenditure against its Capital Programme provision as at 31 December 2021, which may be subject to change at the CPRC meeting in 14 March.**

1. **Key issues**

1.1 The Capital Monitoring report covers the cumulative actual expenditure to date, against the cumulative Council approved capital programme budget and compares this against the latest forecast outturn from Officers.

1.2 Although the projects may have a budget allocation in the capital programme, any increases in budget will require prior approval by Corporate Policy & Resources Committee before drawing down on the budget.

1.3 Officers are beginning to see the impact of BREXIT, COVID-19 on our building costs, availability of labour and shorter fixed price guarantees from building suppliers.

1.4 For the quarter ended 31 December 2021 our approved capital expenditure programme was unchanged from the last quarter as follows, £1,234.2k (September: £1,234.2k). The latest forecast outturn position is £1,226.0k (September: £1,226.0k unchanged), giving a projected aggregate overspend £8.2k (September: overspend of £8.2k) as per appendix A.

2. **Variance analysis**

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

2.2 There are no changes in any variance to report from last quarter.

Version: 1, Last saved: 18/02/22

3.   Financial implications

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

3.2   Working closely with our Treasury Management advisors, officers are currently saving the Council more than £1,300k per annum in interest charges, through prudent use of short-term interest rates to fund regeneration development projects.

3.3   Upon completion of each project, officers obtain fixed rate interest loans to significantly reduce the Council's exposure to risk of future interest rate rises over the next 50 years.

4.   Other considerations

4.1   None.

5.   Equality and Diversity

5.1   Not Applicable.

6.   Sustainability/Climate Change Implications

6.1   Not Applicable.

7.   Timetable for implementation

7.1   Not Applicable.

Background papers: There are none.

Appendices:

Appendix A – Detailed Capital Monitoring Report for the Committee at 31 December 2021.

CAPITAL MONITORING REPORT AT 31 DECEMBER 2021

Portfolio / Service Head	Cost Centre	Description	Revised Cumulative Budget 2017-25	Actuals Cumulative 2017-22	Managers Projected Outturn at 31 Dec	Budget vs Outturn Variance	Comments
Administration							
Lee O'Neil	42010	KG Car Park Improvements	100,000	79,901	100,000	-	Further expenditure expected to come from Surveyor looking at Car Park and providing schedule of works to be undertaken (phase 2) and anticpate completing works by March 2022.
Jodie Hawkes	43601	SCP Portal	15,000	16,801	16,801	1,801	Project complete - no change in reported variance
Jodie Hawkes	43602	Centro Upgrade - Integra	30,000	-	30,000	-	No change from Q1 reported financials
Kamal Mehmood &	43604	Leisure Board	15,000	-	15,000	-	No change from Q2 reported financials
Alistair Corkish	43506	Scan Digital Rollout	20,000	-	20,000	-	Project is unlikley to be completed by March 2022.
Alistair Corkish	43607	Recabling	200,000	-	200,000	-	Project is unlikley to be completed by March 2022. However, around £20k will be used for HFX door entry project.
Roy Tilbury	43625	Customer Portal	8,000	-	8,000	-	This is based on the Granicus Portal that cost £20k we currently spend £12k with Capita which will be scrapped so a net cost of £8k overall. There are minimal annual costs with Granicus as ICT are heavily invested in the company for use of forms etc.
Roy Tilbury	43626	Customer Services Contact Cent	40,000	5,538	30,000	(10,000)	This is for the development of web chat and AI development and fully integrated web chat likely to be under spent by £10k going on current costings of £27-30k
Roy Tilbury	43629	SharePoint Upgrade	35,000	-	35,000	-	No change from Q1 reported financials
Alistair Corkish	43632	General ICT Equipment	65,000	14,853	65,000	-	No change from Q1 reported financials
Alistair Corkish	43635	Storage Area Network	250,000	-	250,000	-	Formally approved by Admin Committee 8 Oct. Prject is expected to be completed in this financial year.
		Total	**778,000**	**117,093**	**769,801**	**(8,199)**	
Sandy Muirhead	43501	Forward Scanning	20,000	-	20,000	-	Will not be competed by 31 March 2022 and as there have been changes in needs as a result of Covid this funding is no longer needed
Sandy Muirhead	43502	Digital Spelthorne	50,000	-	50,000	-	Digital Strategy is being relaunched after COVID-19. Strategy to be developed in Q4 21/22 as a result of Covid 19 and change of staffing so spend will be in 22/23 and not in 21/22.
Sandy Muirhead	43512	SharePoint redesign & Relaunch	155,000	-	155,000	-	A new member of staff supporting SharePoint will identify with ICT appropriate spend over the period 22/23 to 24/25 as Sharepoint is rolled out to Teams. This project is not expected to be competed in 21/22 due to time taken to recruit staff member and now need go out to recruitment again as person leaving therefore spend likely to be spread over 22/23 to 24/25.
Sandy Muirhead	43515	Corporate EDMS Project	231,200	-	231,200	-	Towards infrastructure though progress of project and subsequent spend will be dependent on decisions regarding the future of Knowle Green offices so currently on hold. Therefore, will not be competed in 21/22 and reviewed fully in 22/23.
		Total	**456,200**	**-**	**456,200**	**-**	
		Committee Total	**1,234,200**	**117,093**	**1,226,001**	**(8,199)**	

