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Date: 11 January 2022

## **Notice of meeting**

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

**Date:** Wednesday, 19 January 2022

**Time:** 7.00 pm

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

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

Councillors:

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

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

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

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

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

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## **Agenda**

**Page nos.**

**1. Apologies and Substitutes**

To receive apologies for absence and notification of substitutions.

**2. Minutes**

**5 - 14**

To confirm the minutes of the meeting held on 29 November 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. Questions from members of the Public**

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

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

**5. Ward Issues**

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

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

**6. Procurement of 2021/22 Planned Maintenance Contract**

**15 - 22**

To consider the procurement process for the 2021-22 planned maintenance contract.

**7. Exclusion of Public and Press (Exempt Business)**

To move the exclusion of the public and press for the specified agenda items, in view of the likely disclosure of exempt information within the meaning of Part 1 of Schedule 12A to the Local Government Act 1972, as amended by the Local Government (Access to Information) Act 1985 and by the Local Government (Access to information) (Variation) Order 2006.

**8. EXEMPT ITEM - Re-tender of Property Management Contracts**

**23 - 38**

This report contains exempt information within the meaning of Part 1 of Schedule 12A to the Local Government Act 1972, as amended by the Local Government (Access to Information) Act 1985 and by the Local Government (Access to information) (Variation) Order 2006 Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information) and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information because, disclosure to the public would prejudice the financial position of the authority in a competitive procurement process by allowing other bidders to know the financial position of the Council and other bidders. This in turn prejudices the Council by (i) distorting the procurement process and (ii) prejudicing the opportunity for the Council to achieve a competitive price and good value for money and (iii) might dissuade organisations bidding for the Council's tenders if their commercial information was put into the public domain.

**9. Capital Bids 2022/23 (part of annual budget process)**

To review capital bids for the committee's areas of responsibility.

*To follow.*

**10. Revenue Growth and Savings Bids 2022/23 (part of annual budget process)**

To review revenue growth bids and proposed savings for the committee's areas of responsibility.

*To follow.*

**11. Committee Review of Fees and Charges for Service Areas 2022/23 (part of annual budget process)**

**39 - 44**

To review proposed fees and charges for the committee's areas of responsibility.

**12. Capital Strategy 2022 to 2027 - draft for discussion**

To review the draft Capital Strategy 2022 to 2027 before considering a final version at the meeting being held on 7 February 2022.

*To follow.*

**13. Capital and Revenue Reserves Strategy - draft for discussion**

To review the draft Capital and Revenue Reserves Strategy before considering a final version at the meeting being held on 7 February 2022.

*To follow.*

**14. 2021-22 additional pay uplift**

To make a recommendation to Council on the 2021/22 supplementary pay award.

*To follow.*

**15. Pay Policy Statement**

**45 - 68**

To make a recommendation to Council on the Pay Policy Statement.

**16. Update on Moratorium**

*To follow.*

**17. Update on proposed Transactional Financial Service Partnership**

To review the progress made by Spelthorne Borough Council and Mole Valley District Council.

*To follow.*

**18. Forward Plan**

**69 - 74**

To consider the forward plan for committee business.

**19. Urgent Actions**

**75 - 76**

To note urgent actions which have been taken by the Chief Executive in consultation with the Leader since the last Corporate Policy and Resources meeting on 29 November 2021.

**20. Urgent business**

To consider any business deemed as urgent by the chair.

**Minutes of the Corporate Policy and Resources Committee  
29 November 2021**

**Present:**

Councillor L. E. Nichols (Chairman)  
Councillor J.R. Sexton (Vice-Chairman)

**Councillors:**

J.R. Boughtflower	R.J. Noble	S.M. Doran
C.F. Barnard	N. Islam	I.J. Beardsmore
V.J. Leighton	S.A. Dunn	V. Siva
S. Buttar	A. Brar	
S.C. Mooney	O. Rybinski	

**In Attendance:** Councillors C Bateson, M. Beecher, R. Dunn.

**619/21 Apologies and Substitutes**

There were no apologies for absence. Councillor Siva was joining the meeting remotely and was therefore unable to vote.

**620/21 Minutes**

The minutes of the meeting held on 4 October were agreed as a correct record.

The minutes of the meeting held on 19 October were agreed as a correct record, subject to the following amendment:

- Councillor Harvey was substituting for Councillor Brar.

**621/21 Disclosures of Interest**

Agenda item 5 – Knowle Green Estates Ltd

Councillor Buttar declared that he was a member of the Knowle Green Estates Ltd board of directors.

Agenda item 16 – Staines Library Hub and Museum

Councillor Mooney declared that she was a councillor at Staines County Council.

**622/21 Questions from members of the Public**

There were none.

**623/21 Ward Issues**

There were none.

**624/21 Knowle Green Estates KGE**

a Knowle Green Estates Annual Report

The committee received a presentation from KGE's board of directors.

There was a need to deliver a substantial amount of housing due to the number of people on the Council's waiting list. It had however not been possible for KGE to do this because of committee decisions to refuse developments such as Benwell House (phase two). There was an ongoing significant impact on the Council's and KGE's finances due to recent committee decisions to change the design specification of some schemes. Committee reticence in decision making was also creating a need for the Council to service debts for longer periods of time.

KGE's recent request for financial support from the Council was discussed. As a relatively young company, KGE had not had time to accumulate significant levels of reserves. It had therefore been necessary to request interim funding from the Council, as its sole shareholder.

The annual report was noted.

b Tenancy Strategy

It was a statutory requirement for the Council, as a housing provider, to have a tenancy strategy.

Members debated the open market rent percentage, which had been previously considered by the Community Wellbeing and Housing Committee. There were differing views on whether it was appropriate for the Council and KGE to subsidise rents by 20 or 30% in the context of Covid-19 but also whilst KGE required financial support from the Council. The updated Housing Strategy sought a flexible approach to the open market rent subsidy so that it could take account of tenants' financial situations and the viability of each scheme.

The committee agreed that the existing tenancy strategy should remain in effect.

**625/21 Capital monitoring (Qtr. 2 July-Sept)**

The most significant areas of overspend were highlighted. Most were due to delays with various housing schemes, and the moratorium on Council sponsored high-rise development in Staines Town Centre.

The committee noted the current level of overspend (£1,286k) on capital expenditure against its Capital Programme provision as at 30 September 2021.

**626/21 Revenue monitoring (Qtr. 1 April-June)**

There was discussion about the interim pay award, which was proposed in response to the nationally agreed scheme that Spelthorne Borough Council had previously opted out of. The Council was not obliged to follow the national scheme, although it was recommended that consideration be given to the national and regional context on staff remuneration.

The committee discussed whether it should taper any pay rise to benefit staff on lower pay scales the most. It was suggested that the recruitment and retention of staff in professional roles that supported statutory functions was proving to be challenging. Inflation was also a consideration for all staff.

The Committee:

- Noted the current level of underspend on revenue expenditure against its Revenue Budget provision as at 30 September 2021.
- Recommended to Council that it approve a supplementary estimate of £200k to the Spelthorne Borough Council pay award for 2021/22, subject to an enhanced pay increase being proposed for the lowest paid staff (i.e. weighted towards the lowest paid staff).

**627/21 Outline Budget 2022-2023**

The process for setting balanced budgets for 2022/23, which involved each service committee reviewing draft budgets, was explained. Various assumptions had been made in anticipation of the government's budget settlement in December. Local authorities with responsibility for education and social care were expected to receive better settlements than district councils.

The Committee:

- Recommended to Council that the base budget for 2022-23 take into account an additional 1% pay award for 2021-22, in accordance with its resolution on the revenue monitoring report at agenda item 7.
- Recommended to Council that it apply the maximum empty property council tax premia for properties which were empty for a) up to 2 years, b) 5 to 10 years and c) more than 10 years.
- Recommended to Council that it seek to protect its council tax base over the four-year outline budget period by increasing council tax by the maximum allowed by the Government limits, whilst seeking to find savings and efficiencies to close its budget gaps.
- Supported the range of measures set out in the proposed Medium Term Financial Strategy (MTFS).

#### **628/21 Determination of the 2022/23 Council Tax base for tax setting**

The Committee:

- Recommended to Council that the gross Council Tax Base for 2022/23 be determined at 40,867 (2021/22: 40,223) after taking account of the Council's agreed Council Tax Support Scheme
- Recommended to Council that the net Council Tax Base for 2022/23 calculated as Band D equivalents, be determined at 39,233 (2021/22: 39,016) after adjustment by 3% to allow for; irrecoverable amounts, appeals and property base changes.

#### **629/21 Treasury Management Strategy - mid-year report**

The Council's appointed treasury management adviser had said that Spelthorne Borough Council was performing better than many other local authorities.

The committee noted the treasury position achieved during the first six months of 2021/22.

The Deputy Chief Accountant was asked to explore whether it was possible to identify sustainability measures/scores for funds with the Council's treasury management advisers.

#### **630/21 Procurement of Fire Alarms Systems and Emergency Lighting Installations Maintenance Services - Residential and Municipal Properties**

It was hoped that local companies would be able to submit bids but due to the specialist nature of the service being tendered, there was a limited number of specialist companies available. The committee questioned whether the contract could be offered in lots as well as one larger contract and be compliant with the Public Contracts Regulations. The weighting between price (60%) and quality (40%) in the scoring was noted.



