



Please reply to:

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Date: 10 January 2023

Notice of meeting

Administrative Committee

Date: Thursday, 19 January 2023

Time: 7.00 pm

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

To the members of the Administrative Committee

Councillors:

N. Islam (Chairman)	R.D. Dunn	B.B. Spoor
J.T.F. Doran (Vice-Chairman)	N.J. Gething	J. Vinson
A. Brar	A.C. Harman	S.J. Whitmore
J. Button	A.J. Mitchell	

Substitute Members: Councillors R.O. Barratt, C. Bateson, M. Beecher, K.M. Grant, I.T.E. Harvey and V. Siva

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

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- 1. Apologies and substitutes**

To receive apologies for absence and notification of substitutions.
- 2. Minutes** **3 - 4**

To confirm the minutes of the meeting held on 10 November 2022 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. New and Revised Procurement Policies and Procedures** **5 - 46**

The Committee is asked to:

 1. Note and agree the updates to the existing Procurement Policies and Procedures
 2. Review and agree the four new Procurement procedures
 3. Note that it is currently not possible to implement a requested action to increase the threshold for all local procurements to £10k and agree that this will be considered at the next review of contract standing orders.
- 5. 23/24 Budget** **47 - 84**

To review the budget, fees and charges, growth bids, savings bids and capital growth bids for the committee's areas of responsibility.
- 6. Feedback on 23/24 Budget Setting Process**

To provide feedback on this year's budget setting process.
- 7. Appointment of Representative Trustees - Laleham Charities Village Hall and Recreation Grounds** **85 - 86**

To consider the appointment of three representative trustees to Laleham Charities – Village Hall and Recreation Grounds.
- 8. Forward Plan** **87 - 88**

To consider the Forward Plan for committee business.

**Minutes of the Administrative Committee
10 November 2022**

Present:

Councillor N. Islam (Chairman)
Councillor J.T.F. Doran (Vice-Chairman)

Councillors:

J. Button	N.J. Gething	S.J Whitmore
S.A. Dunn	B.B. Spoor	

Substitutions: Councillors C. Bateson (In place of R.D. Dunn)
I.T.E. Harvey (In place of A. Brar)

Apologies: Councillor A.C. Harman

In Attendance: Councillor M. Beecher

17/22 Apologies for absence

Apologies were received from Councillor Tony Harman. Apologies were received from Councillor Amar Brar, and Councillor Ian Harvey attended as her substitute. Apologies were received from Councillor Richard Dunn, and Councillor Chris Bateson attended as his substitute.

18/22 Minutes

The Committee approved the minutes of the meeting held on 7 July 2022 as an accurate record.

19/22 Disclosures of interest

There were none.

20/22 Appointments to Outside Bodies

The Committee considered nominations from group leaders to outside bodies as set out in the supplementary agenda. Appointments would be to the River Thames Landscape Strategy Partnership Executive Review Board and Citizens Advice Runnymede and Spelthorne (CARS) for the remainder of the 2022-23 municipal year.

The Committee **resolved** to agree the nominations to outside bodies for the remainder of the 2022-23 municipal year as proposed by group leaders.

21/22 Quarter 1 Capital Monitoring Report

The Committee received a capital monitoring report related to the Administrative Committee for quarter one of the financial year from the Chief Accountant. The report was presented alongside the overarching Capital Monitoring report presented to the Corporate Policy and Resources Committee which provided context for the Committee's capital expenditure. He explained the largest underspend for the year related to savings made by IT.

The Committee requested clarification on a figure presented in the overarching report presented to Corporate Policy and Resources Committee related to delays in developments as a different figure had been presented to a recent committee. The Chief Accountant advised that the report related to figures as at 30 June 2022 and figures have since been updated.

The Committee **resolved** to note the £0.17m projected underspend on capital expenditure against its Capital Programme provision as at 30 June 2022.

22/22 Quarter 1 Revenue Monitoring Report

The Committee received a revenue monitoring report related to the Administrative Committee for quarter one of the financial year from the Chief Accountant. Key areas of underspend were highlighted for the Committee.

The Committee **resolved** to note the £235,300 projected underspend on revenue expenditure for the Administrative Committee against its budget as at 30 June 2022.

23/22 Forward Plan

The Committee considered the forward plan for future committee business.

The Committee queried the status of a matter arising from a report previously presented to the committee regarding members' ICT. It was clarified that this matter had been resolved by the Chief Executive.

The Committee **resolved** to note the forward plan for future committee business.

Administrative Committee



Date of meeting 19 January 2023

Title	<i>New & Revised Procurement Policies & Procedures</i>
Purpose of the report	To make a decision
Report Author	Hilary Gillies, Interim Corporate Procurement Manager
Ward(s) Affected	All Wards
Exempt	No
Exemption Reason	N/A
Corporate Priority	Service delivery
Recommendations	<p>Committee is asked to:</p> <ol style="list-style-type: none"> 1. Note and agree the updates to the existing Procurement Policies and Procedures 2. Review and agree the four new Procurement procedures 3. Note that it is currently not possible to implement a requested action to increase the threshold for all local procurements to £10k and agree that this will be considered at the next review of contract standing orders.
Reason for Recommendation	<p><i>In October 2021, the Administrative Committee approved seven new Procurement policies and procedures each with a review date of October 2022. These have been updated, amended and / or enhanced.</i></p> <p><i>A further four procedures have been written to further assist officers in achieving their procurement objectives. These are attached as appendices B – E for review.</i></p>

1. Summary of the report

- 1.1 This report provides an update to the Administrative Committee on revisions made to the existing seven Procurement policies and procedures.
- 1.2 These documents were approved by the Administrative Committee on 7 October 2021. Each had a review date of October 2022; they will be reviewed annually and updated where required.
- 1.3 Amendments made to the existing procedures are generally enhancements; for example, strengthening our commitment to social value, environmental

and economic sustainability, and identifying the actions that the Council carries out to improve cyber security.

- 1.4 Four additional procedures have been drafted, and the Administrative Committee is asked to approve these, so that the Corporate Procurement team can publish these on the Council's intranet and provide training for officers. For consistency, all procedures, both existing and new ones, shall have an annual review date of October.

2. Key issues

- 2.1 Spelthorne Borough Council undertakes a wide range of procurement projects, ranging in size, complexity and value. These are subject to both internal and external financial and legal rules.
- 2.2 The internal rules: the Council also has its own financial regulations – the Contract Standing Orders (CSOs) – within its Constitution.
- 2.3 The CSOs stipulate internal spend thresholds and approval levels needed; they were updated as part of the update of the Council's Constitution in the summer of 2021.
- 2.4 As changes to CSOs are not planned for the foreseeable future, it has not been possible to implement a request (from the Administrative Committee in October 2021) to consider increasing the threshold from £5k to £10k for all local procurements. However, the Corporate Procurement and Economic Development teams are monitoring performance against this measure. The latest measure (for the last financial year) indicates that this is currently 20.5% of our spend.
- 2.5 CSOs stipulate that the Corporate Procurement team only needs to support procurements with a whole life contract value of £40k or more. Procurement is otherwise devolved across the organisation, and the Corporate Procurement team is resourced with 2 officers.
- 2.6 The procurement procedures are therefore an important and useful resource to enable officers to carry out a compliant procurement to achieve value for money.
- 2.7 The external rules: as a public sector organisation, the Council is subject to the Public Contract Regulations (PCR) 2015, the procurement legislation which applies to the acquisition of works, goods and services. The Regulations stipulate the processes that we are obliged to follow, relative to the type and value of the procurement.
- 2.8 The Council's Procurement procedures flow from both sets of obligations and are intended to provide support for officers undertaking procurements for their own requirements.
- 2.9 A list of current, updated procedures can be found at Appendix A. The amendments which have been made as part of the review are summarised below:

The Procurement Policy has been redrafted to reinforce the Council's commitment to social, environmental and economic sustainability in our procurements;

Procedures have been enhanced with language that imposes greater consideration of value for money in procurement exercises and considers opportunities for cashable savings in our contract management.

The Contract Management procedure has been updated to reflect consideration of cyber security risk.

The Specification template has been updated to reflect the climate emergency, and requirement for greater environmental considerations in our procurement activities.

- 2.10 Appendices B – E include the new procedures which have been drafted to provide further guidance, that is:

Appendix B – 08_Supplier Due Diligence Checklist

Appendix C – 09_Managing Risk

Appendix D – 10_Drafting a Specification

Appendix E – 11_Exemption request Procedure

3. Options analysis and proposal

- 3.1 Option 1: Do nothing (**not recommended**). If the Administrative Committee chooses to 'do nothing' the enhancements to the existing procedures – which include greater focus on social, environmental and economic sustainability - would be lost.
- 3.2 Option 2: That the Committee notes and agrees the updates and revisions to the existing policies and procedures and reviews and agrees the three new procurement procedures. This option is **recommended** and allows the timely implementation of all revised and new policies, following which officer training and briefings can take place.
- 3.3 Option 3: That the Committee notes and provides feedback on the updates, revisions and new procedures. Whilst this option would allow Committee input to the documents, it would delay rollout, implementation and training, and for that reason is **not recommended**.

4. Financial implications

- 4.1 There is greater emphasis on the need to achieve value for money in the updated procedures. The contract management procedure considers contract performance and the need to consider opportunities for cashable savings. Otherwise there are no financial implications.

5. Risk considerations

- 5.1 Corporate Procurement has consulted with the Audit team, and in particular has included enhancements to the Supplier Due Diligence Checklist.

6. Procurement considerations

- 6.1 This report considers the procurement considerations throughout.

7. Legal considerations

7.1 The procedures are drafted in accordance with procurement legislation.

8. Other considerations

8.1 There are none.

9. Equality and Diversity

9.1 The existing and new procedures have been drafted to provide greater equality and diversity, in particular with regard to economic growth and social value.

10. Sustainability/Climate Change Implications

10.1 The existing and new procedures have been re-drafted / drafted to give greater emphasis to climate change and environmental sustainability.

11. Timetable for implementation

11.1 Once approved by the Administrative Committee (January 2023), the Corporate Procurement team will roll out the procedures and provide training in Q4 of 2022/23

12. Contact

12.1 Please contact Hilary Gillies – h.gillies@spelthorne.gov.uk

Background papers: There are none.

Appendices:

Appendix A - LIST OF LIVE AND NEW SBC PROCUREMENT POLICIES AND PROCEDURES

Appendix B - 08_SUPPLIER DUE DILIGENCE CHECKLIST

Appendix C - 09_MANAGING RISK IN PROCUREMENT PROJECTS

Appendix D - 10_DRAFTING A SPECIFICATION

Appendix E - 11_EXEMPTION REQUESTS & EXEMPTION REPORTING

APPENDIX A – LIST OF LIVE AND NEW SBC PROCUREMENT POLICIES AND PROCEDURES

DATE: October 2022

Policy / Procedure	Development Status	Review Date	Status
01_Procurement Policy	LIVE	October 2022	Reviewed and updated Oct 2022
02_Developing the Procurement Plan	LIVE	October 2022	Reviewed and updated Oct 2022
03_Delivering Social Value through Procurement	LIVE	October 2022	Reviewed and updated Oct 2022
04_Advertising and Reserving Spelthorne Procurement Opportunities	LIVE	October 2022	Reviewed and updated Oct 2022
05_Using SBC's Framework Agreements	LIVE	October 2022	Reviewed and updated Oct 2022
06_Managing Contracts	LIVE	October 2022	Reviewed and updated Oct 2022
07_Request for Quote and Tender Process	LIVE	October 2022	Reviewed and updated Oct 2022
08_Procurement Due Diligence Checklist (Suppliers)	NEW	January 2023	Admin Committee Jan 2023
09_Managing Risk in Procurement projects	NEW	January 2023	Admin Committee Jan 2023
10_Drafting a Specification of Requirements	NEW	January 2023	Admin Committee Jan 2023
11_Exemption Reporting	NEW	January 2023	Admin Committee Jan 2023
Contract Standing Orders and Financial Regs	LIVE	N/A	
Procurement Strategy	LIVE		Reviewed and updated
Template: Specification of requirements	LIVE		Reviewed and updated
Template: RFQ (small value projects)	LIVE		Reviewed and updated
Template: Exemption Report	LIVE		Reviewed and updated

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Spelthorne Borough Council
Procurement Policies & Procedures

DRAFT 08_Supplier Due Diligence Checklist

Supplier Due Diligence Checklist

Version	v 1.0
Author	Hilary Gillies Corporate Procurement Manager
Date Approved	
Review Date	

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4.	Scope of the Due Diligence check3
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1. Introduction

The Council procures works, goods and services from a wide range of suppliers, and relies on the supplier to be financially solvent for the duration of the contract, to comply with its legal and commercial obligations as a trading company and to be a reputable organisation with which the Council is happy to be associated.

