



Please reply to:

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06 January 2023

Notice of meeting

Corporate Policy and Resources Committee

Date: Monday, 16 January 2023

Time: 7.00 pm

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

To the members of the Corporate Policy and Resources Committee

Councillors:

J.R. Boughtflower (Chairman)	R.O. Barratt	L. E. Nichols
A.J. Mitchell (Vice-Chairman)	J.T.F. Doran	R.J. Noble
M.M. Attewell	S.A. Dunn	O. Rybinski
I.J. Beardsmore	T. Fidler	J.R. Sexton
M. Beecher	S.C. Mooney	V. Siva

Substitute Members: Councillors C. Bateson, C.F. Barnard, S. Buttar, J. Button,
N.J. Gething, M. Gibson, H. Harvey, T. Lagden,
D. Saliagopoulos, J. Vinson and S.J Whitmore

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

Spelthorne Borough Council, Council Offices, Knowle Green

Staines-upon-Thames TW18 1XB

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Agenda

Page nos.

1. Apologies and Substitutes

To receive apologies for absence and notification of substitutions.

2. Minutes

5 - 12

To confirm the minutes of the meetings held on 23 and 28 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. Questions from members of the Public

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

Note: the deadline for questions to be considered at this meeting is 5pm on day, date i.e day after agenda publication.

At the time of publication of this agenda no questions were received.

5. Ward Issues

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

Note: the deadline for ward issues to be notified for consideration at this meeting is 12 noon on day, date i.e day after agenda publication.

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

6. Exclusion of Public & Press (Exempt Business)

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

7. Service Plan - Procurement

13 - 28

Committee to consider the Procurement Service Plan for 2023/24.

8. Service Plan - Assets 29 - 56

Committee to consider the Assets Service Plan for 2023/24.

9. Determination of 2023/24 Council Tax Base for tax setting 57 - 62

The Committee is asked to make a recommendation to Council to approve:

1. The gross Council Tax Base for 2023/24 is determined at 41,185 (2022/23: 40,867) after taking account of the Council's agreed Council Tax Support Scheme, and
2. The net Council Tax Base for 2023/24 calculated as Band D equivalents, is determined at 39,949 (2022/23: 39,233) after adjustment by 3% to allow for irrecoverable amounts, appeals and property base changes.

10. 23/24 Budget (CP&R) 63 - 90

To review the budget, fees and charges, growth bids, savings bids and capital bids for the committee's areas of responsibility.

11. Outline Budget 2023/24

Report to follow.

12. Feedback on 23/24 Budget Setting Process - CPRC

The Committee are asked to provide feedback on the 2023/24 Budget setting process.

13. Reserves Policy 2023/24

Report to follow.

14. Calendar of Meetings 2023-2024 91 - 100

The Committee is asked to approve the Calendar of Meetings for 2023/24 as set out in Appendix 1 of the Report.

15. Terms of Reference for a Corporate Establishment Review

Report to follow.

16. Forward Plan 101 - 106

To consider the Forward Plan for committee business.

17. Urgent Actions

To note those urgent actions which have been taken by the Chief Executive in consultation with the Leader since the last Corporate Policy and Resources meeting on 28 November 2022.

18. Exclusion of Public & Press (Exempt Business)

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

19. Annual Commercial Property Report 2021/22

107 - 152

Committee is asked to approve the Annual Commercial Property Report for the year ending 31 March 2022 and to agree the recommendation that Option B is approved and that the report should be made publicly available on the Council's website..

a) Urgent Item - 2nd Floor Charter Building, Uxbridge

20. Temporary Adoption of the Staines Development Framework

153 - 160

Committee are asked to consider a report from the Chief Accountant and make a recommendation to Council in respect of the Motion brought before Council on 20 October seeking a temporary adoption of the Staines Development Framework.

**Minutes of the Corporate Policy and Resources Committee
23 November 2022**

Present:

Councillor J.R. Boughtflower (Chairman)

Councillors:

M.M. Attewell

S.A. Dunn

L. E. Nichols

M. Beecher

T. Fidler

J.R. Sexton

R.O. Barratt

S.C. Mooney

Substitutions: Councillors H. Harvey

Apologies: Councillors J.T.F. Doran, R.J. Noble and O. Rybinski

In Attendance: Councillors C. Bateson, S. Buttar and I.T.E. Harvey

121/22 Apologies and Substitutes

Apologies were received from Councillor Doran, Noble and Rybinski.
Councillor H Harvey attended the meeting as Councillor Rybinski's substitute.

122/22 Disclosures of Interest

There were none.

123/22 12 Hammersmith Grove

The Committee met to consider a report from the Property Manager on the re-letting options for the Ground to 3rd Floor, 12 Hammersmith Grove, London, W6 7AP following the surrender of the lease by the current occupant.

Following discussions, the Committee asked that the report be amended to make it clearer and additional information provided within.

The Committee **resolved** to defer the decision on the re-letting options until an Extraordinary Corporate Policy & Resources Committee meeting in January 2023.

**Minutes of the Corporate Policy and Resources Committee
28 November 2022**

Present:

Councillor J.R. Boughtflower (Chairman)

Councillors:

M.M. Attewell	T. Fidler	O. Rybinski
I.J. Beardsmore	S.C. Mooney	J.R. Sexton
M. Beecher	L. E. Nichols	
R.O. Barratt	R.J. Noble	

In attendance

Councillor S Buttar

124/22 Apologies and Substitutes

Apologies were received from Cllrs Doran, Dunn, Mitchell and Siva.

Cllr Barnard attended at Cllr Mitchell's substitute and Cllr Bateson attended as Cllr Dunn's substitute.

125/22 Minutes

The minutes of the meeting held on 10 October 2022 were agreed as a correct record.

126/22 Disclosures of Interest

There were none.

127/22 Questions from members of the Public

Two questions were raised by a member of the public in accordance with Standing Order 40. These were raised during the relevant agenda item.

128/22 Ward Issues

There were none.

129/22 Urgent Actions

There were none.

130/22 Knowle Green Estates Annual Report 2021/22

The Committee considered a report from the Board of Directors from Knowle Green Estates Ltd (KGE) in respect of the 2021/22 Annual Report.

The Committee were asked to agree the re-appointment of Anne Fillis and Darren Levy as Non-Executive Directors for a further period of two years.

Concerns were expressed by the KGE Directors due to the delay in Council developments commencing as these would provide a significant amount of homes that could be let to key workers and those currently on the Housing Waiting List.

The Committee advised that they had received positive comments from new tenants, particularly those living in the Benwell and West Wing developments.

The Committee queried the number of Key Performance Indicators (KPIs) outlined in the report. The Committee were advised that additional KPIs were reported back at Board Meetings and these would be circulated before the Extraordinary Council Meeting on 26 January 2023.

The Committee **resolved** to note the 2021/22 Annual Report and agreed to extend Anne Fillis and Darren Levy's Non-Executive Directorship until after the Extraordinary Council Meeting to be held 26 January 2023.

131/22 Corporate Risk Management

The Committee considered a report from the Internal Audit Manager that outlined the significant strategic risks and issues in delivering the Council priorities and objectives and the current control actions, current mitigating measures and planned future mitigations.

This report had been considered at the meeting of the Audit Committee on 24 November and they recommended that this should also be considered by the Corporate Policy & Resources Committee.

The Committee **resolved** to note the Corporate Risk Management Report.

132/22 Treasury Management Mid-Year Report

The Committee considered a Treasury Management Half Yearly Report that outlined the Treasury Management activity for the six months to September 2022 at Spelthorne Borough Council.

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

133/22 Outline Budget 2023/24

This item was deferred to the meeting of the Corporate Policy & Resources Committee to be held on 16 January 2023.

134/22 Determination of 2023/24 Council Tax Base for tax setting

This item was deferred to the meeting of the Corporate Policy & Resources Committee to be held on 16 January 2023.

135/22 Sinking Fund Policy

The Committee considered a report from the Chief Accountant on the Sinking Fund Policy 2022/23 to 2071/72.

Two questions had been received from a member of the public in relation to this item.

