



**Spelthorne  
Borough Council**

Council Meeting  
Thursday, 20 October 2022





12 October 2022

*Please reply to:*

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To the Councillors of Spelthorne Borough Council

I hereby summon you to attend a meeting of the Council to be held at The Council's Offices, Knowle Green, Staines-upon-Thames on **Thursday, 20 October 2022** commencing at **7.00 pm** for the transaction of the following business.

Daniel Mouawad  
*Chief Executive*

Councillors are encouraged to wear their badge of past office at the Council meeting.

For those Councillors wishing to participate, prayers will be said in the Mayor's office, starting at 6.45pm. Please email [mayor@spelthorne.gov.uk](mailto:mayor@spelthorne.gov.uk) if you wish to attend.

*Councillors are reminded to notify Committee Services of any Gifts and Hospitality offered to you since the last Council meeting so that these may be entered in the Gifts and Hospitality Declaration book.*

## AGENDA

Description	Page nos.
<b>1. Apologies for absence</b> To receive any apologies for non-attendance.	
<b>2. Minutes</b> To confirm as a correct record the minutes of the Council meetings held on 14 July 2022, 1 August 2022 and 1 September 2022.	9 - 26
<b>3. Disclosures of Interest</b> To receive any disclosures of interest from Councillors in accordance with the Council's Code of Conduct for Members.	
<b>4. Announcements from the Mayor</b> To receive any announcements from the Mayor.	
<b>5. Announcements from the Leader</b> To receive any announcements from the Leader.	
<b>6. Announcements from the Chief Executive</b> To receive any announcements from the Chief Executive.	
<b>7. Questions from members of the public</b> The Leader, or his nominee, to answer any questions raised by members of the public in accordance with Standing Order 13.	27 - 30
<b>8. Petitions</b> To receive any petitions from members of the public.	
<b>9. Procurement of waste and street cleansing vehicles</b> To consider a recommendation from the Corporate Policy and Resources Committee.	31 - 46
<b>10. Spelthorne place arrangements to facilitate health outcomes</b> To consider a recommendation from the Corporate Policy and Resources Committee.	47 - 100
<b>11. Parking order revision (cashless parking)</b> This report seeks to receive Council approval to make an amendment to the Spelthorne Borough Council Off-Street Parking Places (Amendment) Order 2022, for the introduction of an additional cashless payment method in all car parks that have a regulated tariff under the	101 - 106

existing Parking Order.

**12. Annual report on complaints 2021-2022**

To note a report from the Monitoring Officer on an annual review of complaints investigated by the Local Government and Social Care Ombudsman.

Report to follow.

**13. Appointment of Vice-Chair to the Licensing Committee**

To appoint a Vice-Chair to the Licensing Committee.

The calculated entitlements and group appointments, agreed at the Extraordinary Council on 1 September 2022, are detailed below.

<b>Group</b>	<b>Calculated chair and vice chair entitlement (in accordance with Standing Order 8.3(e))</b>	<b>Positions appointed to at Council on 1 September 2022</b>
Conservative	7	7
Liberal Democrat	3	3 (one proffered to the Labour Group)
United Spelthorne	2	2
Green	2	1
Labour	1	1
Breakthrough	1	1 (vacant)
Independent Spelthorne	1	1

**14. Report from the Leader of the Council**

To receive the report from the Leader of the Council on the work of the Corporate Policy and Resources Committee at its meetings on 27 September 2022 (attached) and 10 October 2022 (to follow).

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**15. Report from the Chair of the Administrative Committee**

The Administrative Committee has not met since the last meeting of the Council.

**16. Report from the Chair of the Audit Committee**

To receive the report from the Chair of the Audit Committee on the work of the Committee at its meeting on 28 July 2022.

111 - 114

**17. Report from the Chair of the Community Wellbeing and Housing Committee**

- To receive the report from the Chair of the Community Wellbeing and Housing Committee on the work of the Committee at its meeting on 20 September 2022. 115 - 118
- 18. Report from the Chair of the Economic Development Committee**  
To receive the report from the Chair of the Economic Development Committee on the work of the Committee at its meeting on 29 September 2022. 119 - 122
- 19. Report from the Chair of the Environment and Sustainability Committee**  
To receive the report from the Chair of the Environment and Sustainability Committee on the work of the Committee at its meetings on 6 September 2022 and 11 October 2022. 123 - 128
- 20. Report from the Chair of the Licensing Committee**  
To receive the report from the Chair of the Licensing Committee on the work of the Committee at its meeting on 18 October 2022 (to follow).
- 21. Report from the Chair of the Neighbourhood Services Committee**  
To receive the report from the Chair of the Neighbourhood Services Committee on the work of the Committee at its meeting on 6 October 2022. 129 - 132
- 22. Report from the Chair of the Planning Committee**  
To receive the report from the Chair of the Planning Committee on the work of the Committee at its meetings on 21 September 2022 and 19 October 2022 (to follow).
- 23. Report from the Chair of the Standards Committee**  
The Standards Committee has not met since the last meeting of the Council.
- 24. Motions**  
To receive any motions from Councillors in accordance with Standing Order 16.

Motion 1

Proposed by Councillor Malcolm Beecher  
Seconded by Councillor Michele Gibson

"Until such time as the Spelthorne Local Plan 2022-2037 and Staines Development Framework as approved for Regulation 19 consultation and submission to the Planning Inspectorate are formally adopted by this council that the policies within the Staines Development Framework be adopted temporarily for all council-owned assets within the

catchment area of the development framework.”

#### Motion 2

Proposed by Councillor Robin Sider BEM  
Seconded by Councillor Colin Barnard

“That following the introduction and distribution of the Local Government Association (LGA) Inclusive Language Guide to 359 councils in England and Wales, aimed at embedding equality, equity, diversity and inclusion, this council welcomes a further review of this guide following feedback from the LGA’s members.”

#### Motion 3

Proposed by Councillor John Boughtflower  
Seconded by Councillor Sinead Mooney

“Spelthorne’s flagship leisure centre development, due to open in July 2024, espouses good design and the world’s highest environmental ‘Passivhaus’ certification for low carbon buildings. Over a decade ago the then Prince Charles stated “As over 60 per cent of our carbon emissions can be attributed to the built environment, all of us who are involved with the making of place have a great responsibility”.

In honour of the King’s longstanding advocacy for good architecture and building greener, this council resolves to dedicate its flagship leisure centre development to King Charles III.”

#### Motion 4

Proposed by Councillor John Boughtflower  
Seconded by Councillor Maureen Attewell

“The rising cost of living and the energy crisis are some of the biggest challenges of the moment. This will hit communities over the winter months and cause a huge amount of uncertainty, stress and misery.

In July, meetings with foodbanks and voluntary organisations took place to gain an understanding of how the crisis is impacting Spelthorne’s communities.

This Council agrees to direct £200k of funding to establish a Hardship Fund that can be used to support those in crisis, and support local community groups in direct contact with our communities.”

## **25. General questions**

The Leader, or his nominee, to answer questions from Councillors on matters affecting the Borough, in accordance with Standing Order 14.