The Committee:

- Approved the procurement process for the letting of contract(s) for maintenance services of fire alarm systems and emergency lighting installations in the Council's municipal and residential properties, subject to the tendering exercise enabling companies to bid to provide services in lots (such as separate services for municipal and residential properties).
- Agreed a contract commencement date of 1 April 2022 for an initial contract term of three years, with the option to extend annually for further two 12-month periods, at the Council's sole discretion, taking into account contractor performance on the contract(s).
- Delegated the appointment of contractor(s) to the Group Head of Regeneration and Growth in consultation with the Chair and Vice Chair of the Corporate Policy and Resources Committee.
- Authorised the Head of Corporate Governance to enter into any legal documentation necessary to implement the new contract(s).

#### **631/21 Corporate Plan 2021-2023**

The new Corporate Plan had been delayed due to Covid-19. The new focus around the CARES and PROVIDE acronyms was highlighted. Chair and vice-chair feedback had been generally positive and the committee asked that officers involved in the Plan's drafting and formatting be thanked. The targets in the Plan would be monitored by the Corporate Policy and Resources Committee.

The committee recommended that Council adopt the Corporate Plan for 2021-23.

#### **632/21 Oast House/Kingston Road Car Park and Health and Wellbeing Centre**

This item was withdrawn from the agenda.

#### **633/21 Exclusion of Public and Press (Exempt Business)**

It was proposed by Councillor Sexton, Seconded by Councillor Boughtflower, and resolved that the public and press be excluded during consideration of this item, in accordance with paragraph 3 of Schedule 12A of the Local Government Act 1972 (as amended) because it was likely to disclose Information relating to the financial or business affairs of any particular person (including the authority holding that information) and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

The reasons for this were:

Agenda item 15 – Staines Library Hub and Museum

Disclosure to the public would prejudice the financial position of the authority in being able to undertake even-handed negotiations and finalising acceptable contract terms.

Agenda item 16 – 5<sup>th</sup> Floor, Communications House, Staines

Disclosure to the public would prejudice the financial position of the authority in any lease, contract or other type of negotiation with the tenant, who could then know the position of the Council.

**634/21 EXEMPT ITEM - Staines Library Hub and Museum**

The recommendation in the officer's report was agreed.

As proposed by Councillor Beardsmore and seconded by Councillor Noble, the meeting was extended in accordance with procedure rule 38.2.

**635/21 EXEMPT ITEM - 5th Floor, Communications House, Staines**

The recommendation in the officer's report was agreed.

**636/21 Ashford Multi-Storey Car Park**

This item was withdrawn from the agenda.

**637/21 Opportunities for collaborative working**

The report aimed to provide a structured approach to collaboration discussions and identify areas where collaboration with other local authorities could be pursued with a view to addressing financial and recruitment pressures. Collaboration did not need to be limited to other Surrey districts, although there could be considerations should a partnership be formed with a much larger authority. Care also needed to be given to avoiding resources being drawn away from Spelthorne.

There was discussion about whether more collaboration would result in the formation of unitary authorities. It was generally felt that this was unlikely, particularly because SCC's recent interest in this had been dismissed by the government.

The Committee:

- Noted the progress made to date on discussions with other local authorities on opportunities for collaborative/joint working arrangements.
- Agreed to the formation of a Councillor/Officer Working Group.

- Agreed the Terms of Reference for this Working Group
- Appointed Councillors Beardsmore, Boughtflower, Nichols and Sexton to the working group.

**638/21 Verbal update on the Corporate Recovery Plan**

Service committees were reviewing their elements of the Corporate Recovery Plan with the Corporate Policy and Resources Committee to undertake its own review in February 2022. The Audit Committee would also undertake its own review in due course.

The verbal update was noted.

**639/21 Forward Plan**

The committee noted the forward plan.

**640/21 Additional Corporate Policy and Resources Committee**

The Committee agreed that an additional meeting be held on Wednesday 19 January 2021 at 7.00pm.

**641/21 Urgent Actions**

The urgent actions were noted.

**642/21 Urgent business**

There was no urgent business.

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

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# Corporate Policy and Resources Committee

Date of meeting: 19 January 2022



<b>Title</b>	<b>Procurement of 2021-22 Planned Maintenance Contract</b>
<b>Purpose of the report</b>	To make a decision
<b>Report Author</b>	Alfred Osawe; Senior Building Manager
<b>Ward(s) Affected</b>	All Wards
<b>Exempt</b>	No
<b>Exemption Reason</b>	N/A
<b>Corporate Priority</b>	<p><b>Community</b> – refers to the repair and maintenance of municipal properties.</p> <p><b>Affordable Housing</b> – refers to the repair and maintenance of residential properties</p> <p><b>Recovery</b> – requires social value benefits to be delivered via the new contracts</p> <p><b>Environmental</b> – requires consideration of reduced environmental impact into the repairs and maintenance contracts</p> <p><b>Service delivery</b> – ensuring well-maintained buildings from which the Council can deliver its services.</p>
<b>Recommendations</b>	<p>The Committee is recommended to:</p> <ol style="list-style-type: none"> <li>1. Approve the proposed procurement process (a mini competition from Lot 1 of SBC's Contractors framework agreement) for a new contract to carry out planned maintenance works across nineteen (19) municipal sites in the current financial year (2021/22).</li> <li>2. Delegate the appointment of the contractor (contract award) to the Deputy Chief Executive Officer in consultation with the Chair and Vice Chair of the Corporate Policy and Resources Committee.</li> <li>3. Authorise the Head of Corporate Governance to enter into any legal documentation necessary to implement the new contract.</li> </ol>
<b>Reason for Recommendation</b>	<p>The recommendations are based on:</p> <ol style="list-style-type: none"> <li>i. The need to provide cost-effective, efficient planned maintenance works across the operational municipal portfolio managed by the Building Services Team (BST).</li> <li>ii. Use of the Council's own framework agreement to procure the contract via a mini-competition with all (6) providers on</li> </ol>

	Lot 1 provides value for money, compliant and timely route to market.
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## 1. Key issues

- 1.1 The Council commissioned a consultant to carry out stock condition surveys on 144 municipal properties. The survey report identified the life cycle, estimated the cost and generated a 5-year (2021/22 – 2025/26) resource plan for repairs and maintenance which are prioritised in accordance with government guidance, the requirement to comply with the Equality Act 2010, and the Council's own strategic requirements.
- 1.2 This financial year has been particularly busy as BST are faced with procuring many contracts which include all term contracts which have to be prioritised as new respective contractors are to be let by 01/04/2022 deadline. These are contracts that were hitherto managed by Runnymede BC in partnership with Spelthorne BC. Planned maintenance works for the current financial year are therefore scheduled to commence on 14/02/2021.
- 1.3 The results of the stock condition survey have fed into the Council's 5-year Plan. Estimates for the cost of future maintenance have also been provided and are incorporated into an ongoing programme of planned maintenance or improvement works, broken down into annual sections for approval by the Committee each year.
- 1.4 Based on the consideration that the properties and their components have a finite life, the works contained in year 1 of the report have been reviewed and shortlisted for FY 2021/22 such that maintenance is prioritised and scheduled within available budget and avoiding large maintenance expenditure towards the end of the operational life of the assets. In this regard, it is anticipated that more than 70% of 2021/22 planned works will be completed by 31/03/2022.
- 1.5 The planned maintenance works identified for year 2021/22 are considered essential to meet the operational performance and health and safety obligations of the assets.
- 1.6 Other planned maintenance works that are of relatively small cost and scope are carried out by the Council's Building Repairs and Maintenance contractor. This ensures continuous service delivery to reduce maintenance cost, extend asset life and increase workplace safety.
- 1.7 On 3 December 2020, Cabinet approved the recommendations to implement 2 framework agreements - one for Contractors and the other for construction-related Professional Services.
- 1.8 The frameworks were launched in January 2021. The framework agreements, which are in force until 2025, provide a value for money test via a mini-competition of the contractors within each lot, as determined by the value of a call off. The value of this Planned Works contract is estimated to be in the region of £220k and is within the scope of Lot 1 (contracts valued up to £1m and of a general works nature).
- 1.9 Procuring the contract using the SBC framework agreement has the additional benefit of procuring the contract in time for the works to commence in February 2022.



- 1.10 The scope of the contract consists of works across nineteen (19) sites listed in Appendix A (attached). The works include doors / windows replacement, paving, fence renewal, roof renewal, loft insulation and toilet refurbishment.
- 1.11 The contract duration is expected to be four months commencing 14 February 2022. Contractors are required to ensure that their submitted tender prices are valid for acceptance for a period of 60 days from the date of deadline for the submission.
- 1.12 The BST manages the maintenance works and service contracts including planned maintenance works of the Council's asset portfolio.
- 1.13 The Contractors' tender submissions will be evaluated as follows: the price element of the tender will be weighted as 60% of the total tender score, and weighting for quality at 40% to represent the quality and health and safety risk requirements inherent in the contract. The specification includes highly detailed quality and health and safety requirements.
- 1.14 The scoring of the quality element will be based on responses to the Method Statement questions submitted by each contractor. The 60/40 price/quality split is intended to deliver the right balance between quality and price given the type and scope of works to be undertaken.
- 1.15 TUPE does not apply to this contract tender.