Question 1 from Kath Sanders:

“Given the value of some of the individual properties, and given that various financial tools are available to allocate funds and costs to individual properties within the portfolio and aggregate them and break them down, is it not vital to keep a view of the property-by-property risks, certainly for those which individually could pose a significant risk to any sinking fund model?”

Response from Cllr Boughtflower, Chair of Corporate & Policy Committee

“The individual properties will continued to be monitored on a property by property basis, with regular updates to councillors on emerging issues at either the Assets Portfolio Working Group or Development Sub-Committee, however, the Sinking Fund reserves are exactly like an insurance ‘fund’ for all our properties and need to fulfil two key criteria:

1. To deal with short term unplanned operational issues, such as, lease breaks/ or non-renewal of leases resulting in voids, and then additional rent frees etc. The sinking funds exist to insulate the Revenue Budget and council taxpayers from the impacts of any unplanned dips in rental income.
2. To build sufficient cash backed reserves to provide the Council with future options, including refurbishments (net of dilapidations) development and or sale of the site when the lease comes to an end.

Therefore the focus will be on the ‘fund’ delivering its key objectives of supporting the council’s service delivery, affordable housing and regeneration programme, as well as, delivering £230m plus to develop the properties during and after each tenancy has come to an end, without having to borrow

further funds for the purpose or impacting on council taxpayers. It should be borne in mind that whilst performance on some individual assets may be challenging at the same time on other assets (for example BP) the level of income being generated is more than originally anticipated, so across the portfolio there are always likely to be pluses and minuses, a portfolio wide approach reflects this.”

Question 2 from Kath Sanders:

“If we are to wait until January 2024 for a new "updated 50 year sinking fund model and risk analysis bench testing", what is being used in the meantime for monitoring and control purposes and where is the current risk model?”

Response from Cllr Boughtflower, Chair of Corporate & Policy Committee

“The strategy has been to build up the sinking funds over the last 7 years, and is the prime reason why the Council has the highest ratio of earmarked reserves to net revenue budget of any district or borough council in England (source LG Improve). The sinking funds have been monitored for the last 7 years on an annual basis as part of the budget setting process, with fortnightly 10 year forward projections on both a worst case and estimate case basis, on both a worst case basis, on a five year rolling basis as a part of medium term planning on a property by property basis and a long term basis for modelling and risk management.

As part of the current review, Officers are looking to evolve the Council’s long term financial modelling and want to assess various options including developing further the Council’s own models or using external models and once this evaluation is carried out, Council will be presented with their feedback in January 2024.

In the meantime, the current robust processes that have delivered just under £34m of cash back reserves and brought the property portfolio through the worst economic downturn in 300 years will continue to support the risk management and decision making process at the Council.”

The Committee **resolved** that this item be deferred until the meeting of the Corporate Policy & Resources Committee on 16 January 2023 so that members of the Committee can feedback to the Chief Accountant on how they would like the Policy enhanced.

136/22 Environmental, Social & Governance (ESG) Policy for Current and Future Medium-term Investments.

The Committee considered a report on the Environmental, Social & Governance (ESG) Policy for Current and Future Medium-term Investments that sought agreement from the Committee to:

1. Instruct Arlingclose, the Council's investment advisors, to carry out a review of the Council's existing medium term investment portfolio and provide an orderly timeline for the diversification of our existing portfolio in order to meet the proposed new criteria that is to be presented to Council on 20 April 2023,
2. Confirm that all future medium term investments will be expected to follow the ESG Policy; and
3. Confirm that where a managed fund can show that 85% or more of the companies included in that fund comply with the Council's ESG Policy, then overall that fund will have been deemed to comply with the policy and no further action on diversification would be required.

The Committee were advised that Officers would require a steer from Members as to which type of company they would or would not want the Council to invest in. Officers would need to then look at the possible effect on the Council's finances, if a decision was taken to move money away from a company that it currently invested in, and report back to Members.

The Committee **resolved** to agree the recommendations as outlined in the report.

137/22 Review of the Community Lettings Policy

The Committee considered a report from the Property Manager on a Review of Community Lettings Policy.

The Committee **resolved** to:

1. Approve the revised Community Lettings Policy; and
2. Approve the recommendation of the Community Lettings Policy Task Group in relation to the following two supplemental community lettings:
 - a) A new lease of the whole of the Long Lane Pavilion Stanwell to Stanwell Events; and
 - b) The supplemental letting of the changing rooms to Ashford Recreation Ground, Clockhouse Lane, Ashford to Dramatize.

138/22 Forward Plan

This item was not discussed.

139/22 Exclusion of Public & Press (Exempt Business)

No exempt items were discussed at this meeting so the Committee were not required to enter into a closed session.

140/22 Annual Commercial Property Report 2021/22

This item was not discussed at this meeting.

141/22 Oast House Listed Building

This item was not discussed at this meeting.

142/22 Temporary Adoption of the Staines Development Framework

This item was deferred to the meeting of the Council on 08 December 2022.

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Corporate Policy & Resources Committee



28 November 2022

Title	<i>Determination of the 2023/24 Council Tax base for tax setting.</i>
Purpose of the report	To make a decision and a recommendation to Council
Report Author	<i>Paul Taylor Chief Accountant</i>
Ward(s) Affected	All Wards
Corporate Priority	Service delivery
Recommendations	<p>That in accordance with its delegated powers the Corporate Policy & Resources Committee resolves that the following recommendation in accordance with the Local Authorities (Calculation of Tax Base) (England) Regulations 2012, is made to Council for approval:</p> <p>A. the gross Council Tax Base for 2023/24 is determined at 41,185 (2022/23: 40,867) after taking account of the Council's agreed Council Tax Support Scheme, and</p> <p>B. the net Council Tax Base for 2023/24 calculated as Band D equivalents, is determined at 39,949 (2022/23: 39,233) after adjustment by 3% to allow for; irrecoverable amounts, appeals and property base changes.</p>
Reason for Recommendation	<i>To meet the legal requirements to set the Council tax base and publish it to between 1 December 2022 and 31 January 2023 to Surrey County Council and the Surrey Police Commissioner.</i>

1. Summary of the report

- 1.1 Section 67 of the Local Government Finance Act 1992 requires the Council to determine and approve its Council Tax Base for the following financial year before 31st January each year.
- 1.2 The Council is required to calculate the Council Tax Base for its area and has a statutory obligation to notify the figure to the major precepting authorities (Surrey County Council and the Surrey Police Authority) with the Council tax base no later than 31st January 2023.

2. Key issues

- 2.1 The Council Tax Base is one of the key elements of the calculation concerned with setting the Council Tax under the Local Authorities (Calculation of Council Tax Base) (England) Regulation 2012.
- 2.2 All domestic properties within the Borough are banded by the Valuation Officer in one of eight bands. The tax base calculation includes the estimated number of chargeable dwellings, which after allowing for discounts and exemptions, appeals and voids for each ward for the period to 31st March 2023 results in the number of chargeable properties. Chargeable properties are converted to a Band D equivalent by applying the prescribed formula and an allowance for losses on collection.
- 2.3 This report sets out the various factors which have to be taken into account and provides the calculations to arrive at the tax base for 2023/24.
- 2.4 The 2023/24 Council Tax base is set out in Appendix A.

3. Financial implications

- 3.1 The Local Government Finance Act 2012 (LGFA 2012) includes a number of amendments to the LGFA 1992 which affects the calculation of the Council of the council tax base. These amendments gave powers to determine discounts and set premiums in certain circumstances.
- 3.2 Section 10 of the Local Government Finance Act 2012 imposes an obligation on Billing Authorities to set up a Council Tax Reduction Scheme to replace Council Tax Benefit from 1 April 2013. The Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012 specify that the tax base must be adjusted to take account of the amount to be paid in accordance with the reduction scheme.
- 3.3 In arriving at a net base, allowance must be made for irrecoverable amounts, movements as a result of appeals and property base changes (new properties). For this purpose, an allowance of 3% is proposed.
- 3.4 The Council Tax Base for 2023/24 has been calculated in accordance with the prescribed guidelines

4. Risk considerations

- 4.1 The Council will not be able to calculate its share of Council Tax for 2023/24 until the Corporate Policy & Resources Committee have exercised its delegated power and agreed the figures contained in appendix A.
- 4.2 Should a recommendation not be forthcoming until after 31 January 2023, then the Council will suffer severe reputational damage with its stakeholders, Surrey County Council and the Surrey Police Commissioner, as they will not be able to complete their 2023/24 Budgets and Council Tax setting protocols.