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**MINUTES OF THE SPELTHORNE BOROUGH COUNCIL**

**Minutes of the Council Meeting of Spelthorne Borough Council held in the Council Chamber, Council Offices, Knowle Green, Staines-upon-Thames on Thursday, 14 July 2022 at 7.00 pm**

**Present:**

Councillor S.M. Doran, The Mayor, in the Chair

Councillors:

D. Saliagopoulos	J. Button	S.C. Mooney
C.L. Barratt	R. Chandler	L. E. Nichols
R.O. Barratt	J.T.F. Doran	R.J. Noble
C. Bateson	R.D. Dunn	O. Rybinski
I.J. Beardsmore	T. Fidler	J.R. Sexton
M. Beecher	M. Gibson	R.W. Sider BEM
J.R. Boughtflower	K.M. Grant	V. Siva
A. Brar	V.J. Leighton	B.B. Spoor
S. Buttar	A.J. Mitchell	J. Vinson

In attendance:

Mr I. Winter.

**Apologies:** Apologies were received from Councillors M.M. Attewell, C.F. Barnard, S.A. Dunn, N.J. Gething, A.C. Harman, H. Harvey, I.T.E. Harvey, N. Islam and S.J Whitmore.

**80/22 Minute's silence for Richard Smith-Ainsley**

Council held a minute's silence and tributes were paid to the late Councillor Richard Smith-Ainsley who had recently passed away.

**81/22 Minutes**

The minutes of the Council meeting held on the 26 May 2022 and the continuation meeting held on 08 June 2022 were agreed as a correct record.

**82/22 Disclosures of Interest**

There were no disclosures of interest.

**83/22 Announcements from the Mayor**

The Mayor made the following announcements:

“I am thoroughly enjoying my time as Mayor. Since I was elected on 26 May, I have carried out 28 different meetings and events. The Jubilee Weekend was very busy with six events to go to plus a trip on the Gloriana which was wonderful. The Mayor of Runnymede was invited to that, and she invited me and we had great fun.

I have been to a variety of events, one of them was the 60<sup>th</sup> anniversary of White Lodge which many residents go to. What was very touching and interesting was some of the past people that have used White Lodge, what difficulties they have had to overcome. One gentleman was 52 and couldn't speak. He had severe cerebral palsy, but he, through their help and with technology, was able to say how he felt. Another woman was 27 and was now in a part-time job through their help.

I have also been to two rotary club events, and I have been invited by two rotary clubs (one in Staines, one in Ashford) to be an honorary member. I've been to schools. I went to St. Paul's Catholic College in Sunbury on their feast day to attend a mass.

I have done many other things: attended five civic services and attended different clubs. I am going to the Cricket Club, and I have been to Scouts. It has been fun and good to meet residents in their “home situation”.

I have one announcement to make about the Mayor's Charity Events. The first event will be 15<sup>th</sup> October from 19:30-22:30 at Stanwell Village Hall. It will be an evening with Elvis and there will also be young people doing Asian dancing and a raffle. Please keep that date in your diaries”.

#### **84/22 Announcements from the Leader**

The Leader made the following announcements:

“We have been working hard to raise awareness of the Local Plan and Staines Development Framework consultation which is running until the 5th of September. The Local Plan affects everyone in the Borough as it is concerned with things such as housing, green spaces, public facilities and infrastructure such as education and healthcare. It also identifies where development should take place and areas where it should be restricted. It really does shape the Borough, so please take part if you haven't already.

We had a very productive meeting on the 20th of June with representatives from Residents Associations across the Borough where we had the opportunity to discuss a wide range of topics including the new Local Plan. We also shared the performance indicators we currently use as a Council and have invited the RAs to let us know if there are other performance statistics they would like us to share.

The Spelthorne Youth Hub has opened a facility in the Elmsleigh Centre in Staines to help young people aged 16 – 24 access work, training and education. The team can give tailored advice based on the individual's

circumstances, helping with things like drafting a CV and linking young people to local businesses offering work experience or permanent employment.

I am a strong believer in residents having a say over building developments in their area and we have been running a number of consultations on plans to build new homes in the borough. The consultations for Phase 2 of the Benwell House development in Sunbury and 91-93 Staines High Street are still open for comments and we would like to hear your views on the proposals.

The Veterans' Hub at Fordbridge Fire Station recently celebrated their first anniversary. The Hub provides a welcoming environment for ex-service personnel and their families and offers support on a range of issues at their monthly drop-in sessions. Thank you to everyone who has supported this excellent initiative.

Finally, I attended the memorial service held on the 18th of June to remember for the victims of the 1972 Staines air disaster. I personally found the service extremely moving and the tragic loss of life was brought into sharp focus when the names of the 118 victims were read out, reminding us just how many people died that day. In some cases, entire families were lost. Our thoughts and sympathies are always with the families and friends of the victims, and the emergency workers who were called upon to help that day."

#### **85/22 Announcements from the Chief Executive**

The Chief Executive made the following announcements:

"Spelthorne Borough Council has worked with the Local Government Association to understand our employee experience at work through our annual survey that focussed on cultures and values, wellbeing and recruitment and retention. Their holistic approach is developed by the sector, for the sector and the intelligence received from last month's survey will improve this authority's understanding of colleagues' perceptions and views of working for this Council.

Next week, and again in conjunction with the LGA, this Council will launch a Councillor survey, as we are equally committed to hearing from our democratically elected members of this Chamber. Content will be around values, engagement, influence and governance and I urge all members of this chamber to complete the survey and feed into the engagement process.

Madam Mayor, effective communications and engagement will ensure that our vision, priorities, and outcomes are clearly understood by residents, our workforce, partners and stakeholders. Since the start of the year our Council website has had over 240,000 views and is a key digital platform for residents to keep connected. I can announce that in the latest Sitemorse independent government index - which compares web digital capabilities based on accessibility and user experience - the Council's website has been assessed and ranked 25<sup>th</sup> out of the 411 local authority websites in the UK, putting Spelthorne in the top 6% bracket. This also follows the launch of our website

accessibility tool that enables users to choose any language as well as font, size, and colour of text for a better overall experience.

Accessible and varied communication tools are at the forefront of how we share our messages. With over 40% of local authorities nationally and 50% of boroughs in Surrey no longer producing a printed magazine, Spelthorne still produces, on recycled paper, a magazine delivered to all households across the Borough crammed full of informative community news. Our social media channels have also seen an exponential growth in audience equating with a 112% rise in little under two years.

Good communication is often the bridge between confusion and clarity. Whether we want to encourage greater self-service and promote understanding of local priorities, effective communication has the potential to engage communities, overcome challenges and help this Council to achieve its priority to put our communities at the heart of everything we do”.

**86/22 Questions from members of the public**

The Mayor reported that, under Standing Order 14, one question had been received from a member of the public.

**Question from Andrew McLuskey:**

“Given the controversy surrounding recent planning decisions in Spelthorne how does the Council plan to benefit from new, environmentally friendly measures such as the amended National Planning Policy Framework and the Office for Place?”

**Response from Councillor J Boughtflower, Leader of the Council**

“Whilst a new National Planning Policy Framework (NPPF) was announced when the Levelling Up and Regeneration Bill was published, there is no date for when it will be produced and no detail on what it will contain. We can expect more on the environment, but the new Local Plan needs to be consistent with the existing NPPF.