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Regulatory/ Administrative Committee

21 April 2022

Title	Draft Q3 Revenue Monitoring Report as at 31 December 2021
Purpose of the report	To note
Report Author	Anna Russell, Deputy Chief Accountant
Ward(s) Affected	All Wards
Exempt	No
Corporate Priority	Financial Sustainability
Recommendations	The Committee is asked to note the draft forecast outturn for 2021/22 as at 31 December 2021 and the aggregate variances by cost centre reported in Appendix C2. (Please note that this is a draft report taken from the full report currently being prepared for the Corporate Policy & Resources Committee meeting on 14 March and has been collated before the completion of a full review process and may be subject to change, and if this is the case the Committee will be notified.)
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 31 December, for the Regulatory/ Administrative Committees which are showing a projected net underspend of (7k) (September: (£73k)).

1.2 The forecast overspend of expenditure amounted to £107k (September: £45k) and the forecast over-recovery of income was (£114k) (September: (£117k)). The major change in the forecast from Q2 is as follows (*see key at end of this paragraph*):

(a) An (£8k) decrease in Committee Services net expenditure forecast.

(b) A (£179k) decrease in Corporate Management net expenditure forecast.

(c) A £14k increase in Elections net expenditure forecast.

(d) A (£14k) decrease in Electoral Registration net expenditure forecast.

where the (negative) and positive changes indicate:

(negative): a favourable change = increase in income or decrease in spend

positive: an adverse change = decrease in income or increase in spend

Version: 1, Last saved: 11/04/22 09:36

1.3   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 overspend of £24k (September: (£32k) underspend).

(b)   Non COVID-19 – a projected net underspend of (£31k) (September: (£41k)).

The forecast outturn shows the projected impact of COVID-19 on Cost of Services is mainly an under recovery of fees, charges, and income for our Day Centres and Leisure Centres, together with significant underspends all shown below in section 2.

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, and where there has been a significant change in variance since Q2.

2.2   A projected net underspend of (£7k) (September: £73k overspend), with significant net variances as follows:

(a)   Corporate Management - a net projected overspend of £159k (September: £88k overspend), which was due to the following:

i)   (£138k) underspend (September: (£127k)) on the retention allowance budget.

ii)   £322k overspend (September: £240k) due to the following:

£71k consultancy for constitutional and organisational change

£60k legal advice on property-related governance

£48k insurance claims handling fees and treasury management

£143k costs to be funded from reserves (£52k River Thames Improvement Programme), Government grants (£60k High Street Recovery); and capital (£31k brokers fees)

iii)   No change in the forecast net over recovery of income of £25k reported last quarter

(c)   Democratic Reporting & Management – Minor change in the total (£42k) underspend (September: (£41k)) reported last quarter.