5. Procurement considerations

- 5.1 None

6. Legal considerations

- 6.1 On the basis that this decision is made by 31 January 2023, there are no legal implications.

7. Other considerations

- 7.1 None.

8. Equality and Diversity

8.1 None.

9. Sustainability/Climate Change Implications

9.1 None.

10. Timetable for implementation

10.1 29 November – Corporate Policy & resources agree the 2023/24 Council Tax Base

10.2 By 31 January 2023, Spelthorne Borough Council advise Surrey County Council and the Surrey Police Commissioner of the Council Tax Base for 2023/24.

11. Contact

11.1 Paul Taylor p.taylor@speltorne.gov.uk

Background papers: There are none.

Appendices: Appendix A – Council Tax Base for 2023/24

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Appendix A - Council Tax Base for 2023/24

08/11/2022

Band	A(DR*)	A	B	C	D	E	F	G	H	O	Total
Number of dwellings equivalents after applying discounts and premiums to calculate tax base.	1.00	366.00	1458.25	8451.25	13717.00	9312.25	4331.75	2039.75	106.25		39783.50
Reduction in taxbase as a result of local council tax support	0.00	54.76	275.89	1173.22	996.12	267.63	55.37	10.14	0.00		2833.13
<hr/>											
Number of dwellings equivalents after applying discounts, premiums and local tax support to calculate taxbase	1.00	311.24	1182.36	7278.03	12720.88	9044.62	4276.38	2029.61	106.25		36950.37
<hr/>											
Ratio to band D	0.555555556	0.7	0.7777778	0.888888889	1.00	1.22	1.4444444	1.6666667	2	0	
Total number of band D equivalents after allowance for council tax support (to 1 decimal place)	0.60	207.50	919.60	6469.40	12720.90	11054.50	6177.00	3382.70	212.50	0.00	41144.70
Number of band D equivalents of contributions in lieu (in respect of Class O exempt dwellings) in 2022-23										40.00	40.00
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Tax base after allowance for council tax support (to 1 decimal place)	0.60	207.50	919.60	6469.40	12720.90	11054.50	6177.00	3382.70	212.50	40.00	41184.70
Less adjustment for losses in collection 3%											-1235.54
Net Tax Base											39949.16
<hr/>											
2022/23 Band D equivalent	0.56	205.23	903.74	6369.15	12632.82	11015.83	6134.51	3351.37	214.00	40.00	40867.21
Less adjustment for losses in collection 3%											-1634.69
Net Tax Base											39232.52

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Dear Chair, Vice Chair and members of the Corporate Policy & Resources 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 – **to follow later this afternoon as we are resolving a minor formatting issue.**
- 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.

Please note that once the Local Government Provisional Funding Settlement has been announced, you will each receive a detailed cost centre base budget that will show all the information, from Council's aggregate net expenditure base budgets (for all Committees) through to the movements on reserve, i.e., the complete budget, providing full details on properties (rents, landlord costs, MRP, loan interest and Sinking fund movements, etc.,) Officers will aim to get this to you before the Christmas break, but it is likely that you will receive it in the New Year, giving you time to focus on the individual cost centres within your Committee in the first instance.

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
Accountancy	704.9	675.8	(29.1)
Asset Mgn Administration	817.0	336.8	(480.2)
Chief Executive	234.9	242.4	7.5
Deputy Chief Executives	296.8	300.9	4.1
General Property Expenses	(3.0)	(40.1)	(37.1)
Facilities Management	733.4	751.4	18.0
Planned Maintenance Programme	1,371.5	1,370.8	(0.7)
Project Management	597.3	607.7	10.4
MAT Secretariat & Support	100.3	101.4	1.1
Unapportionable CentralO/heads	1,319.3	1,523.2	203.9
Corporate Policy & Resources Committee	6,172.4	5,870.3	(302.1)

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Budget Report for 23/24 & 22/23**Corporate Policy and Resources**

<u>Responsive Maintenance</u>		<u>11499</u>	<u>23/24</u>	<u>22/23</u>
2007	Improvements and Adaptation		0.00	0.00
			<u>0.00</u>	<u>0.00</u>
<u>R&R Other Properties</u>		<u>11581</u>	<u>23/24</u>	<u>22/23</u>
2001	Responsive maintenance		0.00	0.00
			<u>0.00</u>	<u>0.00</u>
<u>Runnymede Estates</u>		<u>11599</u>	<u>23/24</u>	<u>22/23</u>
1001	Salaries		131,700.00	133,700.00
1101	National Insurance		15,400.00	17,100.00
1111	Superannuation		23,400.00	23,900.00
1207	Stand By allowance		4,000.00	4,000.00
2001	Responsive maintenance		700,000.00	1,130,000.00
2002	Programmed Maintenance		356,300.00	0.00
2007	Improvements and Adaptation		130,000.00	0.00
3902	Essential User Car Allowance		3,000.00	2,800.00
4401	Consultants fees		0.00	0.00
4404	Surveyors		0.00	50,000.00
4552	Computer Software		7,000.00	10,000.00
			<u>1,370,800.00</u>	<u>1,371,500.00</u>
<u>Adv for House Purchases (HAA)</u>		<u>12203</u>	<u>23/24</u>	<u>22/23</u>
7703	Loans LA Int Rec'd		0.00	0.00

Budget Report for 23/24 & 22/23

		<u>0.00</u>	<u>0.00</u>
<u>Charlton Hall</u>	<u>14802</u>	<u>23/24</u>	<u>22/23</u>
5903 Depn		0.00	0.00
7501 Rents		-12,000.00	-12,000.00
		<u>-12,000.00</u>	<u>-12,000.00</u>
<u>St Martins Hall</u>	<u>14805</u>	<u>23/24</u>	<u>22/23</u>
5903 Depn		0.00	0.00
7501 Rents		-11,000.00	-11,000.00
		<u>-11,000.00</u>	<u>-11,000.00</u>
<u>Redcross Hall Shepperton</u>	<u>14807</u>	<u>23/24</u>	<u>22/23</u>
7305 Other fees - Premises		0.00	0.00
7501 Rents		-3,500.00	-3,500.00
		<u>-3,500.00</u>	<u>-3,500.00</u>
<u>Memorial Gardens</u>	<u>15112</u>	<u>23/24</u>	<u>22/23</u>
2113 Miscellaneous Works		0.00	0.00
		<u>0.00</u>	<u>0.00</u>
<u>Lammas Park Sea Cadets</u>	<u>15122</u>	<u>23/24</u>	<u>22/23</u>
2404 Business Rates		0.00	0.00
		<u>0.00</u>	<u>0.00</u>
<u>Elmsleigh Car park Ramp</u>	<u>21113</u>	<u>23/24</u>	<u>22/23</u>
4979 Other Miscellaneous Expenses		0.00	0.00

Budget Report for 23/24 & 22/23

		<u>0.00</u>	<u>0.00</u>
<u>Knowle Green Redevelopment</u>	<u>21114</u>	<u>23/24</u>	<u>22/23</u>
4979 Other Miscellaneous Expenses		0.00	0.00
		<u>0.00</u>	<u>0.00</u>
<u>Spelthorne Leisure Centre</u>	<u>21116</u>	<u>23/24</u>	<u>22/23</u>
4401 Consultants fees		0.00	0.00
		<u>0.00</u>	<u>0.00</u>
<u>Elmsleigh Lifts</u>	<u>21121</u>	<u>23/24</u>	<u>22/23</u>
4979 Other Miscellaneous Expenses		0.00	0.00
		<u>0.00</u>	<u>0.00</u>
<u>CX</u>	<u>30101</u>	<u>23/24</u>	<u>22/23</u>
1001 Salaries		132,900.00	131,000.00
1101 National Insurance		18,100.00	19,400.00
1111 Superannuation		23,000.00	22,700.00
1601 Professional subscriptions		500.00	500.00
1606 Cash Alternative to leased car		6,800.00	6,500.00
1703 Other training		56,500.00	45,000.00
1803 Employee related insurance		1,400.00	1,400.00
3901 Public Transport		200.00	1,500.00
4106 Refreshments at meetings		300.00	1,400.00
4301 Internal printing		500.00	500.00
4312 Books & publications		500.00	3,100.00
4507 Postage Envelopes		0.00	0.00