However, we have pushed further than ever to respond to the climate emergency with policies that will deal with carbon emissions, water usage, active and sustainable travel, green and blue infrastructure, biodiversity and walkable neighbourhoods. We will also look to develop design codes for Spelthorne once we have adopted the new Local Plan and Staines Development Framework.”

**87/22 Petitions**

There were none.

**88/22 Civic Engagement Platform**

Council considered a report on the proposed Civic Engagement Portal following a recommendation from the Administrative Committee. Council **resolved** to agree the expenditure for the following:

1. the expansion of the Granicus Civic Engagement platform, to merge existing self-service portals into one and offer a wider range of features and functions to Spelthorne's communities and customers through that portal,
2. the direct award for a call off contract via the Crown Commercial Service (CCS) GCloud 12 (RM1557) procurement framework to system vendor Granicus-Firmstep Limited "Lot 2:Cloud Software". The contract to run for a minimum of 2 years with the option to extend the contract for up to 2 periods of 12 months each; and

The Group Head of Corporate Governance was authorised to enter into any legal documentation necessary to implement the new contract.

#### **89/22 Minor changes to the constitution**

Council considered a recommendations from the Interim Monitoring Officer that sought agreement of the following, as outlined in the report:

1. the proposed terms of reference for the Appointments and Appeals Committee and associated changes to the Constitution at Appendix 2,
2. the associated changes to the Pay Policy Statement, arising from the above recommendation,
3. the removal of nomination arrangements for the Development Sub-Committee and Administrative Committee,
4. the proposed changes to the Substitutions Scheme; and
5. to request the Independent Remuneration Panel to review the provisions of a special responsibility allowance for substitutes on Development Sub-Committee when it undertakes its review of the Members' Allowance Scheme for 2022-23.

It was proposed by Councillor Boughtflower, seconded by Councillor Mitchell and **resolved** to approve the recommendations as set out in the report.

#### **90/22 Membership of the Development Sub-Committee**

Council considered the proposed appointments to the Development Sub-Committee, as nominated by group leaders.

It was proposed by Councillor Boughtflower, seconded by Councillor Mitchell, and **resolved** that the membership of the Development Sub-Committee, as set out in the agenda, be agreed.

**91/22 Appointment of named substitutes to Development Sub-Committee**

Council considered the proposed named substitutes to the Development Sub-Committee, as nominated by the Group Leaders.

It was proposed by Councillor Boughtflower, seconded by Councillor Mitchell, and **resolved** that the named substitutes to the Development Sub-Committee, as set out in the agenda, be appointed.

**92/22 Report from the Leader of the Council**

The report of the Corporate Policy and Resources Committee meeting held on 11 July 2022, which outlined the matters the Committee had decided since the last Council meeting, was presented.

**93/22 Report from the Chair of the Administrative Committee**

The report of the Administrative Committee meeting held on 07 July 2022, which outlined the matters the Committee had decided since the last Council meeting, was presented.

**94/22 Report from the Chair of the Audit Committee**

No meeting of the Audit Committee had taken place since the last Council meeting.

**95/22 Report from the Chair of the Community Wellbeing and Housing Committee**

The report of the Community Housing and Wellbeing Committee meeting held on 14 June 2022, which outlined the matters the Committee had decided since the last Council meeting, was presented.

**96/22 Report from the Chair of the Economic Development Committee**

The report of the Economic Development Committee meeting held on 09 June 2022, which outlined the matters the Committee had decided since the last Council meeting, was presented.

**97/22 Report from the Chair of the Environment and Sustainability Committee**

The report of the Environment and Sustainability Committee meeting held on 05 July 2022, which outlined the matters the Committee had decided since the last Council meeting, was presented.

Councillor Beecher advised Council that the borough's response to the Mayor of London's consultation on the proposed extension to the London low-emission zone was being written and would be submitted before the consultation deadline.

**98/22 Report from the Chair of the Licensing Committee**

The report of the Licensing Committee meeting held on 12 July 2022, which outlined the matters the Committee had decided since the last Council meeting, was presented.

**99/22 Report from the Chair of the Neighbourhood Services Committee**

The report of the Neighbourhood Services Committee meeting held on 30 June 2022, which outlined the matters the Committee had decided since the last Council meeting, was presented.

It was confirmed that, following consideration by the Neighbourhood Services Committee, that the Ashford Multi-storey Car would remain closed following recent vandalism.

**100/22 Report from the Chair of the Planning Committee**

The report of the Planning Committee meetings held on 27 April 2022, 1 June 2022 and 29 June 2022, which outlined the matters the Committee had decided since the last Council meeting, was presented.

**101/22 Report from the Chair of the Standards Committee**

The report of the Standards Committee meeting held on 22 June 2022, which outlined the matters the Committee had decided since the last Council meeting, was presented.

**102/22 Motions**

In accordance with Standing Order 16 the Council had received one written Notice of Motion moved by Councillor Mooney and seconded by Councillor Beecher.

Following a request by Councillor Mooney to alter the motion, the Monitoring Officer advised Council that the requested alteration was not in accordance with Standing Order 18.7. As the motion was not moved, the motion was considered to be withdrawn, in accordance with Standing Order 16.7.

**103/22 General questions**

The Mayor reported that two general questions had been received, in accordance with Standing Order 15, from Councillor R Sider:

**Question 1 -**

“The Shepperton Village Fair is the largest community event in the borough attracting a throughput of between eight and nine thousand people each year, and in the past many years ago was the leading event in what was called the Spelthorne Fortnight. The council have insisted on security and a no alcohol policy as a result of an incident which took place some 10 years ago on the river bank two hours after the Fair had closed and was nothing to do with the Fair in any way shape or form. The cost of security is now £2000 which the volunteer Fair committee endeavour to raise. At the Fair this year on the 11th of June, two men were found to be drinking wine in Manor Park close to the

main public access corner to the park. They were asked to stop drinking and informed that there was a No Alcohol policy in place and asked to move off site. They refused, and when Security insisted they comply, they showed signs of escalation. They were told that the police would be called but showed no concern. After a further warning, and in consultation with the Chairman of the Fair committee, security called 999 for assistance. At the end of a 15-minute conversation with the police, the police told them that this was nothing to do with them unless public order was breached, that no law had been broken, and it was up to the council to prosecute. Since the Chairman did not wish the incident to escalate to the point of public disorder and possible violence in the middle of families enjoying themselves, he agreed to Security backing off, whereby the men continued drinking. One of the duties of the security company is to monitor any violation of the No Alcohol policy. It now seems that this policy is unenforceable either by the Fairs security contractors who this year were former Gurkhas, or the police, and is a policy which has no impact on anyone who chooses to ignore it.

Will the Leader of this council share my concerns that this incident could well have escalated into public disorder and that police should have attended in the interest of public safety?"

### **Response from Councillor J Boughtflower, Leader of the Council**

"In situations such as this, Surrey Police have to make their own assessment as to any response required based on the information available to them. Our officers have spoken with the Borough Commander, Maxine Cilia, who has checked the records of the call received by Surrey Police at the time of the incident you have referred to. She has advised that when the call was made to the police, the person who contacted them from the fair security team advised that there were no issues with the two males drinking wine, who were sitting drinking and not causing any issues.