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

- 2.1 The project team has considered two main options in relation to this procurement. These are:

- i) **Option 1** – tender the contract under a traditional procurement method.

This would require carrying out a full procurement process, with a suitable number of contractors (6 is considered a suitable number to provide competitive tension and attract an appropriate number of market responses from the market). This option would delay the commencement of the contract, as the project team would need to carry out full supplier due diligence (e.g. corporate and financial standing) on all potential providers (bidders).

- ii) **Option 2** - (preferred option) undertake a mini-competition using Lot 1 of the Council's Contractors framework agreement, inviting all 6 contractors to bid for the work.

The framework agreement is comprised of contractors who have been through a rigorous procurement process of selection and evaluation (including checks on their corporate and financial standing). The framework is comprised of contractors who have all the required skills, expertise and accreditations necessary for the project.

The framework provides a compliant and robust route to market which will allow commencement of the contract within this financial year.

The Council will reserve the right not to award a contract for these Planned Maintenance works, in the event that there is insufficient

interest from framework providers, or that the cost of the proposals received are deemed not to offer value for money, or exceed budget.

### **3. Financial implications**

- 3.1 Based on estimates provided by the stock condition survey report, the contract value for the planned maintenance works within the scope of this contract for municipal properties is £220K.
- 3.2 The contract value falls within the scope of Lot 1 of the Council's framework agreement. The use of a mini competition (rather than a direct award) will provide further assurance of value for money.
- 3.3 The works estimated at £220K that will be carried out under this contract are within Asset Maintenance budget of £1,111,900 for the current financial year.
- 3.4 Tender inflation shall not apply during this contract as it is a four-month contract. In addition, there is a clause within the tender that requires contractors to keep tender prices valid for acceptance for a period of 60 days from the date of deadline for tender submission.
- 3.5 There is a requirement to carry forward to 2022/23 some amount in the current financial year as 30% of the works will transpose to between April and mid-June 2022.

### **4. Other considerations**

- 4.1 The BST will work with Corporate Procurement and Finance Department throughout contract duration to ensure that contract deliverables are achieved and also to negotiate the carry forward of about 30% of the contract sum to next financial year. .
- 4.2 The BST and Corporate Procurement teams will be actively engaged in the procurement, scrutiny and selection process. The Corporate Procurement team have been consulted and their advice is incorporated into this report.
- 4.3 The works carried out under this proposed contract will enhance the operational life of Council's assets while supporting service delivery.

### **5. Equality and Diversity**

- 5.1 An Equality Impact Assessment is not required – this project is only for maintenance work of existing assets and components.
- 5.2 There are no procurement-specific community safety implications. This is a contract to ensure existing buildings and services are maintained in good condition while ensuring continuous service delivery to extend asset life and increase workplace safety.
- 5.3 The procurement process will be carried out using SBC framework agreement in accordance with the Council's Contract Standing Orders. The selected contractor shall comply with all relevant Equality and Diversity laws, accessibility standards and Health and Safety regulations

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

- 6.1 As part of the procurement selection criteria, contractors will be required to demonstrate processes which minimise the environmental impact of their services.

**7. Timetable for implementation**

- 7.1 Indicative timetable for procurement of the contract is as follows:

Event	Date
Publication of ITT (mini competition)	20 January 2022
Site Visits	21 - 27 January 2022
Deadline for Receipt of Clarifications	12 noon on 28 January 2022
Deadline for Receipt of Tenders	12 noon on 03 February 2022
Tender Evaluation / Internal Approval	03 February – 07 February 2022
Notification of Award decision	07 February 2022
Contract Commencement Date	14 February 2022

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**Appendix A: List of Sites - Procurement of 2021-22 Planned Maintenance Contract**

<b>No.</b>	<b>Sites</b>	<b>Works Description</b>
1	Ashford Cemetery, Long Lane, Stanwell, TW19 7AD	Toilet Renovation
2	Ashford Recreation Ground, Clockhouse Lane, Ashford, TW15 1BZ	Toilet Refurbishment
3	Bishop Duppas Park, Walton Bridge Road, Shepperton, TW17 8NR	Roof renewal and toilet Refurbishment
4	Donkey Meadow Recreation Ground, Gaston Bridge Road, Shepperton, TW17 8RS	Fence Renewal
5	Elmsleigh MSCP, South Street, Staines, TW18 4PG	Repairs to stair doors, missing roof capping and brickworks
6	Fordbridge Day Centre, Clarendon Road, Ashford, TW15 2PU	Replacement of doors / windows
7	Fordbridge Recreation Ground, Kingston Road, Ashford, TW15 3SJ	Toilet Refurbishment
8	Groveley Recreation Ground, Groveley Road, Sunbury, TW16 7NW	Fence renewal
9	Kenyngton Manor Recreation Ground, Bryony Way, Sunbury, TW16 7RU	Fence renewal
10	Kings Lawn Thames Street, Sunbury, TW16 6AF	Paving works
11	Knowle Green Council Offices, Knowle Green, Staines, TW18 1XB	Loft insulation upgrade (from 100 to 270mm thick)
12	Laleham Nursery, Shepperton Road, Laleham, TW18 1SJ	Brick building roof renewal
13	Lammas Recreation Ground, Wraysbury Road, Staines, TW18 4TS	Toilet refurbishment
14	Shepperton Recreation Ground, Glebeland Gardens, Shepperton, TW17 9DH	Fence renewal
15	Splash Meadow Recreation Ground Old Charlton Road, Shepperton, TW17 8BS	Post and fence repairs
16	St Mary's Churchyard Staines, Vicarage Road, Staines, TW18 4YZ	Replacement of metal gates
17	St Mary's Churchyard Stanwell, High Street, Stanwell, T 19 7PF	Paving and brick wall repairs
18	Staines Cemetery London Road, Staines, TW18 4JL	Roof repairs
19	Staines Resource Centre, Staines Park, Commercial Road, Staines, TW18 2QJ	Replacement of fire door and concrete ramp repairs

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**From:** Committee Services

**Sent:** 11 January 2022 15:08

**To:** Committee Services <CommitteeServices@spelthorne.gov.uk>; Nichols, Lawrence (Councillor) <Cllr.Nichols@spelthorne.gov.uk>; Sexton, Joanne (Councillor) <cldr.sexton@spelthorne.gov.uk>; Barnard, Colin (Councillor) <cldr.barnard@spelthorne.gov.uk>; Beardsmore, Ian (Councillor) <cldr.beardsmore@spelthorne.gov.uk>; Boughtflower, John (Councillor) <cldr.boughtflower@spelthorne.gov.uk>; Brar, Amarjit (Councillor) <Cllr.Brar@spelthorne.gov.uk>; Buttar, Satvinder (Councillor) <Cllr.Buttar@spelthorne.gov.uk>; Doran, Susan (Councillor) <cldr.doran@spelthorne.gov.uk>; Dunn, Sandra (Councillor) <cldr.dunn@spelthorne.gov.uk>; Islam, Naz (Councillor) <cldr.islam@spelthorne.gov.uk>; Leighton, Vivienne (Councillor) <cldr.Leighton@spelthorne.gov.uk>; Mooney, Sinead (Councillor) <Cllr.Mooney@Spelthorne.gov.uk>; Noble, Robert (Councillor) <Cllr.Noble@spelthorne.gov.uk>; Rybinski, Olivia (Councillor) <cldr.rybinski@spelthorne.gov.uk>; Siva, Veena (Councillor) <Cllr.Siva@spelthorne.gov.uk>  
**Cc:** Taylor, Paul <P.Taylor@spelthorne.gov.uk>; Collier, Terry <T.Collier@spelthorne.gov.uk>  
**Subject:** RE: Fees and Charges 2022/23

*Sent on behalf of Paul Taylor, Chief Accountant*

Dear Chair, Vice Chair and members of the Corporate Policy and Resources Committee,

Thank you for your patience as we worked to develop a cumbersome 80+ page report into a more meaningful 3 page report for your Committee.

Attached with this email are the fees and charges relevant to your Committee, and these are all related to Asset Management and there have been no proposals made to increase the charges from last year.

We are currently producing a report that will highlight you top fee earners, to enable to make the most of your time when reviewing your fees and charges.

Should you require any further information, please call me.