To ensure that suppliers can deliver the contract to the standard and quality required, throughout the life of the contract, it is important to carry out effective supplier due diligence not only as part of the tender process, but during the contract term.

2. Purpose

This procedure provides guidance to officers who manage, or who are about to embark on managing, a contractual relationship with supplier(s), to provide assurance of supplier reliability.

The procedure details when due diligence needs to be carried out, and the scope of the due diligence check to be undertaken. A due diligence checklist is at Appendix A.

3. When to carry out Due Diligence

The financial health of a supplier should be checked at a number of stages:

- At tender stage, when the supplier submits their corporate information as part of their tender
- Prior to finalising the contract if this is a significant amount of time (6 months or more) after the tender submission

- At appropriate intervals during the contract, but a minimum of every six months is suggested if the supplier is providing a higher value (over the PCR threshold), complex or strategic contract.

4. Scope of the Due Diligence Check

The Standard Supplier Questionnaire (SQ), used as the basis for shortlisting suppliers during a formal procurement process, provides a good template for conducting supplier due diligence both during the tender process and - in short form - during the life of the contract.

The SQ covers the following key areas to consider:

- **Supplier Information:** such as trading name; company number; registration address; trading status (e.g. limited company), etc.
- **Grounds for Mandatory Exclusion:** Involvement in fraud, corruption, terrorist events, money laundering, modern slavery, etc.
- **Grounds for Discretionary Exclusion:** breach of social, environmental or labour laws, significant underperformance of a public contract, etc.
- **Evidence of Economic or Financial Standing:** two years' audited accounts, or other financial documents which demonstrate financial standing, etc.
- **Confirmation of suitable levels of Insurance:** as appropriate for the value and risk associated with the contract.

The SQ will be used during the tender process. The short form of the SQ will be used during the contract life to periodically check the supplier's status. This can be found at Appendix A – Due Diligence Checklist.

Officers responsible for the management or administration of a contract are advised to conduct checks in accordance with the guidelines below:

Contract characteristics	Example	Frequency
High value, complex potentially high risk	Construction contract; Meals on Wheels	Start of contract; every 6 months thereafter
Medium value, lower risk	Cleaning contract; maintenance contracts	Annually
Low value, low risk	Stationery	Start of contract, not required thereafter

5. References to other SBC Policies

Contract Standing Orders
09_Managing Risk in Procurement Projects

APPENDIX A – DUE DILIGENCE CHECKLIST

DUE DILIGENCE CHECKLIST

Supplier Information

Please complete the following in full:	
Contact name	
Supplier full trading name	
Registered office address	
Trading status (e.g. limited company, sole trader etc).	
Company registration number	
Registered VAT number	
Are you a Small, Medium or Micro Enterprise (SME)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Name of immediate parent company, if applicable	
Role in organisation	
Telephone number	
Email address	
Signature (electronic is acceptable)	
Date	

Grounds for Mandatory Exclusion

Please answer the following questions in full. Please indicate if, within the past five years you or your organisation have been convicted anywhere in the world of any of the offences within the summary below:	
Participation in a criminal organisation	Yes <input type="checkbox"/> If yes, please provide details No <input type="checkbox"/>
Corruption	Yes <input type="checkbox"/> If yes, please provide details No <input type="checkbox"/>
Fraud	Yes <input type="checkbox"/> If yes, please provide details No <input type="checkbox"/>
Terrorist offences or offences linked to terrorist activities	Yes <input type="checkbox"/> If yes, please provide details No <input type="checkbox"/>
Money laundering or terrorist financing	Yes <input type="checkbox"/> If yes, please provide details No <input type="checkbox"/>
Appear on the UK Sanctions List	Yes <input type="checkbox"/> If yes, please provide details No <input type="checkbox"/>
Child labour, Modern Slavery and / or other forms of trafficking in human beings	Yes <input type="checkbox"/> If yes, please provide details No <input type="checkbox"/>

Grounds for Discretionary Exclusion

Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you or your organisation:
--

Breach of environmental obligations	Yes <input type="checkbox"/> If yes, please provide details No <input type="checkbox"/>
Breach of social obligations (e.g. not delivered full social value as tendered within a contract)	Yes <input type="checkbox"/> If yes, please provide details No <input type="checkbox"/>
Breach of labour law obligations	Yes <input type="checkbox"/> If yes, please provide details No <input type="checkbox"/>
Breach of cyber security	Yes <input type="checkbox"/> If yes, please provide details No <input type="checkbox"/>
Bankrupt or the subject of insolvency or winding-up proceedings, the organisation's assets being administered by a liquidator or by the court, has an arrangement with creditors, where business activities are suspended or similar?	Yes <input type="checkbox"/> If yes, please provide details No <input type="checkbox"/>
Guilty of grave professional misconduct?	Yes <input type="checkbox"/> If yes, please provide details No <input type="checkbox"/>
Entered into agreements with other economic operators aimed at distorting competition?	Yes <input type="checkbox"/> If yes, please provide details No <input type="checkbox"/>
Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public or other contract, including a concession contract, which led to early termination of that prior contract, damages or other comparable sanctions?	Yes <input type="checkbox"/> If yes, please provide details No <input type="checkbox"/>

Economic & Financial Standing

Are you able to provide a copy of your audited accounts for the last two years, if requested, or a minimum of one of the following:	
<p>(a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation;</p> <p>(b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.</p> <p>(c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank)</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Note: Advice must be sought from the Finance Team to assess any financial documents provided by the Supplier.	

Insurance

Please confirm the levels of insurance cover you have, as below:
Employer's (Compulsory) Liability Insurance = £ Public Liability Insurance = £ Professional Indemnity Insurance = £ Product Liability Insurance = £TBC *It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum (not applicable to Sole Traders)

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Spelthorne Borough Council
Procurement Policies & Procedures

09_Managing Risk in Procurement Projects

Managing Risk in Procurement Projects

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

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1. Introduction: What is Risk Management?

A 'Risk' is the chance of something happening that will have an impact on the delivery of objectives. Risks can have a positive or negative impact.

Risk Management is the process of identifying and anticipating individual risk events and overall risk and putting in place effective measures for preventing and / or managing them.

Risk is measured in terms of the potential **impact** of an event and the **likelihood** of it happening. Whilst the comprehensive management of risk is critical across an organisation, this procedure focuses on the risks associated with a Procurement project.

2. Purpose

The purpose of this procedure is to ensure that officers undertaking a procurement project carefully and fully consider the specific procurement risks associated with the project, and to provide guidance and support where required from the Corporate Procurement team.

3. Procurement Risks

Procurement of works, goods and services exposes the organisation to risk. Procurement in SBC is devolved across the organisation – that is, unless required to do so by the Contract Standing Orders¹, officers are not required to seek support from Corporate Procurement. This Procedure is therefore designed to provide guidance for smaller projects undertaken without Corporate Procurement support, as well as for larger projects which may have greater risk associated with them.

The Procurement policies and procedures developed by Corporate Procurement have been developed to support the management of risk. A full list of these can be found at Appendix A.

¹ CSOs stipulate that Procurement must be consulted where the project value will exceed £40k.

Some of the consequences of not managing procurement risk effectively include to following:

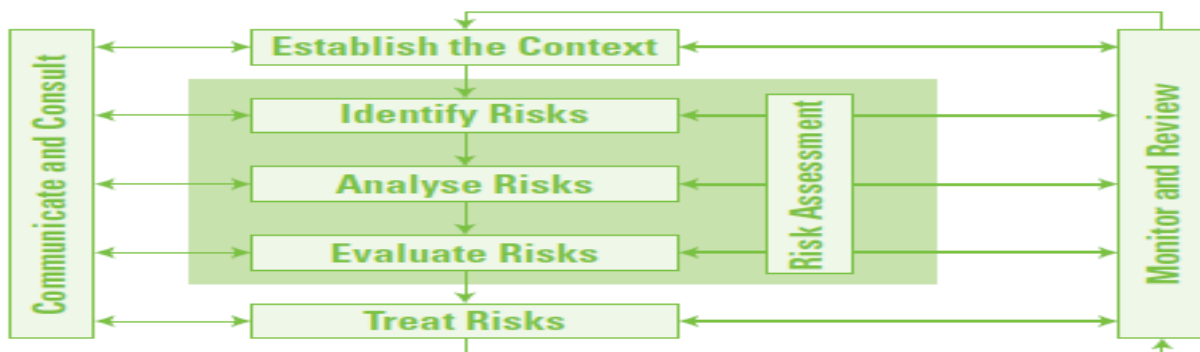
Type of risk	Consequence
<ul style="list-style-type: none"> Delays in project delivery 	leading to cost increases
<ul style="list-style-type: none"> Disruption to the supply of essential goods and services 	leading to cost increase and impacting service provided to the community
<ul style="list-style-type: none"> Risk of challenge from the supply market 	leading to reputational damage, project delays, etc.
<ul style="list-style-type: none"> Damage to our relationship with strategic suppliers 	leading to less collaboration and a reluctance from suppliers to 'go the extra mile'
<ul style="list-style-type: none"> Failure in corporate governance controls 	Leading to poor audit recommendations

The key benefits of effective procurement risk management can be summarised as:

- Enabling better procurement decisions which achieve the required financial outcomes (managing cost);
- Improved delivery of the intended project outcomes (managing cost, time and quality);
- Improved supplier relationships, social value and supply chain sustainability (managing added value, and community benefits).

4. Risk Management Process

The diagram below shows the steps required for the management of all risks and has an effective application for procurement projects. It also demonstrates the requirement for the continuous review of risk throughout the life of the project, not just at the start.



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The form at Appendix B will help to work through the process above. Details are provided below about each step:

Context – In considering the context for the management of Procurement risks, think about SBC’s corporate priorities and how this project will contribute to their delivery. Think also about any internal and external stakeholder requirements, such as, for example value for money

(financial); environmental impact (sustainability); and improved services for the community (social value);

Identifying Procurement Risks – simple, low value procurements will not require the same degree of formal risk identification that is required for larger, strategic or complex procurement projects. However due consideration must be given to the skills required and the specialist capability available, the supply market, and the procurement process and any factors for consideration such as time, governance and cost management. For larger projects, Corporate Procurement will need to support, and in some cases resources may need to be brought in, e.g. where there is insufficient technical capability to write a specification.

There are some broad risk categories which should always be considered at this stage:

- Internal governance – what approval process is required before you proceed with the project and what are the risks of non-compliance?
- Legal – what regulations apply to the procurement of the project? For example, consider procurement law; TUPE etc. What kind of contract may be required and what risks are associated?
- Relationship or Social – how will your project affect the immediate local and wider communities? Is there an incumbent provider who needs to be managed carefully during the procurement process?
- Environmental – what are the environmental risks associated with the project?
- Political / Reputational risks – for example, what damage might be done to the Council's reputation if the project fails, or does the success of the project imply that there may be some political fallout; for example, procuring a parking charging system, which will need careful management.
- Economic – is there any investment required and what is the payback period? What are the implications of failing to complete the project within budget?

Assessing Risk – requires the project team to Analyse and Evaluate the risks which have been identified. The Analysis considers the likelihood of the risk occurring, the impact the risk would have, and the effectiveness of any mitigation measures in place (controls) (refer to the Spelthorne Risk Evaluation Methodology). The risk Analysis should be a quantitative assessment, supplemented by any necessary narrative to describe the score. For Procurement projects, risks are generally associated with cost, quality, acceptability of supply, and time. Once the Analysis has been carried out, the Evaluation process will then consider, prioritise and develop actions for managing the risks to an agreed acceptable level.