(d)   Elections - a net projected overspend of £30k (September: £16k), due to unexpected and therefore unbudgeted by-elections this financial year.

(e)   HR – Minor change in the forecast (£27k) underspend (September: (£24k)) reported last quarter.

(f)   ICT (Information & Comms Technology) – Minor change in the forecast (£35k) underspend (September: (£30k)) reported last quarter.

(g)   Land Charges – No change in the forecast (£72k) over-recovery of income reported last quarter.

    (h)   Legal – Minor change in the forecast (£21k) net underspend (September: (£26k)) reported last quarter.

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 – Regulatory Administrative Committees - Revenue Q3 31Dec21

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Regulatory/ Administrative Committees

Results to 31-Dec-21	Budget Revised £	Forecast Outturn £	COVID-19 Variance £	Non-COVID-19 Variance £	Total Variance to Revised £	Staffing Budget FTE	Staffing Actual FTE	Comments
Employees	102,700	97,900	0	(4,800)	(4,800)	1.75	1.75	
Other Expenditure	118,300	117,700	0	(600)	(600)			
Income	0	0	0	0	0			
Audit	**221,000**	**215,600**	**0**	**(5,400)**	**(5,400)**	**2**	**2**	
Employees	211,400	213,400	0	2,000	2,000	5.00	4.20	
Other Expenditure	24,900	39,500	16,252	(1,652)	14,600			
Income	0	0	0	0	0			
Committee Services	**236,300**	**252,900**	**16,252**	**348**	**16,600**	**5**	**4**	
Employees	262,600	259,800	0	(2,800)	(2,800)	1	1	
Other Expenditure	7,200	5,000	0	(2,200)	(2,200)			
Income	0	0	0	0	0			
Corporate Governance	**269,800**	**264,800**	**0**	**(5,000)**	**(5,000)**	**1**	**1**	
Employees	257,900	119,700	0	(138,200)	(138,200)			Savings expected against employee Retention Allowance budget
Other Expenditure	761,600	1,083,600	56,486	265,514	322,000			(1) £179k relates to: £71k consultancy on constitutional/ organisational change and on property issues; £60k legal advice on property-related governance; £30k insurance claims handling fees; £18k Treasury Management. (2) £143k will be funded through: reserves (£52k River Thames Improvement Programme); Gov grants (£60k High Street Recovery); and capital (£31k brokers fees).
Income	(400,000)	(425,200)	0	(25,200)	(25,200)			No change from Q2.
Corporate Management	**619,500**	**778,100**	**56,486**	**102,114**	**158,600**	**0**	**0**	
Employees	248,800	258,300	9,459	41	9,500	5.69	5.69	
Other Expenditure	88,900	87,900	0	(1,000)	(1,000)			
Income	(5,000)	0	5,000	0	5,000			
Corporate Publicity	**332,700**	**346,200**	**14,459**	**(959)**	**13,500**	**6**	**6**	