Kind regards,

Paul Taylor  
Chief Accountant

Spelthorne Borough Council  
Council Offices, Knowle Green, Staines-upon-Thames, TW18 1XB  
T: 01784 444262  
M: 07811 141470

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# Fees and Charges

## 2022/23



Printed Date: 11/01/2022

Last modified: 11/01/2022

Report Description:

**A full schedule of the fees and charges for all Council services for the coming year**

### Corporate Policy & Resources

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#### Asset Management

#### Property Fees

##### Work charges (general fees)

Consent under Lease (assignment, alterations etc.)	400.00	400.00	S
Disposal of Council land (at third party's request)	750.00	750.00	S
Entering into a new Lease	750.00	750.00	S
Entering into a new Licence	400.00	400.00	S
Lease Renewal (substantially new terms)	600.00	600.00	S
Lease Renewal (substantially same terms as before)	450.00	450.00	S
Licence Renewal (substantially new terms)	325.00	325.00	S
Licence Renewal (substantially same terms as before)	250.00	250.00	S
New Wayleave, Easement etc.	500.00	500.00	S
Regularisation of encroachment	500.00	500.00	S

2021/22 Charge

2022/23 Charge

VAT

Asset Management

Property Fees

2021/22 Charge    2022/23 Charge    VAT

Work charges (third sector fees)

Consent under Lease (assignment, alterations etc.)	200.00	200.00	S
Disposal of Council land (at third party's request)	750.00	750.00	S
Entering into a new Lease	375.00	375.00	S
Entering into a new Licence	200.00	200.00	S
Lease Renewal (substantially new terms)	300.00	300.00	S
Lease Renewal (substantially same terms as before)	225.00	225.00	S
Licence Renewal (substantially new terms)	160.00	160.00	S
Licence Renewal (substantially same terms as before)	125.00	125.00	S
New Wayleave, Easement etc.	250.00	250.00	S
Regularisation of encroachment	250.00	250.00	S



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# Corporate Policy and Resources Committee



19 January 2022

<b>Title</b>	Pay Policy Statement 2022/23
<b>Purpose of the report</b>	To make a recommendation to Policy and Resources Committee/Council
<b>Report Author</b>	Debbie O'Sullivan/Angela Tooth, Human Resources Manager
<b>Ward(s) Affected</b>	Not applicable
<b>Exempt</b>	No
<b>Exemption Reason</b>	Not applicable
<b>Corporate Priority</b>	This item is not in the current list of Corporate Priorities but still requires a Committee/Council decision
<b>Recommendations</b>	<b>Committee is asked to:</b> Recommend to Council that the Pay Policy Statement is approved.
<b>Reason for Recommendation</b>	The Pay Policy Statement must be agreed by full Council and be published by 31 March each year.

## 1. Key issues

- 1.1 Local authorities are required to publish an annual pay policy statement to increase transparency regarding the use of public funds to pay council staff. This requirement was set out in the Localism Act 2011 with guidance on items to be included issued by the Secretary of State for Communities and Local Government.
- 1.2 Pay Policy Statements must be agreed by full Council and be published by 31 March each year to apply to pay decisions during the next financial year.
- 1.3 The Pay Policy Statement must set out the Council's policies on a range of issues relating to the pay of its workforce, particularly its senior staff and the lowest paid employees. The statement must set out the policies for the financial year relating to:
  - Remuneration of its Chief Officers
  - Remuneration of its lowest paid employees
  - The relationship between the remuneration of its Chief Officers and the remuneration of those employees who are not Chief Officers

- The publication of and access to information relating to remuneration of Chief Officers.
- 1.4 The term 'Chief Officer' in this context is as set out in the Local Government and Housing Act 1989 ('the Act') and includes
- The Head of Paid Service (the Chief Executive)
  - The Monitoring Officer
  - Statutory and non-statutory Chief Officers under section 2 of the Act
  - A deputy Chief Officer mentioned in section 2 of the Act
- This is a wider definition than is usually understood by the term: in other contexts, the term Chief Officer at Spelthorne is used to mean posts on Management Team (Chief Executive and Deputy Chief Executives only).
- 1.5 It is up to the Council to determine who its lowest paid employees are, but they must give reasons as to why they have defined them as such. At Spelthorne the lowest paid employees are those in jobs paid at the lowest grade and apprentices.
- 1.6 The term 'remuneration' is defined as follows:
- The Chief Officer's salary
  - Any bonuses payable
  - Any charges, fees or allowances payable by the Council to the Chief Officer
  - Any benefits in kind to which the Chief Officer is entitled as a result of their office or employment
  - Any increase in or enhancement of the Chief Officer's pension entitlement where the increase or enhancement is as a result of the resolution of the Council
  - Any amounts payable by the Council to the Chief Officer on the Chief Officer ceasing to hold office under or be employed by the Council other than amounts that may be payable by virtue of any enactment.
- 1.7 The statement must be approved by a resolution of Council before it comes into force. It can be amended by resolution after the financial year is underway but, if it is amended, it must be published on the Council's website.
- 1.8 There has been no further guidance from the Secretary of State this financial year.
- 1.9 This explains the main criteria upon which the decision is to be based.
- 1.10 Employing authorities are also required to publish a policy on how they propose to exercise certain discretions under the Local Government Pension Scheme, Local Government Compensation Regulations and the Local Government Injury Regulations. As a minimum, an employing authority is required to publish a policy on the mandatory discretions within these regulations.
- 1.11 The Discretions Policy is an Appendix of the Pay Policy Statement and is attached as **Appendix 2**. The Policy includes the mandatory discretions



together with two optional discretions for Award of Additional Pension and Inward Transfer of Pension Rights which are useful to be included.

- 1.12 On 4 November 2020 the Exit Cap Regulations were implemented. These have now been revoked and are no longer in force. Further exit pay and pension reforms are expected to be re-introduced although the timing of these is not yet known. The Council will need to comply with any new regulations, and this has been reflected in the Pay Policy Statement and the Council's Discretionary Policy.
- 1.13 Consideration is currently being given to contributing towards a Shared Cost Additional Voluntary Contribution arrangement. This discretion (number 4) has been amended to reflect this. This will improve our benefit offering to employees and will contribute to employer national insurance savings for the Council.
- 1.14 This explains the main criteria upon which the decision is to be based.

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

- 2.1 The draft Pay Policy Statement for 2022/23 is in the **Appendix 1**. It is proposed that the Council resolves to approve the Pay Policy Statement for 2022/23.
- 2.2 No options as the Pay Policy Statement for 2022/23 must be published by 31 March 2022.

## **3. Financial implications**

- 3.1 No direct financial implications to the Pay Policy Statement 2022/23. All pay decisions in the year must be in accordance with the published pay policy statement.

## **4. Other considerations**

- 4.1 Spelthorne is required to approve and publish a pay policy statement annually. The Council is an individual employer in its own right and has autonomy on pay elements that are appropriate to local circumstances. The provisions in the Localism Act and the guidance do not seek to change this or to determine what decisions on pay should be taken or what policies individual employing authorities should have in place. Rather, the provisions require that authorities are more open about their own local policies and how their local decisions are made.
- 4.2 Arrangements for pay and employment must comply with relevant UK employment legislation, the Council's agreed Standing Orders, policies, procedures and arrangements, staff terms and conditions of employment and the regulations of the Local Government Pension Scheme. Arrangements for compensation for loss of office must comply with the Council's Discretionary Policy.
- 4.3 The matters contained in the Pay Policy Statement include arrangements which are part of the contractual terms and conditions of employment, which cannot be changed without prior consultation.
- 4.4 Since February 2015 there is also a requirement to publish other information on senior salaries/posts following the government's publication of the Local Government Transparency Code 2014. This information is published on the

Council's website alongside the Pay Policy Statement and is updated annually.

**5. Equality and Diversity**

- 5.1 The Pay Policy Statement is in relation to all staff and will be accessible by all staff.
- 5.2 Arrangements for pay will take into account the full scope of the job including the complexity of work, range of responsibilities and the skills and experience required to undertake them, having regard to the need for equal pay for work of equal value.
- 5.3 In accordance with the Equality Act 2010, reasonable adjustments are made to ensure safe working and to remove, prevent or reduce any obstacles there may be in carrying out a role.

**6. Sustainability/Climate Change Implications**

- 6.1 None.

**7. Timetable for implementation**

- 7.1 The Pay Policy Statement for the 2022/23 financial year must be agreed by Council by 31 March 2022 and be published on the website. All pay decisions in the year will be in accordance with the published pay policy statement and any agreed amendments.

**Background papers:** There are none.

**Appendices:**

Appendix 1: Pay Policy Statement 2022/23

Appendix 2: Discretions Policy

**Spelthorne Borough Council**  
**Pay Policy Statement 2022-23**

**1 Purpose**

This Pay Policy Statement is the annual statement as required by the Localism Act 2011, Section 38(1), and applies for the financial year 2022-23. The purpose is to provide transparency about how Spelthorne uses public funds to pay staff.

The statement sets out Spelthorne Borough Council's policies relating to the remuneration of chief officers, the remuneration of its lowest paid employees, and the relationship between the remuneration of Spelthorne Chief Officers and other employees.

**2 Definitions**

For the purposes of this pay policy statement the following definitions will apply:

**2.1 Chief Officers**

The following Spelthorne Borough Council posts are included in the definition of chief officers:

- a) The head of paid service designated under section 4(1) of the Local Government and Housing Act 1989.

This is the Chief Executive

- b) The monitoring officer designated under section 5(1) of that Act.

This is the Group Head Corporate Governance

- c) A statutory chief officer mentioned in section 2(6) of that Act.

This is the Deputy Chief Executive who acts as the Chief Finance Officer.

- d) Non statutory chief officers mentioned in section 2(7) of that Act.

This is the other Deputy Chief Executive post.