The security operative stated that the only issue was that they should not be in the location drinking, which was not covered by any law, but only by the private rules of the event. This meant that the police could only get involved when, and if, there was a breach of the peace, which in this case was not mentioned. The police have powers to eject people from a licensed premises or venue but not in this type of situation. Inspector Cilia has therefore concluded that the police call-taker in this instance gave the right advice with the information presented to them."

### **Question 2 –**

"In an email of the 8th of June 2022, emanating from the Head of Communications at Spelthorne Council, all councillors were advised that on the 9th of June, Ashford Multi Storey Car Park would be closed until further notice because of recent substantial vandalism, that meant that it was now not safe for residents to use. In its communication to residents for such action, the council apologised for such closure, and went on to say ' The car park at Church Road has been the subject of targeted and systematic vandalism



which has resulted in significant damage to the fire doors, stairs, shutters, barriers and lighting'. In conclusion, a council spokesperson added 'We are very sorry for the inconvenience that this will cause for some people but hope that everyone will understand that we had no choice in the matter.

In view of the foregoing, can the Leader of the Council inform me what action has been taken by the police to combat such wanton vandalism and destruction of council property?"

**Response from Councillor J Boughtflower, Leader of the Council:**

"Thank-you for your question, Councillor Sider.

In a previous statement issued by Surrey Police they have advised that their Ashford team are certainly well-aware of the multi-storey car park and they were deployed regularly to cases of anti-social behaviour there, as well as proactively patrolling the area. They have stated that they are working hard to target various ongoing low-level crimes in the area, and tackling anti-social behaviour in the car park formed part of that work.

The Police also work with the Council's Community Safety Team and JET officers to identify hotspot areas of ASB so that physical resources can be deployed to areas where increased ASB is identified. This would include reported vandalism of any property within the Borough. The Annual Community Safety Review will be reported to the Neighbourhood Services and Enforcement Committee in September and the Borough Commander, Inspector Cilia, will provide additional detail as to how the Police are tackling such matters."

**104/22 Appointment of a representative Trustee**

Council considered a request from The Staines Parochial Society to appoint Denise Turner-Stewart and Nick Wood-Dow as representative trustees for a further term of four years.

Council **resolved** that Denise Turner-Stewart and Nick Wood-Dow be appointed as Council representative trustees to serve on The Staines Parochial Society for a further 4 year term of office.

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## MINUTES OF THE SPELTHORNE BOROUGH COUNCIL

Minutes of the Council Meeting of Spelthorne Borough Council held in the Council Chamber, Council Offices, Knowle Green, Staines-upon-Thames on Monday, 1 August 2022 at 7.00 pm

### Present:

Councillor S.M. Doran, The Mayor, in the Chair

### Councillors:

D. Saliagopoulos	R. Chandler	S.C. Mooney
M.M. Attewell	J.T.F. Doran	L. E. Nichols
C.F. Barnard	T. Fidler	R.J. Noble
C.L. Barratt	N.J. Gething	O. Rybinski
R.O. Barratt	M. Gibson	J.R. Sexton
C. Bateson	K.M. Grant	R.W. Sider BEM
I.J. Beardsmore	A.C. Harman	B.B. Spoor
J.R. Boughtflower	H. Harvey	J. Vinson
A. Brar	I.T.E. Harvey	S.J Whitmore
S. Buttar	N. Islam	
J. Button	V.J. Leighton	

**Apologies:** Apologies were received from Councillors M. Beecher, R.D. Dunn, S.A. Dunn, A.J. Mitchell and V. Siva

### **105/22 Disclosures of Interest**

There were no disclosures of interest.

### **106/22 Waterfront Development - investigation report**

Council considered a report from Yinka Owa following the Waterfront Development Investigation.

Council were advised that the report exonerated all councillors, cabinet members and officers that had been involved in the Waterfront Development.

Concerns were raised over the potential final cost of the investigation which was anticipated to be in the region of £100k.

Proposed Councillor Noble  
Seconded Councillor Barnard

Council **resolved** to note the report.

**107/22 Variation to the Waterfront Development Agreement**

Council considered a report from the Development Advisor that sought approval of:

1. the request for a design variation to the Development Agreement between the Council and Arora Hotels Group Ltd from a 354-bed upscale 4\* luxury hotel led scheme to a 205-bed upscale luxury 4\* hotel led regeneration scheme (as presented to Council on 09 February 2022 by Arora). Full scheme analysis can be seen at Appendix 1 (Cushman's Market Report),
2. the request for an extension of the Planning Condition Long Stop Date and the Vacant Possession Long Stop date in the Development Agreement to 31 December 2023,
3. the Amended Planning and Vacant Possession Long Stop dates that will be applicable to the amended scheme; and
4. delegate authority to the Deputy Chief Executive and Group Head of Corporate Governance in consultation with the Chair of the Corporate Policy and Resources Committee to enter into a Deed of Variation to the Development Agreement to give effect.

The Leader advised Council that he would be setting up a cross-party Sub-Committee made up of only of Staines Councillors to monitor the Waterfront development and be involved in talks with Arora. This Committee would be a sub-group of the Corporate Policy and Resources Committee and would therefore report back to them. He also stated that a public consultation would take place before any planning application was submitted.

It was proposed by Councillor Fidler and seconded by Councillor Barnard and **resolved** by Council that Standing Orders should be suspended to enable consideration of the item to continue.

The Mayor requested that recorded votes were taken for the 4 recommendations outlined in the report.

**Recommendation 1:**

For: Cllrs Attewell, Barnard, C Barratt, R Barratt, Beardsmore, Boughtflower, Brar, Buttar, Chandler, Fidler, Gething, Harman, H Harvey, I Harvey, Islam, Leighton, Noble, Rybinski and Sider – 19 votes

Against: Councillor Spoor – 1 vote

Abstain: Cllr S Doran, Saliagopoulos, Bateson, Button, J Doran, Gibson, Grant, Mooney, Nichols, Sexton, Vinson and Whitmore – 12 votes

Council **resolved** to approve Recommendation 1 of the report

**Recommendation 2:**

For: Cllrs Attewell, Barnard, C Barratt, R Barratt, Beardsmore, Boughtflower, Brar, Buttar, Chandler, Fidler, Gething, Harman, H Harvey, I Harvey, Islam, Leighton, Nichols, Noble, Rybinski and Sider – 20 votes

Against: No votes

Abstain: Cllrs S Doran, Saliagopoulos, Bateson, Button, J Doran, Gibson, Grant, Money, Sexton, Spoor, Vinson and Whitmore – 12 votes

Council **resolved** to approve Recommendation 2 of the report

**Recommendation 3:**

For: Cllrs Attewell, Barnard, C Barratt, R Barratt, Beardsmore, Boughtflower, Brar, Buttar, Chandler, Fidler, Gething, Harman, H Harvey, I Harvey, Islam, Leighton, Nichols, Noble, Rybinski and Sider – 20 votes

Against: No votes

Abstain: Cllrs S Doran, Saliagopoulos, Bateson, Button, J Doran, Gibson, Grant, Money, Sexton, Spoor, Vinson and Whitmore – 12 votes