Regulatory/ Administrative Committees

Results to 31-Dec-21	Budget Revised £	Forecast Outturn £	COVID-19 Variance £	Non-COVID-19 Variance £	Total Variance to Revised £	Staffing Budget FTE	Staffing Actual FTE	Comments
Employees	12,100	11,600	0	(500)	(500)			
Other Expenditure	407,700	366,600	(41,100)	0	(41,100)			No change from Q2.
Income	0	0	0	0	0			
Democratic Rep & Management	**419,800**	**378,200**	**(41,100)**	**(500)**	**(41,600)**	**0**	**0**	
Employees	2,300	25,100	0	22,800	22,800			Higher costs than originally expected due to a couple of by-elections in this financial year
Other Expenditure	7,900	23,500	17	15,583	15,600			As above
Income	0	(8,100)	(8,100)	0	(8,100)			
Elections	**10,200**	**40,500**	**(8,083)**	**38,383**	**30,300**	**0**	**0**	
Employees	180,100	190,700	0	10,600	10,600	3.89	3.89	
Other Expenditure	100,900	80,900	0	(20,000)	(20,000)			
Income	(1,000)	(6,000)	(5,000)	0	(5,000)			
Electoral Registration	**280,000**	**265,600**	**(5,000)**	**(9,400)**	**(14,400)**	**4**	**4**	
Employees	354,200	329,200	0	(25,000)	(25,000)	6.51	5.71	Minor change from Q2.
Other Expenditure	54,300	52,300	0	(2,000)	(2,000)			
Income	0	0	0	0	0			
HR	**408,500**	**381,500**	**0**	**(27,000)**	**(27,000)**	**7**	**6**	
Employees	678,000	643,000	0	(35,000)	(35,000)	14.25	11.75	Minor change from Q2.
Other Expenditure	417,400	417,400	0	0	0			
Income	0	0	0	0	0			
Information & Comms Technology	**1,095,400**	**1,060,400**	**0**	**(35,000)**	**(35,000)**	**14**	**12**	

Regulatory/ Administrative Committees

Results to 31-Dec-21	Budget Revised £	Forecast Outturn £	COVID-19 Variance £	Non-COVID-19 Variance £	Total Variance to Revised £	Staffing Budget FTE	Staffing Actual FTE	Comments
Employees	0	0	0	0	0			
Other Expenditure	215,600	215,600	0	0	0			
Income	(35,000)	(35,900)	(900)	0	(900)			
Insurance	**180,600**	**179,700**	**(900)**	**0**	**(900)**	**0**	**0**	
Employees	67,800	55,920	0	(11,880)	(11,880)	1.80	1.83	
Other Expenditure	27,500	31,670	0	4,170	4,170			
Income	(130,000)	(202,000)	0	(72,000)	(72,000)			No change from Q2
Land Charges	**(34,700)**	**(114,410)**	**0**	**(79,710)**	**(79,710)**	**2**	**2**	
Employees	662,500	612,500	0	(50,000)	(50,000)	11.40	9.44	No change from Q2.
Other Expenditure	26,600	63,500	0	36,900	36,900			Minor change from Q2.
Income	(77,500)	(85,700)	(8,200)	0	(8,200)			
Legal	**611,600**	**590,300**	**(8,200)**	**(13,100)**	**(21,300)**	**11**	**9**	
Employees	68,200	73,200	0	5,000	5,000	1.39	1.39	
Other Expenditure	800	200	0	(600)	(600)			
Income	0	0	0	0	0			
Payroll	**69,000**	**73,400**	**0**	**4,400**	**4,400**	**1**	**1**	
Total Employees	**3,108,600**	**2,890,320**	**9,459**	**(227,739)**	**(218,280)**	**53**	**47**	
Total Other Expenditure	**2,259,600**	**2,585,370**	**31,655**	**294,115**	**325,770**			
Total Income	**(648,500)**	**(762,900)**	**(17,200)**	**(97,200)**	**(114,400)**			
Net Total	**4,719,700**	**4,712,790**	**23,915**	**(30,825)**	**(6,910)**	**53**	**47**	

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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 21 04 2022	Capital Monitoring Report Q3 (Oct-Dec 2021)	Non-Key Decision	Public	Paul Taylor, Chief Accountant
Administrative Committee 21 04 2022	Revenue Monitoring Report Q3 (Oct-Dec 2021)	Non-Key Decision	Public	Anna Russell, Deputy Chief Accountant
Administrative Committee 21 04 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
Administrative Committee	Service Plan Update	Non-Key Decision	Public	Sandy Muirhead, Group Head - Commissioning and Transformation
Administrative Committee	Threshold for the Mandatory use of Local Suppliers to increase the threshold from £5,000 to £10,000 for the mandatory use of local suppliers.	Non-Key Decision	Public	Jennifer Rhoden, Interim Procurement Manager