- e) Deputy Chief officers mentioned in section 2(8) of that Act. These are posts reporting to the Head of Paid Service, the Monitoring Officer, the Chief Finance Officer and the other Deputy Chief Executive, except where the duties are clerical, secretarial or support.

Reporting to the Chief Executive

Deputy Chief Executive (Chief Finance Officer)  
Deputy Chief Executive  
Group Head Corporate Governance  
Head of Communications and Marketing  
Property Development Manager

Reporting to the Group Head Corporate Governance (monitoring officer)

Principal Solicitor (deputy monitoring officer)

Reporting to the Deputy Chief Executive (Chief Finance Officer) and the other Deputy Chief Executive

Chief Accountant  
Group Head Commissioning and Transformation  
Group Head Neighbourhood Services  
Group Head Community Wellbeing  
Group Head Regeneration and Growth  
Deputy Group Head, Customer Relations  
Head of Family Support (this post is shared with Elmbridge Borough Council and Epsom & Ewell Borough Councils)  
Building Control Manager  
Senior Environmental Health Manager

Any restructures during the year or secondments to cover short-term requirements may alter reporting relationships which could change the roles reporting to specific Chief Officer posts.

The definition of chief officers and deputy chief officers for the purposes of this Pay Policy Statement is wider than the definition normally used at Spelthorne. The 3 Management Team posts of Chief Executive and Deputy Chief Executives are generally referred to as 'chief officers' with the Group Head posts as their deputies for their area of responsibility. A number of posts are part time or shared with other councils, as noted above.

## **2.2 Management Team**

Spelthorne Borough Council's Management Team is the Chief Executive and 2 Deputy Chief Executive posts.

## **2.3 Pay**

In addition to salary, remuneration includes fees, allowances, benefits in kind and termination payments.

**2.4 Lowest paid employees**

Refers to those staff employed within grade Scale 1 of the Council's pay framework, which is the lowest grade on the Council's pay framework. Currently there are 85 posts, 16.19% of the Council's establishment, at this level.

**2.5 Employees who are not a chief officer**

Refers to all staff who are not covered under the 'Chief Officer' group above, including the lowest paid employees.

**3 Pay framework – general principles applying to all staff****3.1 General approach**

Remuneration at all levels needs to be adequate to recruit, retain and develop a skilled and flexible workforce to deliver services to the community and fulfil the Council's business objectives. Remuneration must be fair and reasonable in the circumstances and not unnecessarily excessive. Each Council has responsibility for balancing these factors in the light of the unique challenges locally and retaining flexibility to deal with circumstances that might arise. Pay arrangements must comply with UK legislation. Salary payments for individual postholders are pro-rated where they are employed for less than full time. Salary payments are pensionable payments, except where specified in the Pension Regulations.

Terms and conditions of employment are local Spelthorne terms and conditions as amended by Spelthorne.

**3.2 Responsibility for decisions on remuneration**

Decisions on pay are made in line with Spelthorne Borough Council's scheme of delegations and in accordance with employment policies, procedures and arrangements in place and staff terms and conditions of employment.

Approval for any change to the Chief Executive's salary is by the Leader of the Council if within the salary scale and existing policies or otherwise by the Corporate Policy and Resources Committee/Council. Approval for any changes to the salary range for Management Team posts below Chief Executive is by the Head of Paid Service (Chief Executive) in consultation with the Leader. Approval for changes for posts below management team are the responsibility of the Head of Paid Service and Management Team or Group Head within the budget, council policy framework and delegations.

Pay awards are considered annually for staff. Spelthorne operate local arrangements for deciding pay awards in consultation and negotiation with the Spelthorne Branch of UNISON ("UNISON"), within the limits of

the Collective Agreement between UNISON and Spelthorne. Pay awards are decided by full Council as part of the annual budget process. Retention, affordability and local circumstances will be taken into consideration as part of this decision.

### **3.3 Salary grades and grading framework**

Grades are determined by taking account of the full scope of the job including the complexity of work, range of responsibilities and the skills and experience required to undertake them, having regard to the need for equal pay for work of equal value. Each grade consists of a number of points from the Spelthorne pay spine, from the bottom to the top of the grade. The top of grade is considered to be the rate of pay for a fully experienced, qualified and competent post holder. Incremental progression is subject to satisfactory performance. Accelerated increments can be awarded in exceptional circumstances within the grade but not beyond the top of the grade. Incremental progression for the two Deputy Chief Executives is subject to performance and achievement of targets.

### **3.4 New starters joining the Council**

Appointments are made at the bottom of the salary scale, or at an appropriate point taking into account relevant skills and experience, and staff progress through the scale to the maximum of the grade over a number of years as experience is gained, subject to satisfactory performance.

### **3.5 Allowances and additional payments**

Additional payments may be approved by the Chief Executive, Deputy Chief Executives and Management Team in the case of a member of staff undertaking additional duties for an extended period of time outside the normal responsibilities of their post or to complete specific tasks. For example to cover the duties of a vacant post which is at a higher grade, to undertake additional work in relation to a time-limited project, or where a formal partnership/secondment arrangement is in place with another local authority resulting in additional duties, responsibilities, complexity and working hours and it is not appropriate to otherwise change the grade of the post.

Spelthorne will consider paying a recruitment, retention or market supplement allowance in order to maintain service provision where it has been difficult to recruit to a vacant post or to retain staff in a particular service and specific criteria are met. Recruitment and retention payments are a separate payment, not consolidated into salary, and are subject to annual review and removed when no longer justified.

Essential user and casual user car allowances are payable where staff are required to use their own vehicles for council business. A non-pensionable car allowance is applied to the Chief Executive and Deputy Chief Executive posts. A non-pensionable car allowance is applied to Group Head posts on Chief Officer local terms and conditions of employment. Committee Allowance payments are payable where staff are required to attend Council meetings outside normal working hours (except for Management Team and Chief Officer posts who do not receive additional payment).

### **3.6 Pay awards**

Pay awards are considered annually for staff. Spelthorne operate local arrangements for deciding pay awards in consultation and negotiation with UNISON, within the limits of the Collective Agreement between UNISON and Spelthorne. Pay awards are decided by full Council as part of the annual budget process. Retention, affordability and local circumstances will be taken into consideration as part of this decision.

### **3.7 Pension scheme**

All Spelthorne staff including Chief Officers are eligible to join the Local Government Pension Scheme with employee contributions tiered according to salary band. Employee contributions range from 5.5% for pensionable pay up to £14,600 to 12.5% for pensionable pay above £165,001 (the top rate does not apply to any Spelthorne posts).

The Council's pension current service contribution as employer is currently 17.3% (additionally there is a past service deficit contribution paid as a single lump sum by the Council. The figure for this is £1,000,000). In 2020/21 a higher amount of £2,122,000 was paid to allow for contributions in 2021/22 and 2022/23 to decrease to £1,000,000 each year. Employer contribution rates are reviewed every 3 years following a revaluation of the pension fund and pension liabilities in relation to current and past members. The next revaluation is due as at 31 March 2022 and will impact on employers' contribution from 2023/24.

### **3.8 Policy on employing someone who has taken redundancy from another authority**

An individual who has been made redundant from another council may apply to work at Spelthorne and would be considered against the required criteria for the post. If they accept an offer of employment with Spelthorne before the end of their employment with the other council to take effect within 4 weeks of leaving then they will not be due a redundancy payment from the previous employer and will retain continuity of service. If the gap is longer than 4 weeks their continuous service is broken, which means that they would have no eligibility for redundancy payments until they have 2 years further service.

The government are consulting on the possible implementation of exit payment reforms and, if agreed, this may affect the repayment of any redundancy payments.

### **3.9 Policy on employing someone who is also drawing a pension**

In line with the pension regulations Spelthorne has a flexible retirement policy and will consider requests from staff who wish to draw their pension and continue working in a reduced capacity. Requests will only be agreed where there is a salary saving through either reduced hours or responsibility.

An individual who is drawing a pension in relation to a previous employment may apply to work at Spelthorne and would be considered against the criteria for the post. If they are appointed, the salary will be in accordance with the grade for the job, with abatement of their pension subject to the rules of the appropriate pension scheme of the pension in payment, as apply at the time.

### **3.10 Policy on increase in or enhancement to pension entitlements**

Pension entitlements are in line with the Local Government Pension Scheme Regulations and Spelthorne Pensions Policy in operation at the time.

Spelthorne's Pension Policy was agreed by the Council on 27 February 2020. It applies to all Spelthorne employees including Chief Officers. The Pension Policy is attached as Appendix 2 (to the Pay Policy Statement).

### **3.11 Payment arrangements**

Employees, including chief officers, are paid through payroll and subject to appropriate income tax and national insurance deductions.

## **4 Level and elements of remuneration for chief officers**

### **4.1 Salaries for chief officers**

Spelthorne policy is to pay chief officers according to the Spelthorne salary grade appropriate for the duties and responsibilities of the job. Each grade consists of a number of points from the Spelthorne pay spine, from the bottom to the top of the grade.

The salary paid to Group Head posts depends upon the range of responsibilities and consists of a salary range of a number of increments taken from a 4 point Group Head Salary band.