Budget Report for 23/24 & 22/23

4511	Telephones call charges	200.00	200.00
4516	Mobile phones	500.00	500.00
4601	Subsistence	0.00	200.00
4602	Conference expenses	500.00	500.00
4603	Conference fees travel & subst	500.00	500.00
4701	Subscriptions General	0.00	0.00
		<u>242,400.00</u>	<u>234,900.00</u>

<u>CX Secretariat</u>	<u>30102</u>	<u>23/24</u>	<u>22/23</u>
1001	Salaries	75,700.00	66,500.00
1002	Overtime	1,000.00	1,000.00
1003	Committee Attendance	100.00	100.00
1101	National Insurance	8,100.00	8,400.00
1111	Superannuation	13,100.00	12,700.00
1803	Employee related insurance	1,000.00	1,000.00
3905	Car Mileage Allowance	0.00	100.00
4301	Internal printing	500.00	1,200.00
4311	Office Stationery	0.00	0.00
4507	Postage Envelopes	100.00	500.00
4511	Telephones call charges	200.00	200.00
4979	Other Miscellaneous Expenses	1,600.00	1,600.00
4983	Unders/Overs	0.00	0.00
		<u>101,400.00</u>	<u>100,300.00</u>

<u>Assistant CXs</u>	<u>30121</u>	<u>23/24</u>	<u>22/23</u>
1001	Salaries	213,400.00	209,600.00

Budget Report for 23/24 & 22/23

1101	National Insurance	29,100.00	30,900.00
1111	Superannuation	37,800.00	36,700.00
1212	Additional allowance	5,000.00	3,000.00
1601	Professional subscriptions	1,800.00	1,800.00
1606	Cash Alternative to leased car	10,400.00	10,200.00
1803	Employee related insurance	2,400.00	2,200.00
3901	Public Transport	0.00	100.00
3903	Leased Cars	0.00	0.00
4106	Refreshments at meetings	0.00	200.00
4301	Internal printing	200.00	200.00
4312	Books & publications	0.00	100.00
4511	Telephones call charges	200.00	200.00
4516	Mobile phones	600.00	600.00
4601	Subsistence	0.00	200.00
4602	Conference expenses	0.00	400.00
4603	Conference fees travel & subst	0.00	400.00
4701	Subscriptions General	0.00	0.00
4983	Unders/Overs	0.00	0.00
		<u>300,900.00</u>	<u>296,800.00</u>

Accountancy**30126****23/24****22/23**

1001	Salaries	594,700.00	576,800.00
1011	Temporary Staff	20,000.00	20,000.00
1101	National Insurance	64,300.00	66,900.00
1111	Superannuation	103,200.00	99,900.00
1202	First Aid Allowance	200.00	200.00

Budget Report for 23/24 & 22/23

1209	Fire Wardens Allowance	200.00	200.00
1212	Additional allowance	2,500.00	0.00
1601	Professional subscriptions	1,800.00	1,800.00
1803	Employee related insurance	5,500.00	5,300.00
4301	Internal printing	300.00	300.00
4312	Books & publications	10,300.00	10,000.00
4316	Shredding	0.00	0.00
4507	Postage Envelopes	900.00	900.00
4511	Telephones call charges	500.00	500.00
4552	Computer Software	31,000.00	30,100.00
4701	Subscriptions General	12,400.00	12,000.00
4983	Unders/Overs	0.00	0.00
4990	Set-aside contributions	-69,000.00	0.00
7117	Set A Side Funding	0.00	-69,000.00
7143	Staff Reimburseem Other	-103,000.00	-51,000.00
7151	Other Reimbursements	0.00	0.00
		<u>675,800.00</u>	<u>704,900.00</u>

<u>Asset Management Admin</u>	<u>30132</u>	<u>23/24</u>	<u>22/23</u>
1001	Salaries	667,200.00	645,800.00
1012	Agency Staff	140,000.00	179,000.00
1101	National Insurance	76,600.00	79,700.00
1111	Superannuation	115,400.00	111,900.00
1209	Fire Wardens Allowance	400.00	400.00
1601	Professional subscriptions	500.00	500.00
1803	Employee related insurance	2,600.00	2,600.00

Budget Report for 23/24 & 22/23

3902	Essential User Car Allowance	11,200.00	10,100.00
3905	Car Mileage Allowance	400.00	400.00
4301	Internal printing	500.00	500.00
4312	Books & publications	300.00	300.00
4315	Microfilming	0.00	0.00
4401	Consultants fees	107,500.00	145,800.00
4403	Valuers	35,000.00	35,000.00
4412	Land registry	2,700.00	2,700.00
4507	Postage Envelopes	0.00	0.00
4511	Telephones call charges	1,200.00	1,200.00
4516	Mobile phones	600.00	600.00
4552	Computer Software	62,000.00	62,000.00
4603	Conference fees travel & subst	400.00	400.00
4701	Subscriptions General	0.00	0.00
4979	Other Miscellaneous Expenses	0.00	0.00
4983	Unders/Overs	0.00	0.00
4990	Set-aside contributions	-466,000.00	0.00
5012	External Contracts	0.00	0.00
7117	Set A Side Funding	0.00	0.00
7151	Other Reimbursements	-391,200.00	-431,600.00
7305	Other fees - Premises	-4,000.00	-3,800.00
7503	Licences/ Wayleaves/ Easements	0.00	
		<u>363,300.00</u>	<u>843,500.00</u>

Knowle Green Relocation**30134****23/24****22/23**

4401	Consultants fees	0.00	0.00
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Budget Report for 23/24 & 22/230.000.00

<u>General Staff Exp Allocated</u>	<u>30301</u>	<u>23/24</u>	<u>22/23</u>
1804	Flexitime expenses	0.00	1,000.00
2114	Health & Safety	0.00	0.00
4417	Security services	38,100.00	32,700.00
4504	Document Exchange	0.00	3,300.00
		<u>38,100.00</u>	<u>37,000.00</u>

<u>General Staff Exp Unallocated</u>	<u>30302</u>	<u>23/24</u>	<u>22/23</u>
1113	Lump sum Compensation	205,000.00	205,000.00
1114	Super Added Years	1,269,000.00	1,269,000.00
1604	Staff Medical	1,000.00	1,000.00
1801	Eyesight tests	1,000.00	1,000.00
4401	Consultants fees	26,900.00	26,900.00
4808	Spelthorne Social club grant	1,000.00	1,000.00
4979	Other Miscellaneous Expenses	-47,500.00	-248,700.00
4983	Unders/Overs	0.00	0.00
5022	Medical Advisor	28,700.00	27,100.00
6201	Central Departments Recharged	0.00	0.00
		<u>1,485,100.00</u>	<u>1,282,300.00</u>

<u>Internal Printing</u>	<u>30502</u>	<u>23/24</u>	<u>22/23</u>
4022	Office Equipment Leasing	1,000.00	1,000.00
4041	Print Unit Printers Usage chg	0.00	0.00
4042	Printers Lease chg	0.00	3,000.00
4043	Printers consumables	500.00	500.00

Budget Report for 23/24 & 22/23

4051	PrintUnit Supplies Letterheads	1,000.00	1,000.00
4052	PrintUnit Supplies White Paper	8,000.00	8,000.00
4053	PU Supplies Coloured Paper	1,000.00	1,000.00
4057	Print Unit Supplies Paper	1,000.00	1,000.00
		<u>12,500.00</u>	<u>15,500.00</u>