Treatment of Procurement Risks – the Procurement project team will need to consider whether the risks can be:

- avoided;
- transferred or shared;
- reduced by appropriate actions and processes.

A risk may be avoided altogether by finding an alternative way of doing things. For example, if there is insufficient time to procure a high value project without failing to comply with Procurement regulations (risks = challenge by disgruntled suppliers for not offering the opportunity; failure when internally audited, etc.)

Transferring risks to a supplier will inevitably incur costs; sharing those risks will reduce the cost. The amount of risk that is to be transferred can depend on several factors: skills of officers

to do the work in-house; budget available; how well the risk can be identified, etc. Some risks cannot be completely transferred. Please refer to Procurement for further support. A fundamental principle of risk transfer is that it should be allocated to the party in the best position to control it.

5. Procurement Risk Management lifecycle

Procurement Risk Management is a key part of the Procurement project initiation and should be carried out throughout all stages of the procurement, led by the project manager or their designated responsible person.

6. Support from Corporate Procurement

For larger projects, Corporate Procurement should be an active participant in the management of risk. Corporate Procurement will provide support in identifying process, commercial and legal (associated with procurement) risks and provide an overview which also benefits from the wider, 'helicopter' view of the Corporate Procurement Plan.

7. Summary

This procedure proposes a full consideration of the risks associated with carrying out a procurement project. It proposes a systematic approach to the identification of procurement and / or commercial risk, and assessing and managing these to an acceptable level to achieve the procurement project objectives.

8. References to other SBC Policies

01_Procurement Policy
02_Developing the Procurement Plan
08_Procurement Due Diligence Checklist
Contract Standing Orders and Financial Regulations

Appendix A – Procurement Policies and Procedures

Policy / Procedure	Development Status	Review Date	Status
01_Procurement Policy	LIVE	October 2022	Reviewed and updated oct 2022 Admin Committee Jan 2023
02_Developing the Procurement Plan	LIVE	October 2022	Reviewed and updated oct 2022 Admin Committee Jan 2023
03_Delivering Social Value through Procurement	LIVE	October 2022	Reviewed and updated oct 2022 Admin Committee Jan 2023
04_Advertising and Reserving Spelthorne Procurement Opportunities	LIVE	October 2022	Reviewed and updated oct 2022 Admin Committee Jan 2023
05_Using SBC's Framework Agreements	LIVE	October 2022	Reviewed and updated oct 2022 Admin Committee Jan 2023
06_Managing Contracts	LIVE	October 2022	Reviewed and updated oct 2022 Admin Committee Jan 2023
07_Request for Quote and Tender Process	LIVE	October 2022	Reviewed and updated oct 2022 Admin Committee Jan 2023
08_Procurement Due Diligence Checklist (Suppliers)	DRAFT	January 2023	Admin Committee Jan 2023
09_Managing Risk in Procurement projects	DRAFT	January 2023	Admin Committee Jan 2023
10_Drafting a Specification of Requirements	DRAFT	January 2023	Admin Committee Jan 2023
11_Exemption Reporting	DRAFT	January 2023	Admin Committee Jan 2023
Contract Standing Orders and Financial Regs	LIVE		
Procurement Strategy	LIVE		Reviewed and updated
Template: Specification of requirements	LIVE		Reviewed and updated
Template: RFQ (small value projects)	LIVE		Reviewed and updated
Template: Exemption Report	LIVE		Reviewed and updated

Appendix B – Working through the Risk management process

Establish the Context	<ul style="list-style-type: none">• How does the objective of this project contribute to the wider objectives of a) your Group and b) SBC as a whole?• Are project team members all aware of the objectives, and fully on board to help deliver?• Is there a Project sponsor?
Identify Risks	<ul style="list-style-type: none">• Have you identified the project risks in a Risk Register?
Analyse Risks	<ul style="list-style-type: none">• Do you know what kind of risk these are – e.g. financial, reputational, strategic, etc.?
Evaluate Risks	<ul style="list-style-type: none">• Have you worked through the risks to understand the likelihood and impact?
Treat Risks	<ul style="list-style-type: none">• What measures have you put in place to mitigate the risks (to reduce the likelihood and / or impact)?
Monitor and review	<ul style="list-style-type: none">• Have you put in place a process for regularly reviewing and discussing risks with the project team?• Do you need to report on the risk management process at a Committee?

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**Spelthorne Borough Council
Procurement Policies & Procedures**

10_Drafting a Specification

Drafting a Specification

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

CONTENTS

1.	Introduction: What is a Specification?	
2.	Purpose	
3	Types of Specification	
4..	Specification template	
5.	Content of the Specification	
6.	Summary	
7.	Reference to other SBC Policies	

1. Introduction: What is a Specification?

A Specification is a set of documented requirements which, in the sense of a procurement project, will be issued to the supply market to ensure that the end product, services or works are fit for purpose, and offer the required quality at the most reasonable cost. A specification may also include technical or qualitative standards, depending on the object of the specification.

2. Purpose

The purpose of this procedure is to ensure that officers undertaking a procurement project fully consider their requirements and include these in their project specification. This will ensure that the required outputs and outcomes are delivered. The Specification will be referenced in all other tender documents and will be used to drive performance and develop key performance indicators by which the contractor’s contract delivery will be measured. It will generally be included as part of the contract documentation.

3. Types of Specification

In terms of describing the requirements to be achieved from a procurement process, there are generally three types of specification: input specification; output (or standards) specification; and outcome specification, as described below:

INPUT SPECIFICATION:

An input specification includes very clear inputs, ideas or descriptions proposed as a requirement for the goods works or services.

An example of this would be a grounds maintenance contract which specifies that the contractor will cut the grass every week of the year.

Advantages of an input specification such as this are that it is easy to monitor performance check that the requirement is being fulfilled. An obvious disadvantage in this case is that it is an over-specification for many times in the year, e.g. the winter when the grass will not need cutting at all, but the contractor may be in breach of the contract by not

fulfilling the requirement. Almost certainly, the cost of this contract would be overstated.

Input specifications are most appropriate where there is a requirement for repeated and consistent standards over the whole length of the contract, and where that standard can be specified to its lowest need (e.g. fortnightly, instead of weekly) to prevent over-costing.

OUTPUT SPECIFICATION:

An output specification describes a standard that must be achieved at all times, or at a certain percentage of times. An example of an output specification, in the grounds maintenance contract as above, would be to state that the grass must at all times have a neat and uniform cut of grass, consistent with the purpose for which the grass will be used, and that the edges will be trimmed and borders edged. The spec may include a reference to an estimated number of cuts, per season, whilst noting that it is the contractor's responsibility to achieve the standard expected.

OUTCOME SPECIFICATION:

Outcome specifications describe what the solution of contract must achieve. These are used less frequently, as it can be difficult to attribute the achievements to the contract actions alone, as other factors may contribute to the outcome.

For example, the Council may wish to achieve healthier communities and believes that better maintained open spaces may encourage residents to spend time relaxing and exercising. A step towards the better open space may be that the grass is well cut. Whilst the grounds maintenance contractor has no influence over the *outcome* (healthier communities), they can ensure that the open space is well maintained (by keeping the grass neat and uniform).

Input and Output specifications are more typically used.

4. Specification template

The Specification template at Appendix A should be used for all projects over £40k, where Corporate Procurement support is required. The template may also be used for lower value projects and can be adapted in a shorter version if this seems excessive for a lower value need.

5. Content of the Specification

The more detailed content that can be provided within the Specification, the clearer the requirement will be to the market. However, avoid over specifying your need, which would inevitably result in higher costs associated with the contract delivery.

The Specification should identify those aspects of the contract which are essential, those which are desirable, and also those which, in some cases, must not be included. For example, in an IT contract, it may be essential that data is stored in the UK and mainland Europe, desirable that it is only within the UK, and / or must not be stored outside of the EU to meet the requirements of GDPR.

Be clear to specify not only the quality of the requirement, but the length of time the contract will be required, the personnel who will be required (and for the duration of the contract), the skills and capabilities that the provider will be expected to have, social value which the contract must deliver and any technical or quality standards (e.g. ISO accreditation) that you will need the contractor to demonstrate.

If in doubt, seek help from Corporate Procurement. Other procurement procedures which may help are listed at Appendix B.

6. Summary

This procedure provides guidance on developing a specification of requirements prior to tendering. The procedure acknowledges that the Specification is a key document used to inform the market of the need, drive the performance of the contractor, and is included as part of the contract document.

It is important to use the right type of specification – input, output or outcome – to achieve the best value contract possible.

It is important to highlight any critical aspects of your requirement which must be included as well as those which must not.

7. References to other SBC Policies

01_Procurement Policy
Contract Standing Orders and Financial Regulations

Appendix A – Specification Template



Specification of Requirements

[INSERT NAME OF PROJECT HERE]

This template is to be used for drafting a Specification of Requirements for the procurement of goods and / or services.

DRAFT

CONTENTS

- 1. INTRODUCTION**
- 2. BACKGROUND TO THE PROJECT**
- 3. SCOPE OF THE CONTRACT**
- 4. DETAILED REQUIREMENTS**
- 5. ENVIRONMENT & SUSTAINABILITY**
- 6. CONTRACT MANAGEMENT & REVIEW**
- 7. GENERAL DATA PROTECTION, EQUALITY IMPACT ASSESSMENT AND
PRIVACY IMPACT ASSESSMENT**

Appendix 1 – Changes that can occur during the lifetime of a contract.

1. Introduction

[This section should provide an overview of the Authority and the procuring Department, its function and remit]

2. Background

[This section provides background information in respect of the requirements. Details of the business objectives to be delivered by the goods or services should be included]

3. Scope of the Contract

[Cover broad details of what is included and what is excluded. This will enable full pricing and resource planning by the tenderer. The more detailed this is, the less the risk of the tenderer guessing, or pricing for unknowns]

4. Detailed Requirements

[Include in this section the detailed requirements that the tenderer is required to meet: delivery location for the goods or services; timescales (when required); quantity; quality expected; technical specification; resources and reporting structures; business continuity plans; etc)

Consider whether the Specification will define outcomes, outputs or inputs]

4.1 Mandatory Requirements

[Some requirements may be mandatory – i.e. essential to the contract - and this section should clearly detail any such requirements.

Please seek advice from Corporate Procurement to ensure that you do not discriminate against some sectors of the market who cannot meet these requirements]

4.2 Functional Requirements

[These requirements define the task or desired result by focusing on what is to be achieved, rather than by describing the way it is to be achieved.

This requires tenderers to use their skills to develop smart, creative solutions.

Specifying requirements in terms of outputs or functions gives potential tenderers the opportunity to propose innovative, creative solutions (evaluation model which will set out the criteria by which all tender responses will be assessed.

The outputs should also be clearly linked to the payment schedule]

4.3 Performance Requirements

[These requirements detail the performance required of the solution by setting out details of inputs and outputs. Include KPIs here.]

Example performance measures are:

- standards – compliance with/performance to the relevant European Standards (or equivalent)
- throughput – the volume of inputs that can be handled within a specified time;
- accuracy – the number of outputs that are error free (usually expressed as a percentage);
- availability – the time the solution available as a percentage of the time it is supposed to be able to be used.

4.4 Exit Strategy

[Consideration should be given to whether an exit strategy is required for when the contract comes to an end and a new contractor is appointed. This will be particularly relevant if data is held by the contractor]

5. Environment & Sustainability

5.1 Environmental

[Consider the impact that this may have on the environment. What measures do you need to take / does the supplier need to take to minimise environmental impact? Do you need to include specific environmental standards such as FSC ® timber? Does the supplier have an environmental policy in place? How will any materials be disposed of? Can any materials be upcycled?]

5.2 Economic

[What economic factors have been taken into consideration? Have you considered the best use of resources to achieve the desired outcomes? Is the opportunity likely to be attractive to local and small and medium enterprises, and if not can it be enhanced to include such providers?]

5.3 Social

[Have you considered what Social Value might be delivered through this requirement? How will it be measured, and how does it meet our corporate policies?]

6. Contract Management and Review

[Contract Management arrangements should be outlined. The supplier may need to resource this and will need to cover the cost of this. Detail the type and frequency of contract information the bidder will be expected to provide.]