Council **resolved** to approve Recommendation 3 of the report

**Recommendation 4:**

For: Cllrs Attewell, Barnard, C Barratt, R Barratt, Beardsmore, Boughtflower, Brar, Buttar, Chandler, Fidler, Gething, Harman, H Harvey, I Harvey, Islam, Leighton, Noble, Rybinski and Sider – 19 votes

Against: No votes

Abstain: Cllrs S Doran, Saliagopoulos, Bateson, Button, J Doran, Gibson, Grant, Money, Nichols, Sexton, Spoor, Vinson and Whitmore – 13 votes

Council **resolved** to approve Recommendation 4 of the report



## MINUTES OF THE SPELTHORNE BOROUGH COUNCIL

Minutes of the Council Meeting of Spelthorne Borough Council held in the Council Chamber, Council Offices, Knowle Green, Staines-upon-Thames on Thursday, 1 September 2022 at 7.00 pm

### Present:

Councillor S.M. Doran, The Mayor, in the Chair

### Councillors:

D. Saliagopoulos	R. Chandler	V.J. Leighton
M.M. Attewell	J.T.F. Doran	A.J. Mitchell
C.F. Barnard	R.D. Dunn	S.C. Mooney
C.L. Barratt	S.A. Dunn	L. E. Nichols
R.O. Barratt	T. Fidler	R.J. Noble
C. Bateson	N.J. Gething	O. Rybinski
I.J. Beardsmore	M. Gibson	J.R. Sexton
M. Beecher	K.M. Grant	R.W. Sider BEM
J.R. Boughtflower	A.C. Harman	V. Siva
A. Brar	H. Harvey	J. Vinson
S. Buttar	I.T.E. Harvey	S.J Whitmore
J. Button	N. Islam	

**Apologies:** Apologies were received from Councillors B.B. Spoor.

### 108/22 Disclosures of Interest

There were no disclosures of interest.

### 109/22 Review of seats on committees and sub-committees

- a Allocation of seats on committees and sub-committees

The proportionality calculations, as published in the supplementary agenda, were noted.

It was **resolved** that consideration of this item be adjourned in accordance with Standing Order 17(k) to allow further discussions between a number of group leaders on the allocation of their seats and the membership of committees.

It was **resolved** to agree the allocation of seats to committees and sub-committees as tabled at the meeting and published in the supplementary agenda.

b Membership of committees and sub-committees

It was **resolved** to appoint members to committees and sub-committees as tabled at the meeting and published in the supplementary agenda.

c Chairs and vice-chairs of committees and sub-committees

It was **resolved** that Councillor Barnard be appointed as Chair of the Development Sub-Committee.

It was **resolved** that Councillor Attewell be appointed as Chair of the Community Wellbeing and Housing Committee.

It was **resolved** that Councillor Mooney be appointed as Chair of the Economic Development Committee.

It was **resolved** that Councillor Beardsmore be appointed as Chair of the Environment and Sustainability Committee.

It was **resolved** that Councillor Mr Barratt be appointed as Chair of the Neighbourhood Services and Enforcement Committee.

It was **resolved** that Councillor Islam be appointed as Chair of the Administrative Committee.

It was **resolved** that Councillor Mrs Harvey be appointed as Chair of the Audit Committee.

It was **resolved** that Councillor Sider BEM be appointed as Chair of the Licensing Committee.

It was **resolved** that Councillor Gething be appointed as Chair of the Planning Committee.

It was **resolved** that consideration of this item be adjourned in accordance with Standing Order 17(k) to allow further discussions between a number of group leaders on the allocation of remaining chair and vice-chair positions.

It was **resolved** that the meeting continue beyond the specified duration, in accordance with Standing Order 5.2.

It was **resolved** that Councillor Buttar be appointed as Vice-Chair of the Development Sub-Committee.



It was **resolved** that Councillor Rybinski be appointed as Vice-Chair of the Community Wellbeing and Housing Committee.

It was **resolved** that Councillor Fidler be appointed as Vice-Chair of the Economic Development Committee.

It was **resolved** that Councillor Noble be appointed as Vice-Chair of the Environment and Sustainability Committee.

It was **resolved** that Councillor Sexton be appointed as Vice-Chair of the Neighbourhood Services and Enforcement Committee.

It was **resolved** that Councillor Mr Doran be appointed as Vice-Chair of the Administrative Committee.

It was **resolved** that Councillor Button be appointed as Vice-Chair of the Audit Committee.

It was **resolved** that Councillor Siva be appointed as Vice-Chair of the Licensing Committee.

It was **resolved** that Councillor Gibson be appointed as Vice-Chair of the Planning Committee.

It was **resolved** that Councillor Boughtflower be appointed as Vice-Chair of the Spelthorne Joint Committee.

d Named substitutes to committees and sub-committees

It was **resolved** that:

1. The named substitutes listed in the supplementary agenda pack, as agreed at the annual meeting, be continued for the remainder of 2022/23 municipal year.
2. The previously agreed delegation to the Chief Executive Officer be noted i.e. to make amendments to the named substitutions for any political group during the 2022/23 municipal year, on receipt of a request from a group leader.
3. Where it had been required to reduce the number of named substitutes as a result of the review of committee appointments, any affected group may not use their substitutions until notification of amendments to the named substitutes, to bring them to the permitted number, was received by the Chief Executive Officer.

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**Questions from members of the public**

**Question 1 – Andrew McLuskey**

*(received 1/10/22 at 20:53)*

“Can the Leader explain why, given the multiple calls on its resources here in Spelthorne, the Borough has lent 10 million pounds to Thurrock Council?”

**Question 2 – Nigel Rowe**

*(received 7/10/22 at 18:09)*

Statement of context

In the vicinity of Staines, there are significant ground water flows through gravel and sand substrates for more than a mile either side of the river. The foundations of buildings create a barrier to the flow of water through these substrates, inhibiting flow rate, exacerbating water table levels, and increasing flood risk. The taller a building is, the deeper its foundations are required to be, and the greater their effect as barriers to water flow. Every new development further increases the flood risk. It is widely accepted that most of Staines and much of its hinterland is already deemed to be at high risk of river/fluvial flooding. According to an Environment Agency scientist at the recent Eco Fayre in Egham, if people knew then what is known today, it is highly unlikely a town would have been established where Staines is sited.

Question

“Is there anything in the above statement that members of the Committee believe to be untrue or unreliable, and to what extent are members of the Committee concerned about increasing the already problematic risk of flooding in Staines by adding a significant number of tall buildings with deep foundations?”

**Question 3 – John De Pear**

*(received 8/10/22 at 20:04)*

Statement of context

The Introduction to the Local Plan says that it meets the requirement for “a strategy to make sure that there is infrastructure in place to support existing and future residents, with a delivery plan that sets out how this will be achieved and funded”.

Question

“Do Members of the Council agree that, for this to be true, the key infrastructure providers and consultees would need to have modelled the impact of 5,440 new homes in Staines and the consequential 50% increase to the town’s population. Are Members aware that this has not happened at all in the case of some providers (and found wanting in others), and do Members accept that the Local Plan cannot be sound because of this?”