<u>External Printing</u>	<u>30504</u>	<u>23/24</u>	<u>22/23</u>
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4302	External printing	24,900.00	22,400.00
		<u>24,900.00</u>	<u>22,400.00</u>

<u>Photocopying</u>	<u>30506</u>	<u>23/24</u>	<u>22/23</u>
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4041	Print Unit Printers Usage chg	0.00	25,000.00
4042	Printers Lease chg	20,000.00	20,000.00
		<u>20,000.00</u>	<u>45,000.00</u>

<u>Knowle Green Offices</u>	<u>30703</u>	<u>23/24</u>	<u>22/23</u>
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1001	Salaries	180,700.00	170,200.00
1002	Overtime	2,000.00	2,000.00
1101	National Insurance	19,100.00	19,100.00
1111	Superannuation	31,200.00	29,600.00
1202	First Aid Allowance	400.00	400.00
1803	Employee related insurance	900.00	900.00
2201	Grounds maintained noncontract	0.00	0.00
2301	Electricity	65,000.00	45,000.00
2302	Gas	27,000.00	17,000.00
2404	Business Rates	240,600.00	219,000.00

Budget Report for 23/24 & 22/23

2405	Water Charges	6,000.00	6,000.00
2601	Cleaning materials	5,200.00	5,000.00
2602	Window cleaning	2,400.00	2,400.00
2603	Trade waste collection	8,000.00	8,000.00
2604	Contract cleaning	58,700.00	54,000.00
3001	Commercial Vehicle Lease	0.00	0.00
3201	Commercial Vehicle Fuel	0.00	0.00
3902	Essential User Car Allowance	1,200.00	1,200.00
4002	Operational Equipment Maint.	10,000.00	10,000.00
4003	Operational equipment leasing	1,300.00	1,300.00
4010	Flexitime Expenses	3,000.00	3,000.00
4103	Tea Trolley provisions	6,000.00	6,000.00
4202	Uniforms	1,000.00	1,000.00
4301	Internal printing	100.00	100.00
4316	Shredding	2,500.00	2,500.00
4511	Telephones call charges	4,300.00	4,300.00
4512	Telephone Maintenance	0.00	0.00
4516	Mobile phones	200.00	200.00
4930	Knowle Green Office Moves	0.00	10,000.00
4979	Other Miscellaneous Expenses	9,000.00	2,000.00
5012	External Contracts	0.00	0.00
5903	Depn	0.00	0.00
7151	Other Reimbursements	-23,000.00	0.00
7441	Lettings	0.00	0.00
7501	Rents	0.00	0.00
7508	SCC Adult Social Care	0.00	0.00

Budget Report for 23/24 & 22/23

7511	Rents T.Bayliss	0.00	0.00
7513	Surrey Police	0.00	0.00
7515	Surrey CC Rents	0.00	0.00
7516	Enterprise Zones	0.00	0.00
7517	Kempton Carr Croft	0.00	0.00
7518	Robertson Technologies	0.00	0.00
		<u>662,800.00</u>	<u>620,200.00</u>

<u>Office Services</u>	<u>30705</u>	<u>23/24</u>	<u>22/23</u>
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1002	Overtime	0.00	0.00
1803	Employee related insurance	0.00	0.00
4021	Office Equipment Purchase	8,700.00	8,700.00
4023	Office Equipment Maintenance	2,400.00	2,400.00
4031	Office Furniture Purchase	6,000.00	6,000.00
4202	Uniforms	0.00	0.00
4301	Internal printing	0.00	0.00
4311	Office Stationery	10,000.00	13,100.00
4314	Document storage	0.00	0.00
4507	Postage Envelopes	4,100.00	100.00
4511	Telephones call charges	0.00	0.00
4516	Mobile phones	0.00	0.00
		<u>31,200.00</u>	<u>30,300.00</u>

<u>General Properties</u>	<u>31002</u>	<u>23/24</u>	<u>22/23</u>
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2301	Electricity	0.00	0.00
2302	Gas	0.00	0.00
2401	Rents	5,500.00	5,500.00

Budget Report for 23/24 & 22/23

2404	Business Rates	2,500.00	0.00
2405	Water Charges	1,500.00	1,500.00
4401	Consultants fees	10,000.00	22,600.00
4403	Valuers	10,000.00	20,000.00
4404	Surveyors	7,000.00	5,400.00
4412	Land registry	0.00	0.00
5012	External Contracts	0.00	0.00
5903	Depn	0.00	0.00
7305	Other fees - Premises	-1,000.00	-1,000.00
7501	Rents	-42,200.00	-35,000.00
7503	Licences/ Wayleaves/ Easements	-33,400.00	-22,000.00
		<u>-40,100.00</u>	<u>-3,000.00</u>

<u>Corporate Project Management</u>	<u>31504</u>	<u>23/24</u>	<u>22/23</u>
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1001	Salaries	437,300.00	366,600.00
1011	Temporary Staff	15,000.00	30,000.00
1101	National Insurance	48,900.00	40,800.00
1111	Superannuation	74,700.00	57,500.00
1606	Cash Alternative to leased car	5,200.00	5,100.00
1803	Employee related insurance	2,800.00	2,700.00
4301	Internal printing	300.00	300.00
4401	Consultants fees	3,000.00	0.00
4516	Mobile phones	300.00	300.00
4552	Computer Software	-47,000.00	0.00
4983	Unders/Overs	0.00	0.00

Budget Report for 23/24 & 22/23**540,500.00****503,300.00**

<u>Corporate Back Scanning</u>	<u>31505</u>	<u>23/24</u>	<u>22/23</u>
1001 Salaries		51,200.00	43,700.00
1101 National Insurance		4,600.00	4,000.00
1111 Superannuation		8,800.00	7,600.00
1803 Employee related insurance		800.00	800.00
4552 Computer Software		1,800.00	7,900.00
4979 Other Miscellaneous Expenses		0.00	0.00
		<u>67,200.00</u>	<u>94,000.00</u>

<u>Corporate Savings</u>	<u>31506</u>	<u>23/24</u>	<u>22/23</u>
1001 Salaries		0.00	0.00
2142 Special Items		0.00	0.00
		<u>0.00</u>	<u>0.00</u>

<u>Contingency Provision COVID-19</u>	<u>31512</u>	<u>23/24</u>	<u>22/23</u>
4999 Covid-19 Expenditure		0.00	0.00
		<u>0.00</u>	<u>0.00</u>

<u>Grand Total:</u>		<u>5,870,300.00</u>	<u>6,172,400.00</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

Corporate Policy & Resources

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Asset Management

Property Fees

Work charges (general fees)

	2022/23 Charge	2023/24 Charge	VAT	Record
Consent under Lease (assignment, alterations etc.)	421.00	442.05	S	1,493
Disposal of Council land (at third party's request)	790.00	829.50	S	1,496
Entering into a new Lease	790.00	829.50	S	1,487
Entering into a new Licence	421.00	442.05	S	1,488
Lease Renewal (substantially new terms)	632.00	663.60	S	1,489
Lease Renewal (substantially same terms as before)	474.00	497.70	S	1,490
Licence Renewal (substantially new terms)	342.00	359.10	S	1,491
Licence Renewal (substantially same terms as before)	263.00	276.15	S	1,492
New Wayleave, Easement etc.	527.00	553.35	S	1,494
Regularisation of encroachment	527.00	553.35	S	1,495

Asset Management

Property Fees

2022/23 Charge

2023/24 Charge

VAT

Record

Work charges (third sector fees)

Consent under Lease (assignment, alterations etc.)	211.00	221.57	S	1,503
Disposal of Council land (at third party's request)	790.00	829.50	S	1,506
Entering into a new Lease	395.00	414.75	S	1,497
Entering into a new Licence	211.00	221.55	S	1,498
Lease Renewal (substantially new terms)	316.00	331.80	S	1,499
Lease Renewal (substantially same terms as before)	237.00	248.85	S	1,500
Licence Renewal (substantially new terms)	168.00	176.40	S	1,501
Licence Renewal (substantially same terms as before)	131.00	137.55	S	1,502
New Wayleave, Easement etc.	263.00	276.15	S	1,504
Regularisation of encroachment	263.00	276.15	S	1,505