7. General Data Protection Regulation (GDPR), and Privacy Impact Assessments (PIA)

[You will need to provide details to bidders of the type of obligations they may face under the above. Discuss with the GDPR team if unclear].

8. Contract Period

[Include details of the contract main term, and any desired extension periods. The contract period should be designed to achieve the maximum return on investment.

Optional extensions for recurring contracts can be included where there are uncertainties in funding and consider the contract performance before extending.

Discuss with Corporate Procurement if uncertain]

Appendix B Procurement Policies and Procedures

Policy / Procedure	Development Status	Review Date	Status
01_Procurement Policy	LIVE	October 2022	Reviewed and updated oct 2022 Admin Committee Jan 2023
02_Developing the Procurement Plan	LIVE	October 2022	Reviewed and updated oct 2022 Admin Committee Jan 2023
03_Delivering Social Value through Procurement	LIVE	October 2022	Reviewed and updated oct 2022 Admin Committee Jan 2023
04_Advertising and Reserving Spelthorne Procurement Opportunities	LIVE	October 2022	Reviewed and updated oct 2022 Admin Committee Jan 2023
05_Using SBC's Framework Agreements	LIVE	October 2022	Reviewed and updated oct 2022 Admin Committee Jan 2023
06_Managing Contracts	LIVE	October 2022	Reviewed and updated oct 2022 Admin Committee Jan 2023
07_Request for Quote and Tender Process	LIVE	October 2022	Reviewed and updated oct 2022 Admin Committee Jan 2023
08_Procurement Due Diligence Checklist (Suppliers)	DRAFT	January 2023	Admin Committee Jan 2023
09_Managing Risk in Procurement projects	DRAFT	January 2023	Admin Committee Jan 2023
10_Drafting a Specification of Requirements	DRAFT	January 2023	Admin Committee Jan 2023
11_Exemption Reporting	DRAFT	January 2023	Admin Committee Jan 2023
Contract Standing Orders and Financial Regs	LIVE		
Procurement Strategy	LIVE		Reviewed and updated
Template: Specification of requirements	LIVE		Reviewed and updated
Template: RFQ (small value projects)	LIVE		Reviewed and updated
Template: Exemption Report	LIVE		Reviewed and updated

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Spelthorne Borough Council
Procurement Policies & Procedures

11_Exemption Requests & Exemption Reporting

Exemption Requests

Version	V 1.0
Author	Carrie Isaac
Date Approved	
Review Date	

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3. Procedure	3
4. References / Links to Govt Policies / Other SBC Policies	5
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Appendix B – Exemption Request Template £40,000 – PCR 2015	8

1. Introduction & Background

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

The CSOs can be found on Spelnet.

Whilst these should be adhered to as a standard, there may be cause for an Exemption Request to be raised if the requestor is unable to follow the procurement process that has been set out in the CSOs.

2. Purpose

This procedure provides guidance to officers for when an Exemption Request may be raised and what information it needs to include. It provides templates to be used as appropriate for the value of the exemption being sought.

3. Procedure

The Contract Standing Orders specify the following processes:

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

Note that any proposed expenditure over the value of the PCR threshold, or indeed approaching this value if there is a possibility that the whole life contract may exceed the threshold, cannot be waived, and must follow the appropriate compliant procurement process.

If for a validated reason these procedures cannot be followed, an Exemption Request must be completed, with approval and sign off gained, in line with the CSOs Approval to Award Contract as follows:

¹ The thresholds change every two years. In 2022, the thresholds are, including VAT: Services - £213,477; Goods - £213,477 and Works - £5,336,937. These will change from 1 January 2024.

APPENDIX E – 11_EXEMPTION REQUESTS & EXEMPTION REPORTING

Value	Approval to Award Contract
Up to £5k	No further approval required
£5k - £40k	Group Head
Above £40k and up to threshold at which the PCR 2015 applies ²	Deputy Chief Exec or Service Committee (where the requirement is strategic / critical)

Note that if the value is at or above the PCR 2015 threshold, and exemption cannot be given. The Regulations must be adhered to.

Officers must always ensure that there is an approved budget before proceeding to obtain an Exemption approval

There are 2 template forms available of the Exemption Request, one for spend between £5,000 and £40,000 and one for spend between £40,000 – PCR 2015.

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

Details are provided below for the information that needs to be included in each section of the Exemption Request form. When the form is completed, it must be sent to Procurement to review and approve before it is sent to the relevant person/s for sign off.

- **PURPOSE** – This section needs to be updated with the proposed contract spend for the whole life value of the contract. Whole life value refers to the total spend of your project. For example, this might be a one-off payment of £50k, or may be an annual spend of £15k per annum of 4 years (=£60k), etc.
- **WAIVER REQUIREMENT** – This section needs to cover details of what the requirement is and why the relevant appropriate procurement route cannot be followed. The requirement details should include:
 - Services / goods / works description
 - Background of the requirement, why it is necessary what work was done to try and meet the CSOs and/or why the CSOs could not be followed
 - Timescales: when is this needed and for how long
 - Breakdown of costs and the durations they cover
- **SUPPLIER DETAILS** – All information in this section need to be completed
- **COSTS** – All chargeable costs for the requirement need to be included here, stated as total annual cost and total contract commitment (whole life); both to be stated excl. VAT.
- **REASON FOR REQUEST TO WAIVE CONTRACT STANDING ORDERS** – Select the most appropriate reason from the list and include as much information as possible as to why the exemption request has been raised.

² The thresholds change every two years. In 2022, the thresholds are, including VAT: Services - £213,477; Goods - £213,477 and Works - £5,336,937.

APPENDIX E – 11_EXEMPTION REQUESTS & EXEMPTION REPORTING

- **VALUE FOR MONEY TEST** – Value for money should take into consideration the cost, quality and benefits that the provider offers to meet the Council’s requirements.
 - **How has value for money been tested? (e.g. last cost paid, other supplier costings obtained, etc.)** This section should include details of any previous costs as a comparison and any variations noted and explained. Any market sounding or quotes for the requirement should be provided. Include any merits of the selected supplier.
 - **What measures will be implemented to ensure that a waiver of this type will not be requested again?** Provide details here of the steps that will be taken to avoid an Exemption Request in the future.

The completed form then needs to be sent to Corporate Procurement for comment before it is sent for appropriate approval. When the form is signed by all relevant parties, the final signed version needs to be sent to Procurement for their records.

With effect from January 2023, Corporate Procurement will report all Exemptions as part of the Procurement Action update reporting.

4. References / Links to Govt Policies / Other SBC Policies

01_Procurement Policy

02_Developing the Procurement Plan



Request for an Exemption of Contract Standing Orders for Procurement

1. PURPOSE

This form must be used to request authority to waive Contract Standing Orders for the procurement of works, goods and services and/or where a single tender procurement is proposed. The Financial Regulations state the following processes to be followed against the proposed spend of £.....:

(Spend between £5,000 and 40,000 requires a minimum of three written quotes to be obtained and retained on file)

2. WAIVER REQUIREMENT

Requestor Name:

Department:

In accordance with SBC's CSO's, I request a waiver of the requirement to carry out a competitive tender for the services as below:

[INSERT DETAILS]

3. SUPPLIER DETAILS

Supplier Contact details

Contact:

Supplier Name:

Supplier Address:

T:

E:

Web:

Bank details:

Sort Code:

Account Number:

4. COSTS

Total annual cost (excluding VAT):	£
Total contract commitment (excluding VAT):	£

5. REASON FOR REQUEST TO WAIVE CONTRACT STANDING ORDERS
(Provide as much information as possible)

Reason for Waiver
Urgent requirement / not planned
Compatible with existing equipment
Only available from single supplier
No other equipment meets specification requirement
Other (please detail)

6. VALUE FOR MONEY TEST

How has value for money been tested? (e.g. last cost paid, other supplier costings obtained, etc.)

What measures will be implemented to ensure that a waiver of this type will not be requested again?

6. GROUP HEAD SIGNOFF

I hereby confirm that I support this Exemption and to the proposed steps to prevent further need for further Exemptions of the same nature.

Group Head:			
Signed:		Date:	

7. APPROVAL OF WAIVER

APPENDIX E – 11_EXEMPTION REQUESTS & EXEMPTION REPORTING

This waiver has been approved by the Chief Finance Officer

CFO / DCEX approval:	
Signed:	Date:

This Exemption Request will be logged in the Exemption Register and given a reference number. The Exemption Register will be reviewed on a quarterly basis by the Chief Accountant.

8: SUBMISSION OF APPROVED EXEMPTION REQUEST

A signed copy of this authorisation **must be logged with Procurement.**

Appendix B – Exemption Request Template £40,000 – PCR 2015



Request for an Exemption of Contract Standing Orders for Procurement

2. PURPOSE

This form must be used to request authority to waive Contract Standing Orders for the procurement of works, goods and services and/or where a single tender procurement is proposed. The Financial Regulations state the following processes to be followed against the proposed spend of £.....:

(Spend between £40,000 – PCR 2015 threshold requires a tender with a min of tenderers invited)

2. WAIVER REQUIREMENT

Requestor Name:

Department:

In accordance with SBC's CSO's, I request a waiver of the requirement to carry out a competitive tender for the services as below:

[INSERT DETAILS]

3. SUPPLIER DETAILS

Supplier Contact details

Contact:

Supplier Name:

Supplier Address:

T:

E:

Web:

Bank details:

Sort Code:

Account Number:

4. COSTS

Total annual cost (excluding VAT):	£
Total contract commitment (excluding VAT):	£

**5. REASON FOR REQUEST TO WAIVE CONTRACT STANDING ORDERS
(Provide as much information as possible)**

Reason for Waiver
Urgent requirement / not planned
Compatible with existing equipment
Only available from single supplier
No other equipment meets specification requirement
Other (please detail)

6. VALUE FOR MONEY TEST

How has value for money been tested? (e.g. last cost paid, other supplier costings obtained, etc.)

What measures will be implemented to ensure that a waiver of this type will not be requested again?

6. GROUP HEAD SIGNOFF

I hereby confirm that I support this Exemption and to the proposed steps to prevent further need for further Exemptions of the same nature.

Group Head:			
Signed:		Date:	

7. APPROVAL OF WAIVER

This waiver has been approved by the Chief Finance Officer

CFO / DCEX approval:			
Signed:		Date:	

This Exemption Request will be logged in the Exemption Register and given a reference number. The Exemption Register will be reviewed on a quarterly basis by the Chief Accountant.

8: SUBMISSION OF APPROVED EXEMPTION REQUEST

A signed copy of this authorisation **must be logged with Procurement.**

Dear Chair, Vice Chair and members of the Administration Committee.

Please find enclosed the following information in respect of the draft 2023/24 Revenue Base Budget for each Cost Centres that make up your Committee:

- Committee Net Expenditure Base Budget Summary 2023/24 – high level.
- Cost Centre Base Budgets 2023/24 - detail
- Fees & Charges 2023/24
- Growth bids 2023/24
- Savings bids 2023/24
- Capital bids 2023/24 – no impact on Revenue base budget

This is a change from last year, as officers are sending you the whole budget pack in one go.

Please note that Officers have removed the lapsed growth bids from each Cost Centre Base Budget at 1 April 2023 and have added on the relevant 2023/24 growth bids, inflationary increases, fees and charges increase and removed the savings bids to arrive at the Cost Centre Base Budget for 2023/24 (detail).

All this information is then provided in the Committee Base Budget Summary – high level overview for your Committee.

Capital growth bids do not impact on your Committees Revenue Base budgets and are shown for completeness, and will form the basis of Council's Estimated Capital Programme for 2023/24 to 2027/28. Once approved by the Committee and CP&R, prior to Council's approval in February.