**Question 4 – Lynda Fuller**

*(received 9/10/22 at 19:23)*

**Statement of context**

According to a recent independently conducted survey (with 620 participants), support for limiting the height of new developments in sensitive areas of Staines is overwhelming: “very important” within 50 metres of the river (95%), “very important” in the Staines Conservation Area (95%), and “very important” immediately next to existing residential areas (87%). 90% believe there should be NO exceptions to the zoning restrictions. Less than 2% believe the Local Plan meets the “local housing need” or “successfully balances the economic, social and environmental needs of Staines and the wider area”. Only 5 of the 271 respondents to the survey who had also participated in earlier Council ‘public consultations’ on options being considered for the Local Plan believe their views were listened to.

**Question**

“Do Council Members accept these findings and believe more account must be taken of residents’ views on the development of Staines, and do Members accept that the zoning arrangements do not offer anything like enough protection for sensitive areas?”

**Question 5 – Graeme Lock**

*(received 10/10/22 at 08:31)*

**Statement of context**

In the Local Plan policy on managing flood risk, there is reference to flood planning and would-be developers are directed to the Government's personal flood plan. However, the cumulative impact of nearly 5,500 new homes in Staines (mostly in tower blocks of flats) on the risk to people and property, and the implications of flooding, will need to have been fully evaluated in relation to mass evacuation routes and flood plans for Staines in particular.

**Question**

“Where is the evidence that emergency response staff have been consulted and concur that such massive growth in new homes and population in such a high-risk area as Staines can be safely accommodated? Are Members aware that an Environment Agency scientist said (in relation to flood risk) at a recent Eco Fayre that “if people knew then what is known today it highly unlikely that a town would have been built where Staines is located”, and do Members challenge this assertion?”

**Question 6 – Kath Sanders**

*(received 10/10/22 at 11:59)*

**Statement of context**

The strategic documents published for the Regulation 19 Local Plan give at best a mixed picture for Spelthorne. All roads appear to lead back to the Sustainability Appraisal (SA)

which is where the strategic balancing of economic, social and environmental objectives should be evident in a logical and consistent way.

Spelthorne has chosen 12 sustainability objectives.

Notwithstanding the difficulties of a largely qualitative assessment, the Local Plan appears to be heavily weighted in favour of economic and, to a lesser degree, social sustainability objectives. This is apparent from Tables 12 and 13 on policies and site allocations respectively - basically, housing development wins out above all else.

Yet in Table 14 of the SA (under Section 7.3) it admits, in the overall scores, that the Reg 19 submission version is expected to have minor adverse cumulative effects on flood risk, pollution and water.

The pendulum has demonstrably swung too far and critical environment objectives are the clear losers even if all Local Plan policies can be fully implemented (see Question 2).

#### Question

“Paragraphs 7-9 of the National Planning Policy Framework are at the heart of achieving sustainable development and the Sustainability Appraisal (SA) is the accepted tool for balancing economic, social and environmental objectives in “mutually-supportive ways”.

Ignoring any subjective bias in the weighting, the SA appears to claim in Section 7.3 that “overall, the Regulation 19 Draft Local Plan is expected to have a positive effect against all [12] sustainability objectives”. Yet it contradicts itself in Table 14.

Will the Council now admit that there isn't an equitable balance overall between the economic, social and environmental objectives of its Local Plan?”

#### **Question 7 – Kath Sanders**

*(received 10/10/22 at 11:59)*

#### Statement of context

Continuing on from my first question, it is, in any event, highly unlikely that the Local Plan policies will be enacted to their fullest extent, given the emerging issues around viability of at least some sites and questions around the suitability and availability of land,

Failure to deliver yields on particular sites or certain allocations altogether, will raise the spectre of the release of more Green Belt sites to make up the difference as we have already seen in the Stage 3 Assessment, only published on 22nd July and 11th August 2022. The approach to Green Belt in the Local Plan after all is now even less of a strategy and more akin to it being viewed as just making up the difference.

No Green Belt site will be safe. It may be comforting to think that only a small amount will be released this time and the rest will be spared. However, Green Belt has become the defacto balancing figure and pursuit of Green Belt in Spelthorne will be relentless.

Evidence of this can already be seen in recent property deals - e.g. the sale of the Angle Property site in Sunbury to Bellway Homes announced on 28th April (just after April's E&S meeting) and Danescroft's acquisition of the freehold interest of 51 acres of Green Belt land at Sunbury Golf Course in October 2021, citing the rationale "the property offers

significant asset management potential, as well as the medium to long term prospects of promotion through the local plan".

Question

"The National Planning Policy Framework clearly states that local circumstances SHOULD be taken into account (para 9) and NPPF policies on Green Belt and flood risk CAN provide a strong reason for restricting the "overall scale" of development in the borough (para 11b).

Yet the Council has repeatedly said it has to meet the government "housing target" which patently does not consider at least two significant constraints at a strategic level.

Does the Council now accept that, strategically, the Local Plan makes Spelthorne's Green Belt more susceptible to development, regardless of it being "weakly-performing" or "strongly-performing" under their own definition?"

**Recommendation from the Corporate Policy and Resources Committee**

The Corporate Policy and Resources Committee agreed the following resolution at its meeting on 10 October 2022:

*It was **resolved** that the following recommendations be put to Council on 20 October 2022:*

- 1. That option 1 (an all diesel fleet), as detailed in appendix 2 of the officer's report, be agreed.*
- 2. That the funding for the Committee's preferred option be allocated to enable the purchase of the vehicles.*

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# 1. Corporate Policy & Resources

Date of meeting 10 October 2022



<b>Title</b>	<i>Procurement of waste &amp; street cleaning vehicles</i>
<b>Purpose of the report</b>	To make a recommendation to Council
<b>Report Author</b>	<i>Jackie Taylor Group Head of Neighbourhood Services</i>
<b>Ward(s) Affected</b>	All Wards
<b>Exempt</b>	Main report - No Appendix 1 – Yes Appendix 2 - Yes
<b>Exemption Reason</b>	Appendix 1 and Appendix 2 contain exempt information within the meaning of Part 1 of Schedule 12A to the Local Government Act 1972 paragraph 3 Information relating to the financial or business affairs of any particular person (including the authority holding that information). The public interest in maintaining the exemption outweighs the public interest in disclosing as it could put the Council at a competitive disadvantage in the procurement of these goods and services.
<b>Corporate Priority</b>	Community Environment Service delivery
<b>Recommendations</b>	<b>Committee is asked to:</b>  <ol style="list-style-type: none"> <li><b>1. Recommend to Council their preferred option in Appendix 2 of this report for the procurement of waste &amp; street cleansing vehicles</b></li> <li><b>2. Recommend to Council the agreed options chosen by Corporate Policy &amp; Resources and the allocation of funding to allow the options to progress</b></li> </ol>
<b>Reason for Recommendation</b>	<i>The Council's fleet of waste &amp; street cleansing vehicles are due for replacement as the current contract is due to expire in June 2023. Other owned vehicles within the waste fleet are also due for replacement in 2023. A competitive tender process has been undertaken for all vehicles and services which is compliant with PCR2015.</i>

## 1. Summary of the report

- 1.1 A report was submitted to CP&R on 11 July 2022 asking permission to commence a procurement process for the purchase & lease of the Councils fleet of waste & cleansing vehicles. The current contract is due to expire in June 2023. This report seeks to fully inform all Councillors of the outcome of that tender exercise which was undertaken through the Yorkshire Purchasing Organisation (YPO): -

- Fleet Managed Framework (921) Lot 3 Fleet & Managed Workshops
- Fleet Managed Framework (960) Lot 1 Specialist Vehicles

1.2 The procurement exercise sought to obtain options and prices for both leased and purchased-to-own vehicles that will provide the Council with modern and carbon-efficient waste and recycling vehicles.