The current full time salary scales for chief officer posts listed in Paragraph 2.1 above are set out in the table below. Where posts are filled on a part-time basis the post holders are paid pro-rata to their contractual hours.

<b>Post</b>	<b>Bottom of salary range</b>	<b>Top of salary range</b>
Chief Executive	£112,808	£127,187
Group Head Corporate Governance	£74,318	£80,933
Deputy Chief Executives	£90,244	£101,747
Principal Solicitor and Deputy Monitoring Officer	£58,393	£62,302
Chief Accountant	£74,318	£74,318
Group Heads	£74,318	£80,933
Deputy Group Head Customer Relations	£63,654	£69,044
Head of Family Support	£70,947	£70,947
Building Control Manager	£48,884	£57,975
Senior Environmental Health Manager	£54,274	£57,975
Head of Communications and Marketing	£54,274	£57,975
Property Development Manager	£74,000	£74,000

Any restructures during the year or secondments to cover short-term requirements may alter reporting relationships and could change the roles reporting to specific Chief Officer posts, with the appropriate salary range from Spelthorne grades applying.

#### **4.2 Other pay elements for chief officers**

A non-pensionable car allowance is applied to the Chief Executive, Deputy Chief Executives and Group Head posts as part of the total remuneration package. Current car allowance values are £6,521.83 for the Chief Executive and £5,072.48 for the Deputy Chief Executives and Group Heads.

Deputy Group Head posts are eligible for essential user car allowances if they are required to undertake business mileage and provide a car for work.

The salaries for chief officer and Chief Executives / Chief Officers (the Chief Executive, Deputy Chief Executives, Group Head, Deputy Group Head (and certain professional posts) are inclusive salaries with no additional recompense for additional hours worked, for attendance at Council or other meetings outside of normal working hours, for expenses, for telephone use or for business mileage, except for journeys of 100 miles or more. A mileage rate equivalent to the HMRC

rate for company cars applies (13p per mile for most vehicles) for journeys of 100 miles or more.

Posts listed as deputy chief officers are eligible for car allowances if they are required to undertake business mileage, committee attendance allowance if they are required to attend council or other meetings outside normal working hours, overtime payments if required to work additional hours and they may claim for reimbursement of expenses incurred in the performance of their duties.

Professional fees required for the post are paid (for example membership of CIPFA for the Chief Finance Officer and legal practising certificate for the monitoring officer).

A separate allowance is paid for the statutory monitoring officer and Section 151 officer duties.

Election fees are paid separately for additional duties and responsibilities undertaken as elections fall. The Chief Executive acts as Returning Officer at elections and other chief officers may receive payments for any additional work undertaken during a national or local election as deputy returning officers, presiding officers or poll clerks at polling stations or for working at the election counts. Election fees are set as elections are called taking account of guidance issued by the Ministry of Justice.

#### **4.3 Remuneration of chief officers on recruitment**

Starting salaries are at the bottom of the salary scale, or at an appropriate point taking into account relevant skills and experience.

Chief Executive and Management Team or Group Head approval is required before recruitment to any post below management team level. Approval to fill posts at management team level and for Group Heads requires the agreement of the Leader of the Council, with selection decisions made by a member Appointments Committee and ratified by Council if required (for Chief Executive). New appointments may be eligible for removal expenses under the Council's Home Relocation Policy.

#### **4.4 Increases and additions to remuneration for each chief officer**

Pay awards are considered annually for staff including Chief Officer. Spelthorne operate local arrangements for deciding pay awards in consultation and negotiation UNISON, within the limits of the Collective Agreement between UNISON and Spelthorne. Pay awards are decided by full Council as part of the annual budget process. Retention, affordability and local circumstances will be taken into consideration as part of this decision.

Changes to salary ranges and other pay elements must be agreed by the Leader/Council for the Chief Executive, by the Chief Executive in conjunction with the Leader for Deputy Chief Executive posts and by the Chief Executive and Management Team for all other posts.

#### **4.5 Performance related pay for chief officers**

There is no additional performance related pay for Spelthorne chief officers or any other staff. Progression through increments is subject to satisfactory performance. Incremental progression for Deputy Chief Executives is subject to performance and achievement of targets. Once an employee reaches the top of their salary scale there is no opportunity to earn more.

#### **4.6 Bonuses for chief officers**

There are no bonuses available for chief officers or for other staff.

#### **4.7 The approach to the payment of chief officers on their ceasing to hold office under or to be employed by the authority**

Spelthorne's Discretionary Compensation Policy agreed by the Executive on 6 February 2007 and confirmed by Cabinet in January 2020, sets out the approach for payments in the event of termination on the grounds of redundancy and efficiency of the service. There is a consistent method of calculating redundancy pay which is applied to all redundant employees, including chief officers, with the level of redundancy pay calculated using the statutory matrix with a multiplier of 2 and at actual weekly earnings (to a maximum of 60 weeks' pay for staff with over 20 years local government service). The redundancy payment is intended to recompense employees for the loss of their livelihood and provide financial support whilst they seek alternative employment and applies when a post is deleted. In the case of termination on efficiency grounds payments would depend on the circumstances of the case and would exceed the amount due for redundancy only in exceptional circumstances, to a maximum of 104 weeks.

The Exit Cap Regulations which came into force on 4 November 2020 have been revoked.

Further exit pay and pension reforms are expected to be re-introduced (timing not known). Any exit payments will be in line with any regulations and caps in force at the time.

The taxation of termination payments is in accordance with statutory provisions.

#### **4.8 Additional payments for chief officers**

Additional payments may be approved in the case of a chief officer undertaking additional duties for an extended period of time outside the normal responsibilities of their post. For example to undertake additional responsibilities, to cover the duties of a vacant post which is at a higher grade, to undertake additional work in relation to a time-limited project, or where a formal partnership/secondment arrangement is in place with another local authority resulting in additional duties, responsibilities, complexity and working hours and it is not appropriate to otherwise change the grade of the post.

**5. The remuneration of the lowest paid employees**

The lowest paid employees are those in posts graded at Scale 1, which has a current salary range from £19,489 to £20,361 per annum. The pay rate at the bottom of scale 1 is £10.38 per hour compared to the national minimum wage of £9.18 per hour (National Minimum Wage rate from 1 April 2022 for workers aged 21 to 22 years) and the National Living Wage of £9.50 per hour from April 2022 for workers aged 23 and over. The Living Wage Foundation's non-statutory UK Living Wage for 2021/2022 is £9.90 per hour.

Young people employed as Apprentices for the temporary period of their apprenticeship training are paid on an appropriate pay rate taking into account the level of work and level of qualifications to be obtained with a minimum of the appropriate statutory minimum wage rates [£4.81 per hour Apprentice rate in the first year, The National Minimum Wage rate of £4.81 per hour for under 16-17 year olds, £6.83 per hour for 18 – 20 year olds, £9.18 per hour for 21 – 22 year olds and £9.50 per hour for age 23 and over from 1 April 2022].

**6. The relationship between the lowest and highest paid staff**

The ratio between the lowest and highest paid salaries is less than 1:7. The lowest salary rate is £19,489, the top of the Chief Executive's salary scale is £127,187 which is a pay multiple of 1:6.52.

**7. The relationship between the highest paid employee and employees who are not chief officers**

The ratio between the median earnings across the organisation and the taxable pay of the highest paid employee (the Chief Executive) is 1:4.74

The ratio between the mean average earnings across the organisation and the taxable pay of the highest paid employee (the Chief Executive) is 1:4.10

**8. Salary and severance payments over £100,000**

- 8.1 Spelthorne has three posts with a salary package above £100,000, the Chief Executive and Deputy Chief Executives. The appointment of a new Chief Executive is made in accordance with the council's Constitution and statutory provisions. There would be a report to members on the arrangements for an appointment, including the salary level, and the appointment would be made by a member Appointments Committee and confirmed after ratification by full Council.
- 8.2 Severance payments are made in accordance with the council's Discretionary Compensation Policy. Redundancy payments are based on the statutory matrix and Spelthorne multiplier to a maximum of 60 weeks' pay. Severance payments on the grounds of efficiency will exceed that level only in exceptional circumstances.

The Exit Cap Regulations which came into force on 4 November 2020 have been revoked.

Further exit pay and pension reforms are expected to be re-introduced (timing not known). Any exit payments will be in line with any regulations and caps in force at the time.

**9. The publication of and access to information relating to remuneration of chief officers**

The annual pay policy statement is published on the Spelthorne Borough Council website where it can be easily accessed by tax payers and external organisations.

Appendix 1 Pay Policy Statement effective from April 2022

Appendix 2 Discretions Policy

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**Appendix 2**  
**Discretions Policy**

The Exit Cap Regulations which came into force on 4 November 2020 have been revoked.

Further exit pay and pension reforms are expected to be re-introduced (timing not known). Any exit payments will be in line with any regulations and caps in force at the time.