Fees and Charges

Printed Date: 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	General	General	General	
										Fund Net Cost 2023/24	Fund Net Cost 2024/25	Fund Net Cost 2025/26	Fund Net Cost 2026/27	
CP&R	Increase in NNDR Costs			National Business Rates Revaluation - Increase in SBC liabilities for NNDR on non-investment properties.	Business Rates SBC	157,900		0	Full		157,900	157,900	157,900	157,900
CP&R	Climate change officer - Funding for 3 years	1.00	Fully Funded	Funding for the Climate Change Officer position ends on 31 March 2023 therefore submitting a protective growth bid for additional funding or requesting further money via a GIF bid. Under the Climate Change Act 2008 local authorities have duties to deliver which needs a post to do so plus the Council has agreed a climate change strategy which it is expected to deliver on, and resource is required to do so. It was agreed to make this post permanent, and funding would be provided	Commissioning & Transformation	48,600	48,600	Full	Ongoing	0	0	0	0	0
CP&R	Projects software costs			Service charges for GovTech Estimated to save Spelthorne 3,238 staff hours a year equivalent of 2.2 FTE or £36k. Time saved to be invested in collection/recovery – generating further income and increasing ROI. Estimated postage savings of 22.5k p.a. Total estimated savings calculated at £58.5k p.a (£31.5k after service fees: £58.5k - £27k)	Commissioning & Transformation	27,000		Full	Ongoing	27,000	27,000	27,000	27,000	27,000
CP&R	Projects software costs			Development of Revenues e-billing capability through integration with Academy/Grancius to enable cancellation of PARIS software and reduce printing/postage cost by increasing sign ups. Software needs additional configuration and development from supplier at a one-off cost of £7,000	Commissioning & Transformation	10,000		Full	Ongoing	10,000	3,000	3,000	3,000	3,000
CP&R	Projects software costs			Monthly Licensing costs for Hybrid Solution £250 p/m - printing & postage costs will continue to be from service budgets but at a greatly reduced rate	Commissioning & Transformation	3,000		Full	Ongoing	3,000	3,000	3,000	3,000	3,000
CP&R	Projects consultants costs			Budget for GDPR external assistance for large Subject Access Requests and potential complex case issues	Commissioning & Transformation	3,000		Full	Ongoing	3,000	3,000	3,000	3,000	3,000
CP&R	Projects software costs			Booking system consultancy and training. Software is under-utilised, needs to be re-configured and re-developed - training provided £300 per day at least a week required in total. Potential to increase uptake in online booking and save significant staff time	Commissioning & Transformation	1,500		Full	One Off	1,500	0	0	0	0
CP&R	Equality & Diversity			Undertake additional duties towards Equality & Diversity	Chief Executive	10,000		Full	One off	10,000				

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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
CP&R	Projects software costs	Service charges for GovTech Estimated to save Spelthorne 3,238 staff hours a year equivalent of 2.2 FTE or £36k. Time saved to be invested in collection/recovery – generating further income and increasing ROI. Estimated postage savings of 22.5k p.a. Total estimated savings calculated at £58.5k p.a (£31.5k after service fees: £58.5k - £27k)	Commissioning & Transformation	22,500	Full	Ongoing
CP&R	Projects software costs	Corporate Hybrid Mail Solution- Savings of £30k per annum were identified following feasibility study through reduction of print/paper/post/printer maintenance. Further savings expected through staff time saving which were not included in study.	Commissioning & Transformation	30,000	Full	Ongoing
CP&R	Projects software costs	Service charges for GovTech Estimated to save Spelthorne 3,238 staff hours a year equivalent of 2.2 FTE or £36k. Time saved to be invested in collection/recovery – generating further income and increasing ROI. Estimated postage savings of 22.5k p.a. Total estimated savings calculated at £58.5k p.a (£31.5k after service fees: £58.5k - £27k)	Commissioning & Transformation	36,000	Full	Ongoing
CP&R	Public Transport	Savings as agreed with TC	Chief Executive	1,300	Full	Ongoing
CP&R	Refreshments at meetings	Savings as agreed with TC	Chief Executive	1,100	Full	Ongoing
CP&R	Books & publications	Savings as agreed with TC	Chief Executive	2,600	Full	Ongoing
CP&R	Subsistence	Savings as agreed with TC	Chief Executive	200	Full	Ongoing
CP&R	Car Mileage Allowance	Savings as agreed with TC	MAT Secretariat	100	Full	Ongoing
CP&R	Internal printing	Savings as agreed with TC	MAT Secretariat	700	Full	Ongoing
CP&R	Postage Envelopes	Savings as agreed with TC	MAT Secretariat	400	Full	Ongoing
CP&R	Public Transport	Savings as agreed with TC	Deputy Chief Executive	100	Full	Ongoing
CP&R	Refreshments at meetings	Savings as agreed with TC	Deputy Chief Executive	200	Full	Ongoing
CP&R	Books & publications	Savings as agreed with TC	Deputy Chief Executive	100	Full	Ongoing
CP&R	Subsistence	Savings as agreed with TC	Deputy Chief Executive	200	Full	Ongoing
CP&R	Conference expenses	Savings as agreed with TC	Deputy Chief Executive	400	Full	Ongoing
CP&R	Conference fees travel & subst	Savings as agreed with TC	Deputy Chief Executive	400	Full	Ongoing

Committee	Details of Savings Offered	Explanation of proposed saving	Service Area	Amount	Full / Part Year	Ongoing or one off
CP&R	Computer Software	Savings agreed with SM Budget not fully used - email to department to raise - no reply received or explanation given for use	Commissioning & Transformation	6,300	Full	Ongoing
CP&R	Agency Costs	Budget not fully used - email to department to raise - no reply received or explanation given for use	Asset Management	39,000	Full	Ongoing
CP&R	Consultants fees	Budget required for £7,000 for Dwellant Software - previous budget £10k	Asset Management	45,800	Full	Ongoing
CP&R	Computer Software	Budget no longer required as it was a historic budget for Project LIMA.	Building Services	3,000	Full	Ongoing
CP&R	Office Moves	Budget no longer required as printers are not leased	KG Offices	10,000	Full	Ongoing
CP&R	Printer Leasing	Budget no longer required as printers are not leased	Photocopying	25,000	Full	Ongoing
CP&R	Printer Leasing	Budget historically underspent - no reason supplied from department to keep.	Internal Printing	3,000	Full	Ongoing
CP&R	Consultants fees	Budget historically underspent - no reason supplied from department to keep.	General Properties	12,600	Full	Ongoing
CP&R	Valuers	Budget historically underspent - no reason supplied from department to keep.	General Properties	10,000	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
CP&R	8,662,000	Benwell II	Assets	31/10/2022		0	0	2,888,000	5,774,000			
CP&R	150,000	Recruit an additional Development Manager - Affordable Housing	Assets	31/10/2022		0	0	150,000	150,000	150,000	150,000	
CP&R	-150,000	Funding for the additional Development Manager from Street Acquisitions budget.	Assets	31/10/2022		0	0	- 150,000	- 150,000	- 150,000	- 150,000	
CP&R	130,000	KGE Estate – Ashford Cemetery Lodge and 82 Cranford avenue - Not sure at this stage if Housing want to convert to 2 flats	Assets	31/10/2022		0	0	130,000				
CP&R	400,000	2 additional units Benwell Ph1 – Affordable Housing	Assets	31/10/2022		0	0	400,000				

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Corporate Policy and Resources Committee



16 January 2023

Title	Calendar of Meetings 2023-24
Purpose of the report	To make a recommendation to Council
Report Author	Matthew Williams, Committee Manager
Ward(s) Affected	All Wards
Exempt	No
Exemption Reason	Not Applicable
Corporate Priority	Community Affordable housing Recovery Environment Service delivery
Recommendations	Committee is asked to: Recommend Council to approve the Calendar of Meetings for 2023-2024 as set out in Appendix 1.
Reason for Recommendation	The Calendar of Meetings provides a framework for the democratic and decision-making procedures that will underpin the delivery of the Council's key corporate priorities.