1.3 This exercise has also established current and future needs to upgrade current power supplies into the depot to enable the installation of Electric Vehicle (EV) charging points.

## 2. Key issues

2.1 The Councils fleet of waste & cleansing vehicles are a mixture of owned and leased. The fleet currently consists of: -

Leased since 2017	Service
2	Garden waste
9	Refuse collection
1	Street cleansing/bins
5	Street sweeping

Owned since 2017	Service
4	Food Waste, small electrical & textiles

2.2 There are many new & emerging technologies and fuels coming on to the market and the tender exercise sought to look at all opportunities and options which were viable, available, and affordable and where possible helped with the Council's Climate Change proposals.

2.3 Whilst there will be a ban on the sale of diesel cars & light vans from 2035, the Government has acknowledged that not all commercial fleet operators will be able to switch from diesel to electric trucks from 2035. Following a consultation exercise conducted by the Government it was confirmed that it will end the sale of new, non-zero emission heavy goods vehicles (HGVs) less than or equal to 26 tonnes from 2035, and all new non-zero emission HGVs from 2040.

2.4 Entering a contract in 2023 for seven years with an expiry date of 2030 will afford the Council the opportunity to use this time, before the Government's plans become mandatory, to develop plans which meet targets and ensure that the Council is not entering into a market which is still developing and may very quickly change directions.

2.5 Before going out to the market, Council officers explored fully the technologies which were available and emerging, and the infrastructure needed, whether externally or internally, to run the vehicles.

2.6 Further work was also undertaken to establish costs of fuels and battery charging. This research established that the cost of: -

- Hydrotreated Vegetable Oil (HVO) is approx. 10p more per litre than diesel and
- There is little difference in costs of diesel fuel against electric charging currently, but this has the potential to change in the coming months and years and as renewable energy options increase.

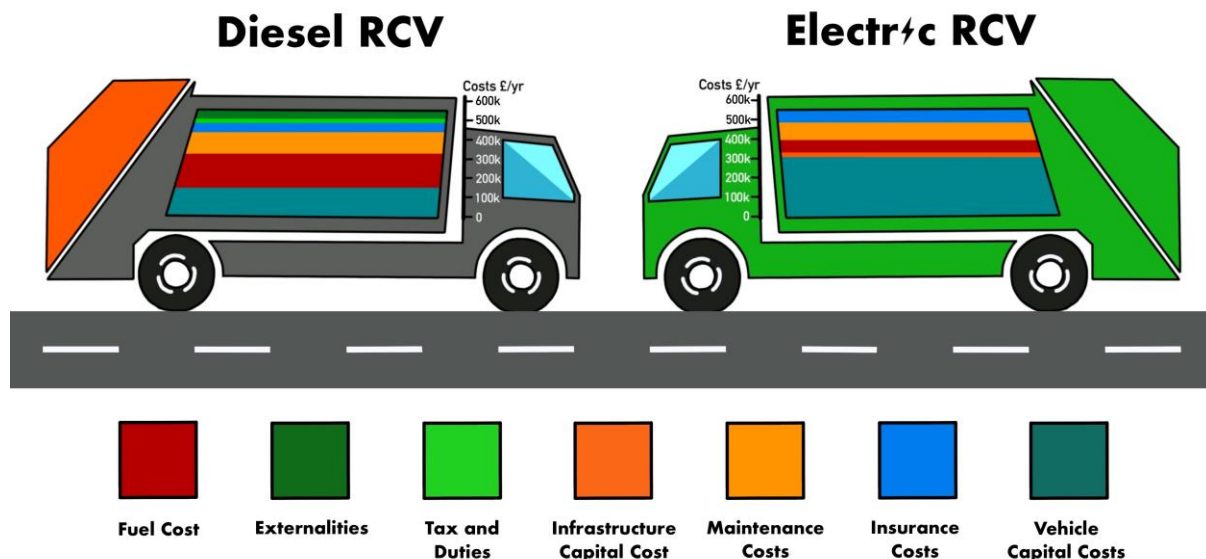
2.7 At present the capital costs associated with Electric Refuse Collection Vehicles (eRCVs) are greater than for diesel vehicles. This initial outlay is mitigated to varying extents, by operational savings resulting from reduced running costs. However, there is currently little published research exploring the business case for eRCVs in a local authority context.

2.8 It is easy to talk in generalities about the pros and cons of technologies such as diesel and eRCVs. A cost benefit analysis (CBA) improves the precision of such conversations, allowing for advantages and disadvantages to be quantified. The table below sets out the CBA for a standard 26T RCV working on a general domestic waste round. This comparison finds that under quite conservative assumptions, the lower capital costs of a diesel RCV are offset by the lower running costs of an eRCV and the total cost of ownership (TCO) of an eRCV is approx. £30k greater than that of a diesel equivalent. This estimate is taken over the average life cycle of approx. eight years and is dependent on quality of maintenance. Whole life costs consider the purchase price, costs to run such as fuel, tax, and congestion charges as well as the cost of maintenance.

The table below makes assumptions around anticipated costs of fuel for both diesel and electric within the operational costs. These are estimates with significant potential for price movements within both fuels.

Vehicle	Electric	Diesel	Net Cost
Capital cost (£)	366,000	164,000	202,000
Operational cost (£)	238,000	410,000	-172,000
Externalities (£)	8,000	50,000	-42,000
<b>Total (£)</b>	<b>612,000</b>	<b>624,000</b>	<b>-12,000</b>
Total excluding externalities (£)	604,000	574,000	30,000

Externalities include environmental and road damage and oil dependence



- 2.9 While there are several alternative technologies that might replace diesel, one of the best developed is battery powered electronic propulsion, recharged from the electricity grid.
- 2.10 Research estimates that on average, local authority RCVs emit approx. 330 kilotonnes of carbon dioxide-equivalent per annum. Replacement eRCVs would produce only 40 kilotonnes, a carbon saving equivalent to every person in the UK recycling an extra 250 plastic bottles each year.
- 2.11 Switching to eRCVs eliminates the biggest source of localised air pollution from standard RCVs which is the diesel itself. Since eRCVs do not burn fuel directly, there are no exhaust fumes, leading to public health benefits. Electricity generation is less emissions-intensive than diesel and the air quality emissions occur further away from residential areas, reducing their impact. Electric engines are also far quieter than diesel equivalents, reducing noise pollution and improving the working environment for collection crews.
- 2.12 Technology is continuously advancing, and it is not yet clear whether eRCVs will emerge as the long-term solution. However, at present, eRCVs appear to be the strong contenders to take the place of diesel vehicles especially in more urban environments.
- 2.13 Caution in this BEV market does however need to be exercised as the supply chain for eRCV batteries remains problematic in some respects as does battery disposal. Also, to be considered is the weight of the batteries which can impact on collected tonnage although some manufacturers are replating the vehicles at 27T to help with this additional weight.
- 2.14 It is too soon to say which technology will emerge as the replacement for diesel, however several technologies are at or near viability.
- 2.15 Some manufacturers in the USA use vehicles powered by compressed natural gas (CNG) these tend to have fewer negative air quality emissions but offer little or no benefit in terms of CO2 emissions since natural gas is still a fossil fuel.