Please note the following:

- Fees & Charges have been increased in accordance with Council's instruction, i.e., Concessionary fees by 5% and Statutory Fees, the council charge the maxima.
- Cost Centre budgets have been increased in line with the inflation parameters advised by Council (may be subject to change as Council will have to assess how they want officers to deal with the current inflation forecasts) average
 - 5% cost inflation,
 - **Average** 3.54% pay, based on every employee receiving £1,925 increase, this results in the lower grade staff receiving approximately 10% increase and the higher grade staff approximately 2%
 - Please note that inflation is running above average rates in fuel, gas, electricity and food prices and cost of centre budgets reflect this.
- Growth bids – MAT has reviewed the growth bids and has had to accept many of them because there is no choice, i.e., business rates increases arising from the national revaluation taking effect on 1 April. or increases in fuel, electricity and gas. All staffing has been accepted where it complies with Council's guidance of either being a new statutory requirement or is fully funded, noting that there are two bids that have been highlighted in red that do not meet this criteria, therefore, Councillors will have to make a decision on how they proceed, in light of their concerns on the FTE numbers within the Council.
 - Planning appeals – Officers have reviewed the situation and in view of the current challenges in balancing the budget due to the cost of living crisis and reduced income contributions from KGE have reduced the budget for our

planning appeals, should more appeals than expected be requested, Council will have to provide funds from the earmarked reserves, as required.

- Savings bids – a significant exercise was carried out to remove unused budgets from the last three years from cost centres and this has provided over £400k savings across the Council, which will assist to reduce future years deficits.
- Capital bids – these have been prepared for you to review and discuss with officers at your January meeting.

As the Council does have a draft balanced budget for 2023-24, subject to the detail of the Local Government Provisional Funding Settlement just before the Christmas break (we are not expecting any surprises), Committee Members are requested to work to the principle when agreeing the Committee's budget, i.e., if the Committee decide to reduce fees and charge in one area by £5k, then they should look to reduce a cost budget or increase another fee/charge by the same amount in another area.

Once you have reviewed the budgets in your Committee meetings in January, and the Committee has agreed the budgets (Revenue and Capital) any amendments will be adjusted for and the revised full budget will be presented to Corporate Policy and Resources Committee in February for their final review, before submitting the budget to full Council for approval at their February meeting.

Should you have any questions, please do not hesitate to contact me.

Officers have asked Committee Services to allocate some time at your Committee meeting to provide feedback to officers on this year's budget setting process, so that the Committee's views can be taken into account for the 2024/25 Budget setting process.

Wishing you all a peaceful Christmas and a happy New Year.

Kind regards

Paul Taylor
Chief Accountant

Net Expenditure Budget 2023/24 by committee

23 December 2022

Appendix 2

Committee	Restated	Proposed	Change from
	2022/23	2023/24	2022/23
	£000s	£000s	£000s
Audit	259.3	214.2	(45.1)
Committee Services	278.5	322.9	44.4
Corporate Governance	283.3	319.3	36.0
Corporate Management	832.9	729.7	(103.2)
Corporate Publicity	364.2	415.9	51.7
CServ Management & Support	1,235.3	1,304.2	68.9
Democratic Rep & Management	427.8	435.5	7.7
Elections	10.2	10.5	0.3
Electoral Registration	292.1	288.2	(3.9)
HR	421.0	415.8	(5.2)
Information & Comms Technology	1,191.1	1,318.3	127.2
Insurance	288.3	298.0	9.7
Legal	615.6	675.7	60.1
Payroll	72.1	74.3	2.2
Land Charges	(34.9)	(34.8)	0.1
Regulatory & Administration Committee	6,536.8	6,787.7	250.9

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Budget Report for 23/24 & 22/23**Regulatory Administrative Comm**

<u>Audit</u>	<u>30123</u>	<u>23/24</u>	<u>22/23</u>
1001 Salaries		82,400.00	78,900.00
1011 Temporary Staff		0.00	0.00
1101 National Insurance		9,300.00	9,600.00
1111 Superannuation		14,300.00	13,600.00
1601 Professional subscriptions		400.00	800.00
1606 Cash Alternative to leased car		2,500.00	2,600.00
1803 Employee related insurance		1,100.00	1,100.00
3901 Public Transport		0.00	300.00
3903 Leased Cars		0.00	0.00
3905 Car Mileage Allowance		0.00	200.00
4106 Refreshments at meetings		0.00	0.00
4301 Internal printing		0.00	200.00
4312 Books & publications		0.00	200.00
4507 Postage Envelopes		0.00	
4511 Telephones call charges		0.00	100.00
4516 Mobile phones		100.00	200.00
4979 Other Miscellaneous Expenses		90,200.00	139,000.00
5012 External Contracts		13,900.00	12,500.00
7151 Other Reimbursements		0.00	0.00
		<u>214,200.00</u>	<u>259,300.00</u>

<u>Insurance</u>	<u>30127</u>	<u>23/24</u>	<u>22/23</u>
2408 Premises Insurance		182,800.00	177,500.00
3501 Commercial Vehicle Insurance		147,800.00	143,500.00

Budget Report for 23/24 & 22/23

3904	Leased Cars Insurance	0.00	0.00
4976	Other Insurances	2,400.00	2,300.00
4990	Set-aside contributions	-35,000.00	0.00
7117	Set A Side Funding	0.00	-35,000.00
7151	Other Reimbursements	0.00	0.00
		<u>298,000.00</u>	<u>288,300.00</u>

<u>Human Resources</u>	<u>30130</u>	<u>23/24</u>	<u>22/23</u>
1001	Salaries	279,600.00	266,800.00
1025	Hardship Payments	0.00	16,000.00
1101	National Insurance	29,200.00	29,700.00
1111	Superannuation	48,500.00	46,000.00
1210	ILO allowance	500.00	400.00
1601	Professional subscriptions	300.00	300.00
1606	Cash Alternative to leased car	2,000.00	1,700.00
1704	Operational Training	0.00	3,000.00
1803	Employee related insurance	2,900.00	2,800.00
3903	Leased Cars	0.00	0.00
4001	Operational Equipment purchase	300.00	600.00
4301	Internal printing	500.00	2,000.00
4312	Books & publications	500.00	1,000.00
4316	Shredding	0.00	0.00
4401	Consultants fees	23,300.00	22,500.00
4501	Postage Direct charge	100.00	300.00
4507	Postage Envelopes	100.00	500.00
4511	Telephones call charges	200.00	200.00

Budget Report for 23/24 & 22/23

4516	Mobile phones	0.00	200.00
4552	Computer Software	20,800.00	20,000.00
4979	Other Miscellaneous Expenses	7,000.00	7,000.00
4983	Unders/Overs	0.00	0.00
7151	Other Reimbursements	0.00	0.00
		<u>415,800.00</u>	<u>421,000.00</u>

<u>Legal</u>	<u>30133</u>	<u>23/24</u>	<u>22/23</u>
1001	Salaries	557,600.00	515,800.00
1003	Committee Attendance	700.00	700.00
1101	National Insurance	62,400.00	56,600.00
1111	Superannuation	96,500.00	81,900.00
1601	Professional subscriptions	3,300.00	3,300.00
1803	Employee related insurance	6,000.00	6,000.00
4106	Refreshments at meetings	200.00	200.00
4301	Internal printing	1,500.00	1,500.00
4312	Books & publications	20,000.00	19,000.00
4406	Legal and Court Costs	1,000.00	1,000.00
4450	Transcription Services	0.00	0.00
4507	Postage Envelopes	1,000.00	1,000.00
4511	Telephones call charges	200.00	200.00
4552	Computer Software	3,400.00	3,400.00
4601	Subsistence	100.00	100.00
4701	Subscriptions General	200.00	200.00
4979	Other Miscellaneous Expenses	0.00	0.00
4983	Unders/Overs	0.00	0.00

Budget Report for 23/24 & 22/23

4990	Set-aside contributions	-60,000.00	0.00
7006	Other Government Grants	0.00	
7117	Set A Side Funding	0.00	-60,000.00
7131	Legal costs reimbursed	-8,900.00	-8,500.00
7151	Other Reimbursements	0.00	0.00
7305	Other fees - Premises	-9,500.00	-9,000.00
		<u>675,700.00</u>	<u>615,600.00</u>

<u>Payroll</u>	<u>30135</u>	<u>23/24</u>	<u>22/23</u>
1001	Salaries	56,000.00	53,400.00
1002	Overtime	2,800.00	2,800.00
1101	National Insurance	5,200.00	5,400.00
1111	Superannuation	9,600.00	9,200.00
1803	Employee related insurance	500.00	500.00
4301	Internal printing	200.00	800.00
4302	External printing	0.00	0.00
4312	Books & publications	0.00	0.00
		<u>74,300.00</u>	<u>72,100.00</u>

<u>Corporate Governance-AD</u>	<u>30140</u>	<u>23/24</u>	<u>22/23</u>
1001	Salaries	83,200.00	81,200.00
1101	National Insurance	11,400.00	12,200.00
1111	Superannuation	14,900.00	14,600.00
1211	Partnership allowance	0.00	
1212	Additional allowance	3,000.00	3,000.00
1606	Cash Alternative to leased car	5,300.00	5,100.00
1803	Employee related insurance	900.00	900.00

Budget Report for 23/24 & 22/23

4301	Internal printing	100.00	1,000.00
4516	Mobile phones	100.00	100.00
4602	Conference expenses	500.00	1,100.00
7151	Other Reimbursements	0.00	
		<u>119,400.00</u>	<u>119,600.00</u>

<u>Committee Services</u>		<u>30141</u>	<u>23/24</u>	<u>22/23</u>
1001	Salaries		230,700.00	200,600.00
1003	Committee Attendance		3,100.00	3,100.00
1101	National Insurance		23,300.00	18,400.00
1111	Superannuation		40,000.00	30,400.00
1601	Professional subscriptions		300.00	300.00
1803	Employee related insurance		800.00	800.00
4301	Internal printing		3,100.00	3,000.00
4507	Postage Envelopes		500.00	1,400.00
4511	Telephones call charges		100.00	100.00
4516	Mobile phones		100.00	100.00
4552	Computer Software		20,900.00	20,300.00
4983	Unders/Overs		0.00	0.00
			<u>322,900.00</u>	<u>278,500.00</u>

<u>IT Administration</u>		<u>30601</u>	<u>23/24</u>	<u>22/23</u>
1001	Salaries		669,300.00	617,800.00
1002	Overtime		4,000.00	4,000.00
1101	National Insurance		74,700.00	61,200.00
1111	Superannuation		110,800.00	85,300.00

Budget Report for 23/24 & 22/23

1209	Fire Wardens Allowance	200.00	200.00
1803	Employee related insurance	5,400.00	5,200.00
3903	Leased Cars	0.00	0.00
3905	Car Mileage Allowance	300.00	800.00
4301	Internal printing	100.00	200.00
4317	Ordnance Survey SLA	0.00	0.00
4511	Telephones call charges	1,200.00	1,200.00
4516	Mobile phones	300.00	300.00
4601	Subsistence	0.00	300.00
4979	Other Miscellaneous Expenses	1,700.00	1,700.00
4983	Unders/Overs	0.00	0.00
5011	Facilities Management	6,800.00	6,500.00
7151	Other Reimbursements	0.00	0.00
		<u>874,800.00</u>	<u>784,700.00</u>

<u>IT Overheads & Infrastructure</u>	<u>30602</u>	<u>23/24</u>	<u>22/23</u>
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2533	Security Systems	0.00	0.00
4314	Document storage	0.00	0.00
4552	Computer Software	33,600.00	32,600.00
4553	Computer Supplies	12,400.00	12,000.00
4554	Misc. Networking	10,600.00	10,300.00
4561	Disaster recovery	13,900.00	13,500.00
4562	Intrusion Detection	0.00	3,800.00
4563	Valeting	0.00	0.00
4564	Networking	52,000.00	50,500.00
4566	Members IT Support	0.00	0.00

Budget Report for 23/24 & 22/23

4570	Web Projects	0.00	0.00
4571	Secure networking	7,200.00	7,000.00
4572	Desktop Management	0.00	0.00
4573	Web Support S&W	0.00	0.00
4574	Hardware Support	20,800.00	20,200.00
4701	Subscriptions General	5,700.00	5,500.00
5011	Facilities Management	0.00	0.00
5015	New Developments	0.00	0.00
5045	Surrey E Partnership	0.00	0.00
5046	Maint ContTravellerTransitSite	0.00	0.00
5903	Depn	0.00	0.00
		<u>156,200.00</u>	<u>155,400.00</u>

<u>IT Desktop</u>	<u>30608</u>	<u>23/24</u>	<u>22/23</u>
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4032	Server Maintenance	10,100.00	9,800.00
4552	Computer Software	0.00	0.00
		<u>10,100.00</u>	<u>9,800.00</u>