1. Summary of the report

1.1 This report proposes a schedule of Council and Committee meetings (Appendix 1) to enable the consideration of Council business during the period from August 2023 to August 2024.

2. Key issues

2.1 Meetings of the Council have been scheduled with the following general principles in mind, to enable effective decision-making whilst making the best use of resources available:

- i) Avoidance of Surrey school holidays wherever possible. It is not possible to additionally accommodate the differing holiday periods of private schools.
- ii) Maintaining the current scheduling of Council meetings i.e. meetings in July, October, December, February and April and the Annual (Mayor making) meeting in May.

- iii) The Committee meetings have been programmed to ensure that matters which need to be referred on to the Corporate Policy and Resources Committee and/or Council can proceed in a timely way, thereby enabling the Council to implement its priorities and strategies, as well as fulfil its constitutional and legal obligations.
 - iv) A reduction in the number of Environment and Sustainability Committee meetings from 7 to 5 after consultation with the Group Head Commissioning and Transformation and consideration of the following points:
 - The Green Initiatives Fund will be mostly allocated by May 2023
 - Following adoption, the Local Plan can be accommodated within the ordinary cycle of meetings
 - CIL Funds are likely to be considered by a Task Group and the Committee will receive updates in the normal cycle of meeting, this is to be determined by a report due to go to the Standards Committee.
 - Should additional meetings become necessary we can add in Extraordinary meetings as necessary
 - v) The Regulatory and Administrative Committees feed directly into Council (i.e. Planning, Licensing, Audit, Standards and Administrative)
 - vi) Each Committee meets wherever possible on the same day of the week.
 - vii) Licensing Committee primarily meets as a daytime Sub-Committee and those meetings are arranged as and when required. Rather than schedule a monthly Licensing Committee which is likely to be cancelled, this Committee can be scheduled as and when we are notified of business.
 - viii) Planning Committee meets every 4 weeks except in May 2024 due to an election. In May 2024 the Planning Committee will have a 5-week gap followed by a 3-week gap. This alternative scheduling has been approved by Esme Spinks, Planning Development Manager.
- 2.2 The Committee Chairs have the power to call additional or extraordinary meetings, when required, to accommodate urgent or unscheduled matters of business.
- 2.3 The Chief Finance Officer has been consulted on the suitability of dates to enable financial reports to be ready for consideration at the relevant service committees on a timely basis.
- 3. Options analysis and proposal**
- 3.1 The calendar of meetings provides a framework for the democratic and decision-making processes that will underpin the delivery of the Council's key priorities. It is proposed to agree the dates as set out in Appendix 1.
- 4. Financial implications**

- 4.1 The cost of administering the proposed meetings will be met from within existing budgets.
- 5. Risk considerations**
- 5.1 There are no direct risk implications arising from this report. Meetings have been scheduled to enable the timely consideration of ordinary business, with the flexibility for extraordinary meetings to be called as business requires.
- 6. Procurement considerations**
- 6.1 There are no direct procurement implications arising from this report.
- 7. Legal considerations**
- 7.1 Council and Committee meetings have been scheduled to fulfil the Council's constitutional and legal obligations.
- 8. Other considerations**
- 8.1 Additional Committee meetings to those proposed will have resource implications.
- 9. Equality and Diversity**
- 9.1 There are no implications arising from this report.
- 10. Sustainability/Climate Change Implications**
- 10.1 There are no implications arising from this report.
- 11. Timetable for implementation**
- 11.1 Once agreed by Council, the Calendar of Meetings will be published on the Council's website and implemented from August 2023.
- 12. Contact**
- 12.1 Matthew Williams, m.williams@spelthorne.gov.uk

Background papers: There are none.

Appendices:

Appendix A - proposed Calendar of Meetings schedule

Appendix B – proposed Calendar of Meetings year planner 2023 in colour

Appendix C – proposed Calendar of Meetings year planner 2024 in colour

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Calendar of Meetings August 2023 to August 2024

Appendix A

Meeting	Aug 23	Sept	Oct	Nov	Dec	Jan 24	Feb	Mar	Apr	May	Jun	Jul	Aug
Council Thursday			19		7		22		25	23 ACM		18	
Corporate Policy & Resources Committee Monday		11	16	27		22	19		15		3	8	
Environment and Sustainability Committee Tuesday		5		21		23		5			18		
Economic Dev Committee Thursday		28				11					27		
Community Wellbeing Committee Tuesday		26				16		12			11		
Planning Committee Wednesday	23	20	18	15	13	10	7	6	3	8, 29	26	24	21
Neighbourhood Services Committee Thursday			5 *C&D			18		21			20		
Administrative Committee Thursday			12				8					11	
Audit Committee Thursday				30				28				4	
Standards Committee Wednesday			4			31					12		
Borough Election										2			
Bank Holidays Council Offices closed	28				25,26	01		29	01	06,27			26

*C&D = Crime and Disorder. The Council has a statutory duty to review crime and disorder matters once a year.

1. Licensing Committees and Sub-Committees will be scheduled as and when required
2. Planning in May (8th 5 weeks, 29th 3 weeks)
3. 2nd May, Police and Crime Commissioner and UK Parliamentary Elections

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2023 Year Planner

2023	M	T	W	T	F	SS	M	T	W	T	F	SS	M	T	W	T	F	SS	M	T	W	T	F	SS	M	T							
January					1	2 Bank Holiday	3	4	5 NS	6	7 8	9	10 E&S	11 Planning	12 ED	13	14 15	16 CPR	17 CWH	18	19 Admin	20	21 22	23	24	25	26	27	28 29	30	31		
February			1 Standards	2	3	4 5	6	7	8 Planning	9	10	11 12	13	14	15	16	17	18 19	20 CPR	21	22	23 Council	24	25 26	27	28							
March			1	2	3	4 5	6	7	8 Planning	9	10	11 12	13	14 E&S	15	16	17	18 19	20	21	22	23 Audit	24	25 26	27	28 CWH	29 *NS	30	31				
April					1 2	3	4	5 Planning	6	7 BH	8 9	10 BH	11	12	13	14	15 16	17 CPR	18	19	20 Council	21	22 23	24	25 E&S	26 Planning *3 weeks	27	28	29 30				
May	1 BH	2	3	4 Borough Elections	5	6 7	8	9	10	11	12	13 14	15	16	17	18	19	20 21	22	23	24	25 ACM	26	27 28	29 BH	30	31 Planning *5 weeks						
June				1	2	3 4	5 CPR	6	7	8 Admin	9	10 11	12	13 CWH	14	15 ED	16	17 18	19	20	21	22 NS	23	24 25	26	27 E&S	28 Planning	29	30				
July					1 2	3 4	5 CPR	6	7	8	9	10	11	12	13 Council	14	15 16	17	18	19	20	21	22 23	24	25	26 Planning	27 Audit	28	29 30	31			
August		1	2	3	4	5 6	7	8	9	10	11	12 13	14	15	16	17	18	19 20	21	22	23 Planning	24	25	26 27	28	29	30	31					
September					1	2 3	4	5 E&S	6	7	8	9 10	11 CPR	12	13	14	15	16 17	18	19	20 Planning	21	22	23 24	25	26 CWH	27	28 E&D	29	30			
October					1	2	3	4 Standards	5 NS	6	7 8	9	10	11	12 Admin	13	14 15	16 CPR	17	18 Planning	19 Council	20	21 22	23	24	25	26	27	28 29	30	31		
November			1	2	3	4 5	6	7	8	9	10	11 12	13	14	15 Planning	16	17	18 19	20	21 E&S	22	23	24	25 26	27 CPR	28	29	30 Audit					
December					1	2 3	4	5	6	7 Council	8	9 10	11	12	13 Planning	14	15	16 17	18	19	20	21	22	23 24	25	26	27	28	29	30 31			

Council	
CPR = Corporate Policy and Resources	
Planning Committee	
E&S = Environment and Sustainability	
CWH = Community Wellbeing and Housing	
ED = Economic Development	
NS = Neighbourhood Services	
Audit	
Standards	
Admin = Administrative	
Surrey Schools' Holidays	

KEY:

*Neighbourhood Services Committee – the March date is on a different day of the week to usual. i.e. a Wednesday instead of a Thursday.