No.	Area	Regulation	Discretion	Policy Summary	Explanation
1	Whether to vary an employee's contribution band	Regulations 9 and 10 Pensions Regulations	Members must pay pension contributions at the appropriate rate set on 1st April or the first day of active membership, if later. The employer may vary the contribution rate if there is a change in employment or a material change that affects the member's pensionable pay.	Spelthorne Borough Council may vary the employee's contribution rate if there is a material change and each case will be considered on its merits	Contribution bands are set on 1st April but the employer may change them if a member changes jobs or has a material pay increase / decrease.
2	Whether to increase assumed pensionable pay in certain specific circumstances	Regulation 21(5), 21(5A) and 21(5B) Pension Regulations	If a member is absent as a result of illness, child related leave or reserve forces leave their pension benefits may be based on assumed pensionable pay (APP). If, in the employer's opinion, the member's APP is materially lower than their pay in the twelve months preceding the absence they can either include (1) a "regular" lump sum received during that period or (2) substitute a higher pensionable pay having regard for their earnings in that period.	Spelthorne Borough Council may increase assumed pensionable pay and each case will be considered on its merits.	If a member's APP is lower than their regular pensionable pay the employer can either substitute a higher rate of pay, based on the pay they received in the year before the absence began, or, include regular lump sums received during that period.
3	Funding of Additional Pension Contributions	Regulations 16(2)(e) and 16(4)(d) Pension Regulations	Whether to fund, in whole or in part, a shared cost additional pension contributions (SCAPC) on behalf of an active member by regular contributions (Regulation 16 (2)(e)) or by lump sum (Regulation 16(4)(d)). <b>Note:</b> The amount of additional pension that may be credited to an active member's pension accounts may not exceed the overall additional pension limit of £7316 (April 2021 and uplifted annually).	Spelthorne Borough Council will only contribute towards APCs in exceptional circumstances.	The employing authority can choose to pay additional pension contributions on behalf of active employees.

4	<b>Shared Cost Additional Voluntary Contributions (SCAVCs)</b>	Regulation 17(1) and Schedule 1 (definition of SCAVC) Pension Regulations.	Whether to contribute towards a Shared Cost Additional Contribution arrangement. Pre2014 SCAVCs also fall under Regulation 17 by virtue of Regulation 15(2A) Transitional Regulations.	Spelthorne Borough Council may contribute towards a Shared Cost Additional Voluntary Contributions arrangement but each case will be considered on its merits.	An employer can choose to contribute towards a SCAVC.
5	<b>Whether to grant early payment of pension on compassionate grounds (pre-1 st April 1998 leavers)</b>	Regulation D11(2)(c) of 1995 Regulations	Whether to agree to early payment of pension benefits from age 50 on compassionate grounds. The employer should note that pension benefits paid before age 55 may attract an unauthorised payments surcharge and they may have to pay a strain cost because the pension benefits cannot be reduced.	Spelthorne Borough Council will only contribute to early payment of pension in exceptional circumstances.	The employer may agree to payment from age 50, but they may incur an unauthorised payments surcharge and/or a capital cost.
6	<b>Flexible Retirement</b>	Regulation 30(6), Pensions Regulations. Regulations 11(2) and (3) of Transitional Regulations	Whether to agree to an employee aged 55 or over reducing their hours of work or their grade so that they may receive all or some of their retirement pension while still employed.  Whether, in addition to any pre 1 st April 2008 pension benefits which the member must draw, to permit the member to draw; (a) all, part or none of benefits accrued between 1st April 2008 and 31st March 2014 and (b) all, part or none of the pension benefits built up after 31st March 2014	Spelthorne Borough Council will only award flexible retirement in exceptional circumstances.  Decisions are delegated to Management Team for cases up to Group Head and to Corporate Policy and Resources Committee for members of Management Team.	The employing authority can agree to an employee aged 55 or over drawing all or some of their pension and continuing to work in the same employment on reduced hours, pay or grade.  The employer should note that granting consent would trigger the 85 -year rule and may require a capital payment.
7	<b>Switching on the 85-year rule</b>	Schedule 2 of the Transitional Regulations	Whether to switch on the 85 - year rule under Regulation 1(2) and 1(3) of Schedule 2 of the Transitional Regulations.	Spelthorne Borough Council will only switch on the 85 year rule in exceptional circumstances.	The employer can agree to switch on the 85 -year rule, which may mitigate reductions that would, otherwise, apply but the employer may have to make a capital payment.



8	<b>Waiving of Actuarial Reduction to Pensions</b>	Regulation 30(8), Pensions Regulations Schedule 2 of Transitional Regulations	<p>(Post 2014) Whether to agree to waive, in whole or in part, any actuarial reduction that would otherwise apply to the pension paid to a former employee aged 55 or over under 30(5) or 30(6) [flexible retirement] using regulation 30(8) of the Pension Regulations.</p> <p>(Pre -2014) Whether to waive actuarial reductions entirely under 30(5) or 30A(5) [deferred pensioner members] of the Benefits Regulations and Regulation 2(1), of Schedule 2 of the Transitional Regulations.</p>	<p>Spelthorne Borough Council will only waive actuarial reductions in exceptional circumstances.</p> <p>Decisions are delegated to the Chief Executive in consultation with the Leader for cases below Management Team and to Corporate Policy and Resources Committee for cases at Management Team.</p>	<p>The employing authority can agree to waive reductions to the pension of a member aged 55 or over who has left employment or been granted flexible retirement. The employer may be required to make a capital payment if they do so.</p>
9	<b>Award of Additional Pension</b>	Regulation 31, Pensions Regulations	<p>To award additional pension at full cost to the employer:</p> <p>(1)an active member; or</p> <p>(2)a former active member who was dismissed by reason of redundancy, business efficiency or mutual consent on grounds of business efficiency.</p> <p><b>NOTE:</b> Any additional pension awarded (including any additional pension purchased by the employer or the member under Regulation 16 of the Pensions Regulations) may not exceed the overall additional pension limit of £7316 (April 2021 and uplifted annually).</p> <p>Additionally, in the case of a member falling within (2) above, the resolution to award additional pension must be made within 6 months from the date on which the employment ended.</p>	<p>Spelthorne Borough Council will only award additional pension in exceptional circumstances.</p> <p>Decisions are delegated to the Chief Executive in consultation with the Leader for cases below Management Team and to Corporate Policy and Resources Committee for cases at Management Team.</p>	<p>This means the employing authority has the power to award additional pension to an active member.</p> <p>The employer can also award additional pension to members who leave on the grounds of redundancy, business efficiency or mutual consent on grounds to business efficiency - up to six months after termination.</p> <p>The employer would be required to make a capital payment (in addition to the cost of purchase) if the member retired early on any grounds apart from permanent ill-health.</p>

10	<b>Aggregation of Benefits: Concurrent Employments</b>	Regulation 22 (7)(b), Pensions Regulations	Whether to allow an active member with concurrent employments, who ceases an employment with an entitlement to a deferred pension, more than 12 months to elect <b>not</b> to have their deferred pension aggregated with their active member's pension account.	Spelthorne Borough Council will only extend the deadline in exceptional circumstances.	The employing authority can allow a member who leaves one of two (or more) employments - held at the same time - longer than 12 months to elect <b>not</b> to combine the deferred pension with the ongoing active pension.
11	<b>Aggregation of Benefits: Deferred Member becoming Active Member</b>	Regulation 22 (8)(b), Pensions Regulations	Whether to allow a deferred member who becomes an active member longer than 12 months in which to elect <b>not</b> to have their deferred benefits aggregated with the benefits in their active member's pension account.	Spelthorne Borough Council will only extend the deadline in exceptional circumstances.	The benefits are usually aggregated (joined-up), <b>unless</b> the member elects to keep them separate.  The employing authority can agree to a former member having longer than 12 months to choose not to combine their pensions.
12	<b>Aggregation of Benefits: Deferred Member becoming Active Member (pre-2014 membership)</b>	Regulation 10(6)(b) Transitional Regulations	Whether to allow a deferred member who becomes an active member longer than 12 months in which to <b>elect</b> for their pre-2014 deferred benefits to be aggregated with their active member's pension account (but, technically, they would lose the final salary link if they have not made an election under 5(5) Transitional Regulations within twelve months of becoming an active member of 2013 scheme).	Spelthorne Borough Council will only extend the deadline in exceptional circumstances.	The pre-2014 preserved benefits will be kept separate <b>unless</b> the member makes a positive election to aggregate them.  The employing authority can agree to a former member having longer than 12 months to choose to combine their pensions.

13	<b>Inward Transfer of Pension Rights</b>	Regulation 100, Pensions Regulations	<p>Whether to allow an employee who has been an active member in their current employment for more than 12 months to ask for the transfer of certain accrued pension rights to be considered.</p> <p><b>Note:</b> Regulation 100(6) of the Pensions Regulations requires that a request must be made within 12 months beginning with the date on which the member first became an active member in an employment or such longer period as the employer and the Administering Authority may allow. The discretion is, therefore, only exercisable if <b>both</b> the Employing Authority and the Administering Authority agree.</p>	Spelthorne Borough Council will only extend the deadline in exceptional circumstances.	Members who have been in the pension scheme for more than twelve months can ask for a transfer -in to be considered - but it will only be investigated if <b>both</b> the employing authority and the administering authority agreed.
14	<b>Redundancy Payments.</b>	Regulation 5, Compensation Regulations 2006	Whether to base redundancy pay on actual pay where actual pay exceeds the statutory maximum under the Employment Rights Act 1996 (£544 from April 2021).	Spelthorne Borough Council may pay statutory improved redundancy payments and each case will be considered on its merits and any limits under Regulations.	The employer can base the calculation of a week's pay for redundancy on actual pay if it is higher than the statutory limit (currently £544 from 6 April 2021). Any calculation will be subject to the new and potential Regulations detailed in Regulation 6 and may be reduced accordingly.