<u>ICM annual support and mainten</u>	<u>30610</u>	<u>23/24</u>	<u>22/23</u>
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4552	Computer Software	0.00	0.00
4573	Web Support S&W	0.00	0.00
7365	Other functions	0.00	0.00
		<u>0.00</u>	<u>0.00</u>

<u>Mailsafe</u>	<u>30612</u>	<u>23/24</u>	<u>22/23</u>
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4552	Computer Software	1,600.00	1,600.00
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Budget Report for 23/24 & 22/23

		<u>1,600.00</u>	<u>1,600.00</u>
<u>Apps - Software Developments</u>	<u>30615</u>	<u>23/24</u>	<u>22/23</u>
4552 Computer Software		10,300.00	10,000.00
		<u>10,300.00</u>	<u>10,000.00</u>
<u>Applications - Docbinder</u>	<u>30616</u>	<u>23/24</u>	<u>22/23</u>
4552 Computer Software		0.00	0.00
		<u>0.00</u>	<u>0.00</u>
<u>Applications - MS Exchange</u>	<u>30617</u>	<u>23/24</u>	<u>22/23</u>
4552 Computer Software		0.00	0.00
		<u>0.00</u>	<u>0.00</u>
<u>Applications - Sharepoint</u>	<u>30618</u>	<u>23/24</u>	<u>22/23</u>
4552 Computer Software		0.00	0.00
		<u>0.00</u>	<u>0.00</u>
<u>Applications-Server Monitoring</u>	<u>30619</u>	<u>23/24</u>	<u>22/23</u>
4552 Computer Software		0.00	0.00
		<u>0.00</u>	<u>0.00</u>
<u>Application Support</u>	<u>30620</u>	<u>23/24</u>	<u>22/23</u>
5011 Facilities Management		0.00	0.00
		<u>0.00</u>	<u>0.00</u>
<u>Applications - Email Filtering</u>	<u>30621</u>	<u>23/24</u>	<u>22/23</u>

Budget Report for 23/24 & 22/23

4552	Computer Software	26,500.00	25,700.00
		<u>26,500.00</u>	<u>25,700.00</u>
<u>Applications - CCTV Monitoring</u>		<u>30622</u>	<u>23/24</u>
			<u>22/23</u>
4552	Computer Software	3,800.00	3,700.00
		<u>3,800.00</u>	<u>3,700.00</u>
<u>Applications - Elections</u>		<u>30623</u>	<u>23/24</u>
			<u>22/23</u>
4552	Computer Software	0.00	0.00
		<u>0.00</u>	<u>0.00</u>
<u>Applications - GIS (Land Mang)</u>		<u>30627</u>	<u>23/24</u>
			<u>22/23</u>
4552	Computer Software	20,300.00	19,700.00
		<u>20,300.00</u>	<u>19,700.00</u>
<u>Applications - E-Tendering</u>		<u>30629</u>	<u>23/24</u>
			<u>22/23</u>
4552	Computer Software	0.00	0.00
		<u>0.00</u>	<u>0.00</u>
<u>Applications - Housing Needs</u>		<u>30633</u>	<u>23/24</u>
			<u>22/23</u>
4552	Computer Software	0.00	0.00
		<u>0.00</u>	<u>0.00</u>
<u>Applications - CRS AIM</u>		<u>30634</u>	<u>23/24</u>
			<u>22/23</u>
4552	Computer Software	0.00	0.00
		<u>0.00</u>	<u>0.00</u>

Budget Report for 23/24 & 22/23

<u>Applications - Academy Revbens</u>	<u>30635</u>	<u>23/24</u>	<u>22/23</u>
4552 Computer Software		0.00	0.00
		<u>0.00</u>	<u>0.00</u>
<u>Applications - Integra</u>	<u>30637</u>	<u>23/24</u>	<u>22/23</u>
4552 Computer Software		0.00	0.00
		<u>0.00</u>	<u>0.00</u>
<u>Applications - Payroll</u>	<u>30638</u>	<u>23/24</u>	<u>22/23</u>
4552 Computer Software		0.00	0.00
		<u>0.00</u>	<u>0.00</u>
<u>Applications - BACS</u>	<u>30641</u>	<u>23/24</u>	<u>22/23</u>
4552 Computer Software		0.00	0.00
		<u>0.00</u>	<u>0.00</u>
<u>Applications - Microsoft</u>	<u>30643</u>	<u>23/24</u>	<u>22/23</u>
4552 Computer Software		151,400.00	119,000.00
		<u>151,400.00</u>	<u>119,000.00</u>
<u>Applications - Care & Support</u>	<u>30644</u>	<u>23/24</u>	<u>22/23</u>
4552 Computer Software		0.00	0.00
		<u>0.00</u>	<u>0.00</u>
<u>Applications - CAPS</u>	<u>30648</u>	<u>23/24</u>	<u>22/23</u>
4552 Computer Software		0.00	0.00

Budget Report for 23/24 & 22/23

		<u>0.00</u>	<u>0.00</u>
<u>Applications - Comino Rev/Ben</u>	<u>30649</u>	<u>23/24</u>	<u>22/23</u>
4552 Computer Software		0.00	0.00
		<u>0.00</u>	<u>0.00</u>
<u>Applications - My Spelthorne</u>	<u>30650</u>	<u>23/24</u>	<u>22/23</u>
4552 Computer Software		12,600.00	12,200.00
		<u>12,600.00</u>	<u>12,200.00</u>
<u>Applications - Cemeteries</u>	<u>30651</u>	<u>23/24</u>	<u>22/23</u>
4552 Computer Software		0.00	0.00
		<u>0.00</u>	<u>0.00</u>
<u>Applications - Iken Legal Case</u>	<u>30652</u>	<u>23/24</u>	<u>22/23</u>
4551 Computer Hardware		0.00	0.00
4552 Computer Software		0.00	0.00
		<u>0.00</u>	<u>0.00</u>
<u>Applications - Bookings</u>	<u>30653</u>	<u>23/24</u>	<u>22/23</u>
4552 Computer Software		0.00	0.00
		<u>0.00</u>	<u>0.00</u>
<u>Applications - Health & Safety</u>	<u>30654</u>	<u>23/24</u>	<u>22/23</u>
4552 Computer Software		0.00	0.00
		<u>0.00</u>	<u>0.00</u>

Budget Report for 23/24 & 22/23

<u>Applications - Eden</u>	<u>30657</u>	<u>23/24</u>	<u>22/23</u>
4552 Computer Software		0.00	0.00
		<u>0.00</u>	<u>0.00</u>
<u>Applications - Achieve Forms</u>	<u>30658</u>	<u>23/24</u>	<u>22/23</u>
4552 Computer Software		14,900.00	14,500.00
		<u>14,900.00</u>	<u>14,500.00</u>
<u>Academy support</u>	<u>30659</u>	<u>23/24</u>	<u>22/23</u>
4552 Computer Software		0.00	
		<u>0.00</u>	<u>0.00</u>
<u>Eden</u>	<u>30660</u>	<u>23/24</u>	<u>22/23</u>
4552 Computer Software		0.00	
		<u>0.00</u>	<u>0.00</u>
<u>Applications Egress Switch</u>	<u>30661</u>	<u>23/24</u>	<u>22/23</u>
4552 Computer Software		10,300.00	10,000.00
		<u>10,300.00</u>	<u>10,000.00</u>
<u>VDI</u>	<u>30662</u>	<u>23/24</u>	<u>22/23</u>
4552 Computer Software		21,400.00	20,800.00
		<u>21,400.00</u>	<u>20,800.00</u>
<u>Meeting Room Tablets</u>	<u>30663</u>	<u>23/24</u>	<u>22/23</u>
4552 Computer Software		4,100.00	4,000.00

Budget Report for 23/24 & 22/23

		<u>4,100.00</u>	<u>4,000.00</u>
<u>Customer Services</u>	<u>30704</u>	<u>23/24</u>	<u>22/23</u>
1001	Salaries	891,000.00	813,600.00
1002	Overtime	900.00	900.00
1011	Temporary Staff	11,000.00	11,000.00
1012	Agency Staff	0.00	0.00
1101	National Insurance	89,300.00	85,000.00
1111	Superannuation	147,500.00	134,700.00
1601	Professional subscriptions	600.00	600.00
1803	Employee related insurance	8,700.00	8,400.00
3901	Public Transport	200.00	0.00
3902	Essential User Car Allowance	2,400.00	1,200.00
3903	Leased Cars	0.00	0.00
3905	Car Mileage Allowance	1,600.00	1,800.00
4106	Refreshments at meetings	100.00	300.00
4202	Uniforms	0.00	500.00
4301	Internal printing	2,000.00	6,000.00
4302	External printing	200.00	200.00
4305	Bureau Printing	24,500.00	18,000.00
4306	Printing Art work and Design	0.00	1,000.00
4312	Books & publications	900.00	5,900.00
4316	Shredding	0.00	0.00
4405	Summons cost	8,600.00	8,600.00
4406	Legal and Court Costs	4,000.00	0.00
4412	Land registry	600.00	600.00

Budget Report for 23/24 & 22/23

4413	Bailiffs costs	300.00	600.00
4414	Investigation Agency	1,000.00	1,000.00
4415	Tracing Agency	2,000.00	6,000.00
4448	Bankruptcy costs	9,600.00	9,600.00
4501	Postage Direct charge	36,300.00	13,500.00
4507	Postage Envelopes	20,300.00	27,300.00
4511	Telephones call charges	4,600.00	4,300.00
4516	Mobile phones	600.00	600.00
4552	Computer Software	312,700.00	332,400.00
4603	Conference fees travel & subst	1,200.00	1,200.00
4701	Subscriptions General	0.00	300.00
4902	Publicity	0.00	1,300.00
4970	Surrey Initiav young adults	10,000.00	12,000.00
4979	Other Miscellaneous Expenses	3,000.00	7,000.00
4983	Unders/Overs	0.00	0.00
7131	Legal costs reimbursed	-175,000.00	-175,000.00
7151	Other Reimbursements	0.00	0.00
		<u>1,420,700.00</u>	<u>1,340,600.00</u>

<u>Local Land Charges</u>	<u>31301</u>	<u>23/24</u>	<u>22/23</u>
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1001	Salaries	58,400.00	53,600.00
1101	National Insurance	5,600.00	5,400.00
1111	Superannuation	10,100.00	9,300.00
1803	Employee related insurance	300.00	300.00
4301	Internal printing	200.00	200.00
4507	Postage Envelopes	100.00	100.00

Budget Report for 23/24 & 22/23

4511	Telephones call charges	100.00	100.00
4552	Computer Software	1,000.00	1,000.00
4701	Subscriptions General	100.00	100.00
5042	Other LA Surrey County Council	30,000.00	29,000.00
7312	Land Charges Fees	0.00	0.00
7324	Con 29 Search Fees	-140,700.00	-134,000.00
		<u>-34,800.00</u>	<u>-34,900.00</u>

<u>Mayors and Deputy Mayors Exp</u>	<u>31401</u>	<u>23/24</u>	<u>22/23</u>
1002	Overtime	0.00	0.00
4301	Internal printing	0.00	400.00
4621	Mayor Madams Allowance	0.00	0.00
4628	Mayor Harvey Travel Allow.	0.00	0.00
4631	Mayor S Doran Allowance	0.00	0.00
4638	Mayor Webb Travel	0.00	0.00
4641	Deputy Mayors Allowance	0.00	0.00
4648	Dep Mayor Francis Allowance	0.00	0.00
4651	Mayor Francis Allow	0.00	0.00
4652	Mayor Francis Travel Allow	0.00	0.00
4653	Dep Mayor Friday Allow	0.00	0.00
4654	Mayor Friday Allowance	14,200.00	13,800.00
4655	Mayor Friday Travel Allowance	4,800.00	4,700.00
4656	Deputy Mayor Leighton Allowanc	4,000.00	3,900.00
4979	Other Miscellaneous Expenses	1,000.00	1,000.00
		<u>24,000.00</u>	<u>23,800.00</u>