2024 Year Planner

2023	M	T	W	T	F	SS	M	T	W	T	F	SS	M	T	W	T	F	SS	M	T	W	T	F	SS	M	T							
January	1 BH	2	3	4	5	6 7	8	9	10 Planning	11 ED	12	13 14	15	16 CW	17	18 NS	19	20 21	22 CPR	23 E&S	24	25 Admin	26	27 28	29	30	31 Standards						
February				1	2	3 4	5	6	7 Planning	8	9	10 11	12	13	14	15	16	17 18	19 CPR	20	21	22 Council	23	24 25	26	27	28	29					
March					1	2 3	4	5 E&S	6 Planning	7	8	9 10	11	12 CW	13	14	15	16 17	18	19	20	21 NS	22	23 24	25	26	27	28 Audit	29 BH	30 31			
April	1 BH	2	3 Planning	4	5	6 7	8	9	10	11	12	13 14	15 CPR	16	17	18	19	20 21	22	23	24	25 Council	26	27 28	29	30							
May			1	2 Police & Crime Commissioner Election & UK Parliamentary	3	4 5	6 BH	7	8 Planning *5 weeks	9	10	11 12	13	14	15	16	17	18 19	20	21	22	23 Council ACM	24	25 26	27 BH	28	29 Planning *3 weeks	30	31				
June						1 2	3 CPR	4	5	6	7	8 9	10	11 CW	12 Standards	13	14	15 16	17	18 E&S	19	20 NS	21	22 23	24	25	26 Planning	27 ED	28	29 30			
July	1	2	3	4	5	6 7	8 CPR	9	10	11 Admin	12	13 14	15	16	17	18 Council	19	20 21	22	23	24 Planning	25	26	27 28	29	30	31						
August				1	2	3 4	5	6	7	8	9	10 11	12	13	14	15	16	17 18	19	20	21 Planning	22	23	24 25	26 BH	27	28	29	30	31			
September						1	2	3	4	5	6	7 8	9	10	11	12	13	14 15	16	17	18 Planning	19	20	21 22	23	24	25	26	27	28 29	30		
October		1	2	3	4	5 6	7	8	9	10	11	12 13	14	15	16	17	18	19 20	21	22	23	24	25	26 27	28	29	30	31					
November					1	2 3	4	5	6	7	8	9 10	11	12	13	14	15	16 17	18	19	20	21	22	23 24	25	26	27	28	29	30			
December						1	2	3	4	5	6	7 8	9	10	11	12	13	14 15	16	17	18	19	20	21 22	23	24	25	26	27	28 29	30	31	

KEY:

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CPR = Corporate Policy and Resources	
Planning Committee	
E&S = Environment and Sustainability	
CWH = Community Wellbeing and Housing	
ED = Economic Development	
NS = Neighbourhood Services	
Audit	
Standards	
Admin = Administrative	
Surrey Schools' Holidays	



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 01 January 2023 to 31 March 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
Development Sub-Committee Corporate Policy and Resources Committee 16 01 2023	Annual Commercial Property Report	Key Decision	Public	Katherine McIlroy, Property Manager
Corporate Policy and Resources Committee 16 01 2023	23/24 Budget (CP&R)	Non-Key Decision	Public	Paul Taylor, Chief Accountant
Corporate Policy and Resources Committee 16 01 2023	Outline Budget 2023/24	Non-Key Decision	Public	Paul Taylor, Chief Accountant
Corporate Policy and Resources Committee 16 01 2023	Determination of 2023/24 Council Tax Base for tax setting	Non-Key Decision	Public	Paul Taylor, Chief Accountant
Corporate Policy and Resources Committee 16 01 2023	Service Plan - Assets	Non-Key Decision	Private	Nick Cummings, Property and Development Manager
Corporate Policy and Resources Committee 16 01 2023	Terms of Reference for Staffing Review	Non-Key Decision	Public	

Date of decision and decision maker	Matter for consideration	Key or non-Key Decision	Decision to be taken in Public or Private	Lead Officer
Corporate Policy and Resources Committee 16 01 2023	Service Plan - Procurement	Non-Key Decision	Confidential	Farida Hussain, Corporate Head of Governance
Corporate Policy and Resources Committee 16 01 2023	Feedback on 23/24 Budget Setting Process - CPRC	Non-Key Decision	Confidential	Paul Taylor, Chief Accountant
Corporate Policy and Resources Committee 16 01 2023	Reserves Policy 2023/24	Non-Key Decision	Public	Paul Taylor, Chief Accountant
Members' briefing pack 17 01 2023	Q2 Capital Monitoring Report - BRIEFING PACK JAN 23	Non-Key Decision	Public	Paul Taylor, Chief Accountant
Members' briefing pack 17 01 2023	Q2 Revenue Monitoring Report - BRIEFING PACK JAN 23	Non-Key Decision	Public	Paul Taylor, Chief Accountant
Council 23 02 2023	Calendar of Meetings 2023-2024	Non-Key Decision	Public	Matthew Williams, Committee Manager
Council 26 01 2023	Temporary Adoption of the Staines Development Framework Decision to be made on Cllr Beecher's motion for Council that he withdrew	Non-Key Decision	Public	Daniel Mouawad, Chief Executive

Date of decision and decision maker	Matter for consideration	Key or non-Key Decision	Decision to be taken in Public or Private	Lead Officer
Corporate Policy and Resources Committee 20 02 2023	Draft Capital Strategy	Non-Key Decision	Public	Paul Taylor, Chief Accountant
Corporate Policy and Resources Committee 20 02 2023 Council 23 02 2023	Sinking Fund Policy	Key Decision It is likely to result in the Council incurring expenditure above or making savings of up to £250,000	Public	Paul Taylor, Chief Accountant
Corporate Policy and Resources Committee 20 02 2023 Council 23 02 2023	Fees & Charges 2023/24	Non-Key Decision	Public	Paul Taylor, Chief Accountant
Corporate Policy and Resources Committee 20 02 2023	Treasury Management Strategy 2023/24	Non-Key Decision	Public	Paul Taylor, Chief Accountant
Corporate Policy and Resources Committee 20 02 2023	Letting of MSU2, Elmsleigh Centre	Non-Key Decision	Public	Melanie Ager, Property Manager
Corporate Policy and Resources Committee 20 02 2023	Oast House Listed Building	Non-Key Decision	Part public/part private	Kamal Mehmood, Strategic Lead for Leisure and Community Development, Heather Morgan, Group Head - Regeneration and Growth

Date of decision and decision maker	Matter for consideration	Key or non-Key Decision	Decision to be taken in Public or Private	Lead Officer
Council 23 02 2023	Pay Award 2023/24 The Corporate Policy and Resources Committee is asked to recommend to Council the 2023/24 pay award	Key Decision It is likely to result in the Council incurring expenditure above or making savings of up to £250,000	Public	Angela Tooth, Human Resources Officer
Corporate Policy and Resources Committee 20 02 2023	Q3 Revenue Monitoring Report	Non-Key Decision	Public	Paul Taylor, Chief Accountant
Corporate Policy and Resources Committee 20 02 2023	Q3 Capital Monitoring Report	Non-Key Decision	Public	Paul Taylor, Chief Accountant
Corporate Policy and Resources Committee 20 02 2023	Detailed Budget 2023/24	Non-Key Decision	Public	Paul Taylor, Chief Accountant
Corporate Policy and Resources Committee 20 02 2023	Capital strategy 2023 to 2028	Non-Key Decision	Public	Paul Taylor, Chief Accountant
Corporate Policy and Resources Committee 20 02 2023	Capital Programme 2023/24 to 2027/28	Non-Key Decision	Public	Paul Taylor, Chief Accountant

Date of decision and decision maker	Matter for consideration	Key or non-Key Decision	Decision to be taken in Public or Private	Lead Officer
Corporate Policy and Resources Committee Council	12 Hammersmith Grove - Re-letting Options	Non-Key Decision	Public	Katherine McIlroy, Property Manager

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