15	<b>Compensation for loss of Employment.</b>	Regulation 6, Compensation Regulations 2006	<p>Whether to pay compensation to a person whose employment ceases</p> <ul style="list-style-type: none"> <li>- by reason of redundancy;</li> <li>- in the interests of the efficient exercise of the employing authority's functions; or</li> <li>in the case of a joint appointment, because the other holder of the appointment leaves.</li> </ul> <p><b>NOTE:</b> Compensation may not be paid under this Regulation if: - a person's period of membership of the Pension Scheme has been increased under Regulation 12 of the Benefits Regulations 2007 (see above); or - a person has been awarded an additional pension under Regulation 13 of the Benefits Regulations 2007 (see above).</p> <p>In all cases the amount of compensation paid under this Regulation may not exceed 104 week's pay <u>less</u> any redundancy payment payable.</p> <p>In all cases the decision to pay</p>	<p>Spelthorne Borough Council will only award compensation for loss of employment in exceptional circumstances.</p> <p><b>Payments</b> to be agreed by the Chief Executive in consultation with the Leader or the Chief Financial Officer in consultation with the Leader as appropriate.</p> <p><b>Payments</b> to be agreed by Council for the Chief Executive, Management Team and Statutory Officers.</p> <p><b>Redundancy payments</b> to be at twice statutory minimum using Government redundancy calculator (to maximum of 60 weeks). To be inclusive of statutory redundancy payments. The policy will be kept under review. The Council retains the right to change the policy at any time. No added years.</p> <p><b>Efficiency of the Service</b> a one off lump sum payment, based on the merits of each individual case, up to the maximum of 104 weeks' pay. No added years</p> <p>The Exit Cap Regulations which came into force on 4 November 2020 have been revoked.</p> <p>Further exit pay and pension reforms are expected to be re-introduced (timing not known). Any exit payments with be in line with any regulations and caps in force at the time.</p>	<p>The employing authority can make an award of up to 104 week's pay (less any statutory redundancy payment payable). Subject to the maximum regulatory statutory maximum.</p> <p>The Exit Cap Regulations which came into force on 4 November 2020 have been revoked.</p> <p>Further exit pay and pension reforms are expected to be re-introduced (timing not known). Any exit payments with be in line with any regulations and caps in force at the time.</p>
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16	Injury Allowances	14(1) of the Compensation Regulations 2011	<p>Scheme employers (LGPS employers), <b>apart from admission bodies</b>, must formulate, publish and keep under review a policy on:</p> <p>1. whether to make an injury award to those who sustain an injury or contract a disease as a result of anything they were required to do in performing the duties of their job and in consequence of which they:</p> <ul style="list-style-type: none"><li>- suffer a reduction in remuneration, or</li><li>- cease to be employed as a result of an incapacity which is likely to be permanent and which was caused by the injury or disease, or</li><li>- die leaving a surviving spouse, civil partner or dependant, and</li></ul> <p>2. if the Scheme employer has a policy to make such payments, how it will determine the amount of injury allowance to be paid?</p>	Spelthorne Borough Council will only pay injury allowances in exceptional circumstances	An employing authority may award an injury allowance to employees who contract an injury or illness related to their employment.
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This Policy is effective from 27 February 2020. The Policy will be kept under review. Any future changes to the policy will come into effect one month after the amended policy is agreed and published. The Council retains the right to change the Policy at any time.

Reviewed by Council 27 February 2020

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

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

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

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





## Spelthorne Borough Council

### Service Committees Forward Plan and Key Decisions for 19 January 2022 to 31 May 2022

Anticipated earliest (or next) date of decision and decision maker	Matter for consideration	Key or non-Key Decision	Decision to be taken in Public or Private	Lead Officer
Corporate Policy and Resources Committee 07 02 2022	Recovery Action Plan To receive an update on the COVID-19 Recovery Action Plan	Non-Key Decision	Public	Sandy Muirhead, Group Head - Commissioning and Transformation, Lee O'Neil, Deputy Chief Executive
Corporate Policy and Resources Committee 07 02 2022	Recovery Action Plan To receive an update on the COVID-19 Recovery Action Plan	Non-Key Decision	Public	Sandy Muirhead, Group Head - Commissioning and Transformation, Lee O'Neil, Deputy Chief Executive
Corporate Policy and Resources Committee 07 02 2022  Council 24 02 2022	Capital Programme 2022/23 To consider the Capital Programme and Prudential Indicators for 2022/23 and make a recommendation to Council.	Non-Key Decision	Public	Terry Collier, Deputy Chief Executive, Heather Morgan, Group Head - Regeneration and Growth
Corporate Policy and Resources Committee 07 02 2022  Council 24 02 2022	Detailed Revenue Budget 2022/23 To consider the detailed Revenue Budget for 2022/23 and make recommendations to Council.	Key Decision It is significant in terms of its effect on communities living or working in an area comprising two or more wards	Public	Terry Collier, Deputy Chief Executive, Paul Taylor, Chief Accountant
Corporate Policy and Resources Committee 07 02 2022	Fees and Charges To consider the Fees and Charges for 2022/23.	Non-Key Decision	Public	Terry Collier, Deputy Chief Executive, Paul Taylor, Chief Accountant

Date of decision and decision maker	Matter for consideration	Key or non-Key Decision	Decision to be taken in Public or Private	Lead Officer
Corporate Policy and Resources Committee 07 02 2022 Council 24 02 2022	Pay Award 2022-23 To consider the Pay Award for 2022-23 and make a recommendation to Council.	Non-Key Decision	Public	Sandy Muirhead, Group Head - Commissioning and Transformation, Debbie O'Sullivan, HR Manager, Angela Tooth, Human Resources Officer
Corporate Policy and Resources Committee 07 02 2022	Reserves Policy To consider the Reserves Policy.	Non-Key Decision	Public	Terry Collier, Deputy Chief Executive, Paul Taylor, Chief Accountant
Corporate Policy and Resources Committee 07 02 2022	Treasury Management Strategy Statement To consider the Treasury Management Strategy for 2022/23 and make a recommendation to Council.	Non-Key Decision	Public	Anna Russell, Deputy Chief Accountant
Corporate Policy and Resources Committee 07 02 2022 Council 24 02 2022	Calendar of Meetings 2022-2023 To agree the calendar of meetings for the Municipal year 2022-2023.	Non-Key Decision	Public	Gary Lelliott, Principal Committee Manager
Corporate Policy and Resources Committee 14 03 2022	Capital Monitoring Report Q3 (Oct-Dec 2021)	Non-Key Decision	Public	Paul Taylor, Chief Accountant
Corporate Policy and Resources Committee 14 03 2022	Revenue Monitoring Report Q3 (Oct-Dec 2021)	Non-Key Decision	Public	Anna Russell, Deputy Chief Accountant

Date of decision and decision maker	Matter for consideration	Key or non-Key Decision	Decision to be taken in Public or Private	Lead Officer
Corporate Policy and Resources Committee 14 03 2022	Expectations on Developer Consultations for Significant Pre-Application Planning Proposals	Non-Key Decision	Public	Esme Spinks, Planning Development Manager
Corporate Policy and Resources Committee 14 03 2022	Corporate Health and Safety Policy To adopt a Corporate Health and Safety Policy	Non-Key Decision	Public	Tracey Willmott-French, Senior Environmental Health Manager
Corporate Policy and Resources Committee 19 04 2022	Annual Review of Community Lettings Policy	Non-Key Decision	Public	Deborah Ashman, (Joint) Group Head - Community Wellbeing, Nick Cummings, Property and Development Manager
Corporate Policy and Resources Committee 19 04 2022	Recovery Action Plan To receive an update on the COVID-19 Recovery Action Plan	Non-Key Decision	Public	Sandy Muirhead, Group Head - Commissioning and Transformation, Lee O'Neil, Deputy Chief Executive
Corporate Policy and Resources Committee 19 04 2022	Treasury Management Outturn report To consider the Treasury Management Outturn report.	Non-Key Decision	Public	Paul Taylor, Chief Accountant

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## Urgent actions

### Corporate Policy and Resources 19 January 2022

These are the urgent actions which have been taken since the agenda for the ordinary Corporate Policy and Resources Committee on 2 November 2021 was published.

The following urgent actions were agreed by the Chief Executive in consultation with the Leader, on the following dates and for the reasons stated.

DATE	ACTION	REASON FOR URGENCY
<b>17 December 2021</b>	Letting of part 1st floor, Charter Building to Tempur Sealy	To secure the lease and provide time for separation works to take place prior to the tenant's desired occupancy date.
<b>26 November 2021</b>	Lease of part 1st floor, Charter Building to Treetops Care Homes/Caron Group	To secure the lease in time for the tenant's desired occupancy date and provide income without needing to continue marketing the property.

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