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<u>Civic Occasions</u>	<u>31402</u>	<u>23/24</u>	<u>22/23</u>
4921 Civic receptions		0.00	0.00
4922 Mayors regalia		0.00	0.00
4979 Other Miscellaneous Expenses		600.00	600.00
5012 External Contracts		0.00	0.00
		<u>600.00</u>	<u>600.00</u>
<u>Town Twinning</u>	<u>31403</u>	<u>23/24</u>	<u>22/23</u>
4924 Hospitality fund		0.00	1,900.00
		<u>0.00</u>	<u>1,900.00</u>
<u>Members Expenses</u>	<u>31404</u>	<u>23/24</u>	<u>22/23</u>
1101 National Insurance		7,200.00	7,200.00
1111 Superannuation		0.00	0.00
1703 Other training		25,000.00	4,900.00
3905 Car Mileage Allowance		1,000.00	1,000.00
4106 Refreshments at meetings		0.00	100.00
4505 Councillors mail delivery		0.00	1,600.00
4511 Telephones call charges		100.00	500.00
4516 Mobile phones		1,500.00	1,500.00
4551 Computer Hardware		0.00	12,600.00
4602 Conference expenses		0.00	0.00
4603 Conference fees travel & subst		0.00	0.00
4611 Members Basic Allowance		347,900.00	343,000.00
4613 Member special responsibility		26,700.00	26,700.00
4614 Members conference attend		0.00	900.00

Budget Report for 23/24 & 22/23

4979	Other Miscellaneous Expenses	1,500.00	1,500.00
4983	Unders/Overs	0.00	0.00
		<u>410,900.00</u>	<u>401,500.00</u>

<u>Corporate Management</u>	<u>31501</u>	<u>23/24</u>	<u>22/23</u>
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1026	Retention allowance	250,000.00	250,000.00
1501	Staff Advertising	7,000.00	6,000.00
1803	Employee related insurance	0.00	0.00
4301	Internal printing	500.00	500.00
4402	Treasury Management	28,000.00	28,000.00
4445	Brokers fees	20,000.00	0.00
4701	Subscriptions General	3,000.00	20,000.00
4704	Local Government Association	9,700.00	9,700.00
4706	Ass of District Treasurers	200.00	200.00
4709	La Aircraft Noise	600.00	600.00
4711	Se Employers	11,500.00	11,500.00
4712	Surrey Local Government Assoc	2,800.00	2,800.00
4734	PSTAX	4,000.00	3,000.00
4810	Surrey Domestic Abuse Ser Con	0.00	6,100.00
4831	Spelthorne Civic Award	500.00	500.00
4942	Corporate Plan	0.00	1,000.00
4944	Community Plan	0.00	0.00
4971	Bank Charges	40,000.00	36,000.00
4974	External audit fees	237,500.00	237,500.00
4983	Unders/Overs	0.00	0.00
4999	Covid-19 Expenditure	100,000.00	200,000.00

Budget Report for 23/24 & 22/23

5046	Maint ContTravellerTransitSite	0.00	7,500.00
7151	Other Reimbursements	0.00	0.00
		<u>715,300.00</u>	<u>820,900.00</u>

<u>Borough Elections</u>	<u>31502</u>	<u>23/24</u>	<u>22/23</u>
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1011	Temporary Staff	2,300.00	2,300.00
4301	Internal printing	0.00	0.00
4302	External printing	6,300.00	6,000.00
4311	Office Stationery	0.00	0.00
4507	Postage Envelopes	0.00	0.00
4979	Other Miscellaneous Expenses	1,900.00	1,900.00
		<u>10,500.00</u>	<u>10,200.00</u>

<u>Green Initiatives</u>	<u>31513</u>	<u>23/24</u>	<u>22/23</u>
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4979	Other Miscellaneous Expenses	0.00	0.00
		<u>0.00</u>	<u>0.00</u>

<u>Register of Electors</u>	<u>31601</u>	<u>23/24</u>	<u>22/23</u>
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1001	Salaries	149,400.00	141,700.00
1002	Overtime	0.00	300.00
1011	Temporary Staff	8,600.00	8,600.00
1101	National Insurance	15,900.00	16,100.00
1111	Superannuation	25,400.00	24,200.00
1803	Employee related insurance	1,300.00	1,300.00
3905	Car Mileage Allowance	900.00	900.00
4042	Printers Lease chg	0.00	600.00
4301	Internal printing	500.00	500.00

Budget Report for 23/24 & 22/23

4303	Specialised printing	25,000.00	8,000.00
4312	Books & publications	1,500.00	1,500.00
4501	Postage Direct charge	16,500.00	6,000.00
4507	Postage Envelopes	1,500.00	14,100.00
4511	Telephones call charges	100.00	100.00
4516	Mobile phones	0.00	0.00
4552	Computer Software	40,600.00	30,600.00
4902	Publicity	0.00	800.00
4927	RegElector Phone Response	0.00	0.00
4979	Other Miscellaneous Expenses	2,000.00	37,800.00
4983	Unders/Overs	0.00	0.00
7233	Sale of Electoral Register	-1,000.00	-1,000.00
		<u>288,200.00</u>	<u>292,100.00</u>

<u>Corporate Publicity&Promotions</u>	<u>31701</u>	<u>23/24</u>	<u>22/23</u>
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1001	Salaries	226,200.00	213,300.00
1003	Committee Attendance	100.00	200.00
1011	Temporary Staff	100.00	100.00
1101	National Insurance	24,100.00	24,200.00
1111	Superannuation	39,100.00	36,900.00
1803	Employee related insurance	1,300.00	1,300.00
3905	Car Mileage Allowance	600.00	600.00
4301	Internal printing	300.00	1,000.00
4401	Consultants fees	14,000.00	
4507	Postage Envelopes	100.00	900.00
4511	Telephones call charges	100.00	100.00

Budget Report for 23/24 & 22/23

4516	Mobile phones	100.00	200.00
4552	Computer Software	59,500.00	47,000.00
4573	Web Support S&W	0.00	0.00
4905	Marketing	27,700.00	22,000.00
4931	Borough Newspaper & annual rep	20,900.00	14,500.00
4933	Corporate photographs	0.00	200.00
4935	Notice Boards	1,700.00	1,700.00
4979	Other Miscellaneous Expenses	0.00	0.00
4983	Unders/Overs	0.00	0.00
7151	Other Reimbursements	0.00	0.00
7365	Other functions	0.00	
		<u>415,900.00</u>	<u>364,200.00</u>

<u>General & Financial Services</u>	<u>31801</u>	<u>23/24</u>	<u>22/23</u>
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4979	Other Miscellaneous Expenses	0.00	0.00
4981	Write-offs untrace sundry dtrs	0.00	0.00
		<u>0.00</u>	<u>0.00</u>

<u>Procurement</u>	<u>31804</u>	<u>23/24</u>	<u>22/23</u>
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1001	Salaries	151,500.00	132,200.00
1101	National Insurance	17,200.00	4,600.00
1111	Superannuation	26,200.00	6,900.00
1803	Employee related insurance	0.00	0.00
4552	Computer Software	5,000.00	18,000.00
4701	Subscriptions General	0.00	2,000.00
4983	Unders/Overs	0.00	0.00
5041	Other LA Runnymede BC	0.00	0.00

Budget Report for 23/24 & 22/23

		<u>199,900.00</u>	<u>163,700.00</u>
<u>New Burdens Grant</u>	<u>31805</u>	<u>23/24</u>	<u>22/23</u>
7122 Grants and Donations		0.00	0.00
		<u>0.00</u>	<u>0.00</u>
<u>Consultants</u>	<u>31806</u>	<u>23/24</u>	<u>22/23</u>
4401 Consultants fees		14,400.00	12,000.00
		<u>14,400.00</u>	<u>12,000.00</u>
<u>C.Tax Benefit Localisation</u>	<u>32102</u>	<u>23/24</u>	<u>22/23</u>
4979 Other Miscellaneous Expenses		20,000.00	20,000.00
		<u>20,000.00</u>	<u>20,000.00</u>
<u>Business Rate Collection</u>	<u>32201</u>	<u>23/24</u>	<u>22/23</u>
4552 Computer Software		0.00	11,200.00
4979 Other Miscellaneous Expenses		0.00	0.00
7001 NNDR Collection costs		-129,000.00	-129,000.00
7131 Legal costs reimbursed		-7,500.00	-7,500.00
		<u>-136,500.00</u>	<u>-125,300.00</u>
<u>Grand Total:</u>		<u>6,787,700.00</u>	<u>6,536,800.00</u>

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Fees and Charges 2023/24



Printed Date: 13/12/2022

Last modified: 13/12/2022

Report Description:

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

Regulatory Administrative Committees

Electoral Registration

Electoral Registration

Statutory Fees

	2022/23 Charge	2023/24 Charge	VAT	Record
Certificate Of Residence	25.00	25.00	O	34
Register Of Electors And Marked Copies Of Polling Station Registers Per Sale (Statutory Fixed Charge) - Data Copy	20.00	20.00	O	33
Register Of Electors And Marked Copies Of Polling Station Registers Per Sale (Statutory Fixed Charge) - Hard Copy	10.00	10.00	O	32
Register Of Electors And Marked Copies Of Polling Station Registers Per Thousand Names (Statutory Fixed Charge) - Data Copy	1.50	1.50	O	31
Register Of Electors And Marked Copies Of Polling Station Registers Per Thousand Names (Statutory Fixed Charge) - Hard Copy	5.00	5.00	O	30
Return Of Election Expenses - Per Copy	0.20	0.20	O	35

Land Charges

Land Charges

2022/23 Charge 2023/24 Charge VAT Record

Copying Charges

	2022/23 Charge	2023/24 Charge	VAT	Record
Copy Of Duplicate Search	8.64	9.10	S	620
Copy of Tree Preservation Order	18.00	35.40	S	1,447
Each Agreement - Each Following Sheet	0.90	1.20	S	619
Each Agreement - First Sheet	3.48	3.96	S	618

Service Fees

a) Con29R Enhanced (New service - provision of additional documentation)	204.00	210.00	S	1,682
b) Con29R Surrey County Council Search Fee (payable in addition to the fees above on all full searches completed)	49.20	54.60	S	611
c) Additional Parcel (Con29)	21.60	23.40	S	613
d) Each Con 29 'O' Optional Enquiry	22.20	23.40	S	614
e) Each Additional Enquiry/Solicitors Question	24.00	24.60	S	615
Personal Search Con29 Component data per question	2.04	2.15	S	1,247

Legal Fees

Legal Fees (where £nil charge shown, no equivalent in that year)

2022/23 Charge 2023/24 Charge VAT Record

Commercial Organisations

A. Lettings and renewals (£0-£50,000 yearly rental income)	1,845.00	1,940.00	S	1,545
B. Lettings and renewals (£50,000 - £300,000 yearly rental income)	2,635.00	2,770.00	S	1,546
C. Lettings and renewals (£300,000 - £750,000 yearly rental income)	4,216.00	4,430.00	S	1,547
D. Lettings and renewals (> £750,000 yearly rental income)	6,324.00	6,640.00	S	1,548
E. Rent Deposit Agreement	1,318.00	1,385.00	S	1,549
F. Deed of Variation	1,581.00	1,660.00	S	1,550
G. Licence to Assign	1,581.00	1,660.00	S	1,551
H. Licence to Alter	1,845.00	1,940.00	S	1,552
I. Licence to Sublet	2,108.00	2,215.00	S	1,553
J. Tenancy at Will	369.00	390.00	S	1,554
K. Easement or Wayleave	1,845.00	1,940.00	S	1,555
L. Licences	791.00	830.00	S	1,556
M. Surrender	1,845.00	1,940.00	S	1,557

Commercial Organisations - Hourly rates

A. Solicitor/ Legal Executive with over 8 years experience	353.00	370.00	S	1,291
B. Solicitor/ Legal Executive with between 4 to 8 years experience	279.00	295.00	S	1,290
C. Solicitor/ Legal Executive with less than 4 years experience	248.00	260.00	S	1,289
D. Trainee/ Paralegal	190.00	200.00	S	1,287

Legal Fees

Legal Fees (where £nil charge shown, no equivalent in that year)

2022/23 Charge 2023/24 Charge VAT Record

Community Groups

A. Lettings and renewals	553.00	580.00	S	1,558
B. Rent Deposit Agreement	264.00	280.00	S	1,559
C. Deed of Variation	369.00	390.00	S	1,560
D. Licence to Assign	369.00	390.00	S	1,561
E. Licence to Alter	369.00	390.00	S	1,562
F. Licence to Sublet	369.00	390.00	S	1,563
G. Tenancy at Will	158.00	165.00	S	1,564
H. Easement or Wayleave	553.00	580.00	S	1,565
I. Licences	237.00	250.00	S	1,566
J. Grazing Licences (grants and renewals)	158.00	165.00	S	1,567
K. Surrender	369.00	390.00	S	1,568

Community Groups - Hourly rates

A. Solicitor/ Legal Executive with over 8 years experience	153.00	160.00	S	1,300
B. Solicitor/ Legal Executive with between 4 to 8 years experience	132.00	140.00	S	1,299
C. Solicitor/ Legal Executive with less than 4 years experience	11.00	115.00	S	1,298
D. Trainee/ Paralegal	90.00	95.00	S	1,296

Fees and Charges

Printed Date: 13/12/2022

Last modified: 13/12/2022

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Revenue Growth bids

13/12/2022

Committee	Details of Growth Bid	FTE	Statutory / Discretionary / Funding	Reason for Growth Bid	Service Area	Amount	Funding	Full / Part Year	Ongoing or one off	General Fund Net Cost 2023/24	General Fund Net Cost 2024/25	General Fund Net Cost 2025/26	General Fund Net Cost 2026/27
Reg & Admin	Procurement Manager	1.00	Fully Funded	Additional 2 year Fixed Term Contract Category Manager to support additional Procurement projects, attendance at Committees & Contract Management. Covers all CARES values and supports value for money (Oct.22-Sept24)	Procurement	107,500	107,500			0	0	0	0
Reg & Admin	Paralegal Role	1.00	Discretionary	Vacant as of 27th September 2021. Post in place for 5 years but on a temporary contract. This bid is to replace with a Legal Assistant post to provide support and resilience to the Admin Officer and resource for the Company Secretary role. Grade 3/4	Legal Services	31,000		Full	Ongoing	31,000	31,000	31,000	31,000
Reg & Admin	Applications- Microsoft Members Training requirements			Service Delivery. In April 2021, we signed a 3 year agreement with Microsoft for our Office 365 licensing (from May 21 to May 24). At the time, when the growth bid was submitted, it was explained that the first two year carried a discount. Commencing May 2023 the licensing cost will increase to £134, 751. This requires a budget increase of £15800. The 3 year agreement we signed was for 390 users. (We had 385 staff and we need to carry a spare capacity of 5 licenses to allow for starters and leavers). Due to recruitment across the council we now have 405 licensed users. With the 15 new posts (mentioned above), we will have 420 licensed users. With the spare capacity of 5 licenses, this means we need an additional 35 licenses. This In additional £13000. The growth bid is therefore £15800 + £13000 = £28800. This assumes no further additions to our establishment list. If there are, we will be over budget	ICT Services Members Services	28,800		Full	Ongoing	28,800	28,800	28,800	28,800
Reg & Admin	Engagement platform - Granicus engagement			Resource for obtaining external member training - 2023 induction/ongoing/refresher	Services	20,000		Full	One Off	20,000	0	0	0
Reg & Admin	HQ			Demand for consultations and a better engagement platform for all services - planning/ assets/ environment/ projects. Supports service delivery and community engagement	Corporate Publicity	14,000		Full	Ongoing	11,000	11,000	11,000	11,000
Reg & Admin	Social media monitoring and listening tool			Increase in demand for social media output and analysis plus multi platforms requires a better tool so we can manage it to a higher standard than current software. Supports service delivery and community engagement,	Corporate Publicity	6,000		Full	Ongoing	6,000	6,000	6,000	6,000
Reg & Admin	Bulletin costs			Increase in paper cost, move to recycled paper and demand for a bigger pagination in this year's editions and editions printed from 44,000 to 46,000 because increase in residential homes has resulted in high costs for the Bulletin. We have undertaken a procurement exercise and the other 3 quotes are still higher than what we are paying with current provider. Supports environment and community engagement	Corporate Publicity	6,000		Full	Ongoing	6,000	6,000	6,000	6,000
Reg & Admin	Outsource of marketing materials on particular corporate publications for SBC and KGE			Increase in demand for more and better products and marketing materials in line with brand identity of marketing materials. In-house designer at full capacity. Supports service delivery and community engagement	Corporate Publicity Corporate Publicity	5,000		Full	Ongoing	5,000	5,000	5,000	5,000
Reg & Admin	Web hosting			Web hosting growth bid as an increase in costs expected	Publicity	5,000		Full	Ongoing	5,000	5,000	5,000	5,000

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Savings Bids

13/12/2022

Committee	Details of Savings Offered	Explanation of proposed saving	Service Area	Amount	Full / Part Year	Ongoing or one off
Reg & Admin	Hardship Payments	This was for the SAFE scheme which finished when the charity who administered the fund for us no longer wanted to continue. It's very difficult to	Human Resources	16,000	Ful	Ongoing
Reg & Admin	Professional subscriptions	Savings offered by Audit Services	Audit	400	Full	Ongoing
Reg & Admin	Mobile phones	Savings offered by Audit Services	Audit	100	Full	Ongoing
Reg & Admin	Car Mileage Allowance	Savings offered by ICT Services	ICT	500	Full	Ongoing
Reg & Admin	Internal printing	Savings offered by ICT Services	ICT	100	Full	Ongoing
Reg & Admin	Subsistence	Savings offered by ICT Services	ICT	300	Full	Ongoing
Reg & Admin	Intrusion Detection	Savings offered by ICT Services	ICT	3,900	Full	Ongoing
Reg & Admin	Internal printing	Savings as agreed with TC	Democrative Rep & Management	400	Full	Ongoing
Reg & Admin	Hospitality fund	Savings as agreed with TC	Democrative Rep & Management	2,000	Full	Ongoing
Reg & Admin	Refreshments at meetings	Savings as agreed with TC	Democrative Rep & Management	100	Full	Ongoing
Reg & Admin	Councillors mail delivery	Savings as agreed with TC	Democrative Rep & Management	1,600	Full	Ongoing
Reg & Admin	Telephones call charges	Savings as agreed with TC	Democrative Rep & Management	400	Full	Ongoing
Reg & Admin	Members conference attend	Savings as agreed with TC	Democrative Rep & Management	900	Full	Ongoing
Reg & Admin	Surrey Domestic Abuse Ser Con	Savings as agreed with TC	Corporate Management	6,100	Full	Ongoing
Reg & Admin	Corporate Plan	Savings as agreed with TC	Corporate Management	1,000	Full	Ongoing
Reg & Admin	Maint ContTravellerTransitSite	Savings as agreed with TC	Corporate Management	7,500	Full	Ongoing
Reg & Admin	Committee Attendance	Savings agrred with Corporate Publicity	Corporate Publicity	100	Full	Ongoing
Reg & Admin	Internal printing	Savings agrred with Corporate Publicity	Corporate Publicity	700	Full	Ongoing
Reg & Admin	Postage Envelopes	Savings agrred with Corporate Publicity	Corporate Publicity	800	Full	Ongoing
Reg & Admin	Mobile phones	Savings agrred with Corporate Publicity	Corporate Publicity	100	Full	Ongoing

Appendix C Savings 13/12/2022

Committee	Details of Savings Offered	Explanation of proposed saving	Service Area	Amount	Full / Part Year	Ongoing or one off
Reg & Admin	Corporate photographs	Savings agreed with Corporate Publicity	Corporate Publicity	200	Full	Ongoing
Reg & Admin	Operational Training	Savings agreed with SM	Human Resources	3,100	Full	Ongoing
Reg & Admin	Operational Equipment purchase	Savings agreed with SM	Human Resources	300	Full	Ongoing
Reg & Admin	Internal printing	Savings agreed with SM	Human Resources	1,500	Full	Ongoing
Reg & Admin	Books & publications	Savings agreed with SM	Human Resources	500	Full	Ongoing
Reg & Admin	Postage Direct charge	Savings agreed with SM	Human Resources	200	Full	Ongoing
Reg & Admin	Postage Envelopes	Savings agreed with SM	Human Resources	400	Full	Ongoing
Reg & Admin	Mobile phones	Savings agreed with SM	Human Resources	200	Full	Ongoing
Reg & Admin	Internal printing	Savings agreed with SM	Payroll	600	Full	Ongoing
Reg & Admin	Internal printing	Savings agreed with FH	Corporate Governance	900	Full	Ongoing
Reg & Admin	Conference expenses	Savings agreed with FH	Corporate Governance	600	Full	Ongoing
Reg & Admin	Postage Envelopes	Savings agreed with FH	Committee Services	900	Full	Ongoing
Reg & Admin	Overtime	Savings agreed with FH	Electoral Registration	300	Full	Ongoing
Reg & Admin	Printers Lease charge	Savings agreed with FH	Electoral Registration	600	Full	Ongoing
Reg & Admin	Postage Envelopes	Savings agreed with FH	Electoral Registration	12,600	Full	Ongoing
Reg & Admin	Publicity	Savings agreed with FH	Electoral Registration	800	Full	Ongoing
Reg & Admin	Other Miscellaneous Expenses	Savings agreed with FH	Electoral Registration	1,100	Full	Ongoing
Reg & Admin	Computer Software	Savings agreed with FH	Procurement	8,500	Full	Ongoing
Reg & Admin	Subscriptions General	Savings agreed with FH	Procurement	2,100	Full	Ongoing

2023/24 Capital Growth bids												13/12/2022
Committee	Amount £	Project	Requested By	Date	Explanation	Associate d Revenue Costs	Associated Savings	2023-24	2024-25	2025-26	2026-27	2027-28
Admin	25,500	General Software - annual programme	ICT	31/10/2022	General Hardware/Software - annual programme	0	0	25,500				
Admin	46,000	General Hardware - Homeworking Kit	ICT	31/10/2022	General Hardware/Software - annual programme	0	0	46,000		150,000		
Admin	31,000	General Hardware - Tablets	ICT	31/10/2022	General Hardware/Software - annual programme	0	0	31,000	11,000	11,000	40,000	
Admin	21,000	General Hardware - Mobiles	ICT	31/10/2022	General Hardware/Software - annual programme	0	0	21,000	21,000	10,000	9,000	21,000
Admin	38,000	Service Delivery Hardware Printers	ICT	31/10/2022	General Hardware/Software - annual programme	0	0	38,000				
Admin	5,000	Service Delivery Hardware Infrastructure	ICT	31/10/2022	General Hardware/Software - annual programme	0	0	5,000		350,000		
Admin	20,000	Acquisition of GovTech	Commissioning & Transformation	31/10/2022	Acquisition of GovTech - Fully automates Revenues forms with AI, projected increase take-up rate to 80%.	0	0	20,000				
Admin	85,000	website upgrade	Communications	31/10/2022	Website procurement exercise needs to be undertaken - current website contract expires September 2023	0	0	85,000				

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Nominations to Laleham Charities – Village Hall and Recreation Grounds

The following individuals have been nominated to Laleham Charities – Village Hall and Recreation Grounds for a four-year period ending December 2026:

Richard Stokes

Mavis Duncan

Geoff Want

Bob Parry

Kevin Rowell

Ken Williams

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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 1 January 2023 to 26 May 2023

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 19 01 2023	23/24 Budget	Non-Key Decision	Public	Paul Taylor, Chief Accountant
Administrative Committee 19 01 2023	Feedback on 23/24 Budget Setting Process - Administration	Non-Key Decision	Public	Matthew Williams, Committee Manager
Administrative Committee 19 01 2023	New and Revised Procurement Procedures to increase the threshold from £5,000 to £10,000 for the mandatory use of local suppliers.	Non-Key Decision	Public	Hilary Gillies, Interim Corporate Procurement Manager
Administrative Committee 08 06 2023	Q3 Capital Monitoring Report (October-December)	Non-Key Decision	Public	Paul Taylor, Chief Accountant
Administrative Committee 08 06 2023	Q3 Revenue Monitoring Report (October-December)	Non-Key Decision	Public	Paul Taylor, Chief Accountant