- 2.16 Another option used by bus fleets is to replace the natural gas with biogas from anaerobic digestion or landfill. Replacing diesel with biogas is one of the most beneficial uses of the biogas, however unless the UK significantly increases biogas production or diverts it from current uses, supply is extremely limited.
- 2.17 Electric motors have a longer history than the internal combustion engine (ICE) as a means of propelling vehicles. The motors produce no direct atmospheric emissions through their operation. Although it must be acknowledged that they do place indirect atmospheric emissions through the need to produce electricity for charging. Recent advances in battery technology and regenerative braking are increasing vehicle range, while the rise of renewables means that the carbon emissions associated with generating electricity are falling.
- 2.18 Waste collection has several structural features making it suitable for electrification, especially compared to other heavy vehicle applications. Firstly, the stop-start nature of collection rounds which puts strain on diesel engines and increases diesel consumption, is better suited to electric engines. Instant torque (the engine's rotational force) helps with the starting while stopping leads to partial recharge of the batteries through regenerative braking systems. Added to this, the short & predictable distances in collection rounds are suited to the eRCV ranges. Vehicles always return to the same depot and use of the infrastructure on site can be maximised.
- 2.19 Hydrogen fuel cells are used to power some RCVs in Scotland. In this system, the combustion of hydrogen is used to generate electricity on the go, offering an extended range and avoiding reliance on batteries, while producing only water vapour as an emission. However, much hydrogen is currently generated by steam reforming of natural gas, and so relies indirectly on fossil fuel production, although renewable means of producing Hydrogen are gaining ground.
- 2.20 Tender evaluations have been conducted by Neighbourhood Services Officers and several clarification meetings have also been held. During those meetings it has become noticeably clear that the battery powered market for sweepers and vehicles up to 7.5T is expensive with no payback period.
- 2.21 **Appendix 1 (a)** contains some examples of tender returns from various companies for both electric & diesel purchased vehicles up to 7.5T as tendered for in **960 Fleet Managed Framework (960) Lot 1 Specialist Vehicles**
- 2.22 Several potential suppliers did not submit tender returns for the vehicles listed in 2.21 and highlighted some key relevant points: -
- The chassis is sold with a diesel engine
  - The vehicle must then go off to a conversion company to remove the engine & gearbox and install an electric powertrain
  - The conversion creates an issue for the purchaser whereby they are not in control of the conversion and when problems occur the manufacturer will argue it is a conversion issue and the convertor will argue it a manufacturers issue. There are also issues around manufacturer's warranty when a conversion takes place

- Due to the weight of the batteries the payload is compromised
  - Due to the process for these types of vehicles being new, conversion companies are small entities and are not well established. There is a concern that when problems arise the company may no longer be there to resolve them or take ownership.
- 2.23 On this basis and due to the extremely over inflated costs we would recommend opting for all diesel engines for these four vehicles.
- 2.24 **Appendix 1 (b)** contains examples of tender returns from various companies for both electric & diesel leased vehicles as tendered for in **Fleet Managed Framework (921) Lot 3 Fleet & Managed Workshops**
- 2.25 Both companies who submitted a tender for this framework were comfortable to submit prices for eRCVs but only one would commit to providing a price for electric compact sweepers, neither company committed to pricing for the 16T principal road sweeper.
- 2.26 There were several reasons given which relate to lack of confidence in battery life and lack of external support in relation to management of the electric vehicles.
- 2.27 The municipal vehicle market contains several convertors who will install an electric powertrain into ANOTHER chassis. This creates an interface risk and means that the ongoing deployment of the vehicle is reliant on the dependence of the convertor as well as the chassis manufacturer. Before offering this vehicle and its maintenance the supplier would need to have confidence that they are dealing with an organisation with the technical and financial resources necessary to support immediate parts and warranty requirements and the development of the product if any issues arise during its lifetime.
- 2.28 Compact sweepers are 250% more expensive than their diesel equivalent and leasing them for 2 x 3.5-year periods is uneconomical.
- 2.29 The key factor to consider when seeking to improve its fleet are emissions (the most widely accepted measure of environmental impact) and alternatives to diesel and petrol require investment in vehicles, infrastructure and adapted operational practices and daily processes. Even if suitable vehicle technology is mature and cost-effective, without adapted infrastructure and accepted methods of working, operations will stop if all three areas are not appropriately aligned. Consequently, fleet strategies must be coherent, resilient, and long-term to enable all stakeholders to unite behind them and support their implementation.

#### **Infrastructure constraints**

- 2.30 If Battery Electric Vehicles (BEVs) are the future for refuse fleets, the most notable market developments in the next few years will be how batteries will be configured and energy delivered to them. If hydrogen fuel cell technology develops, the outcome is that on-board stored hydrogen will be used to create power to charge batteries in situ and simply reduce the number of batteries on the vehicle, whilst retaining the same drivetrain. If hydrogen fuel cell development is slower than anticipated, then vehicles will still need to either be plugged into the mains supply, containerised battery banks, or will rely on

induction charging in the same manner as electric toothbrushes, whereby vehicles will park over surface mounted induction chargers.

- 2.31 Currently the fleet is deployed from the Whitehouse depot and any vehicle charging requirements need to be met on the site. With a high concentration of vehicles seeking power in a similar timescale (due to the nature of the shift patterns) peak demand is likely to be significantly higher mid-afternoon onwards than it is during operational hours. We have engaged an electrical supplier to advise on Network Installation and Containerised Battery Storage costs. If the ambition of the Council is to adopt a high number of BEVs in this fleet replacement cycle it should be noted that this process would result in a requirement to defer the replacement of the fleet for a minimum of six months to allow this exercise to occur. This delay would require a fresh procurement exercise to be undertaken as prices would not be held for more than 60 days after tender submission.
- 2.32 If we need to look at options for charging a greater number of BEVs this would require an upgrade to Three Phase 400 Amp supply, with an estimated cost of approx. £40,000. The electrician has approached Scottish and Southern for an estimate of the upgrade, however due to a high number of requests for this service, Scottish and Southern are not responding to our requests for information and it may be that the upgrade part of the cost could run into £200,000 plus. This is an estimated costs based a quote received for a much smaller upgrade to the nursery site four years ago which then was estimated at £50,000.
- 2.33 If Spelthorne were considering moving to BEVs with a select proportion of the current refuse and recycling fleet, **(Appendix 2, Option 3 provides an example of estimated costs)**, then the challenges would not be so complex and a lower key approach to infrastructure development could be deployed. For these units, a commercial fleet “fast” (DC) charger would need to be purchased, supplied, and installed which would allow optimised charging outside of general working hours.
- 2.34 If a select proportion of vehicles were moved to eRCVs estimated costs based on an existing Three-Phase 200 Amp supply with alterations to the mains in the workshop for the new chargers would be approx. £30,000. This installation can be managed within a couple of months as it does not require input form Scottish & Southern.
- 2.35 It is an option to increase the number of BEVs on the fleet, but each additional BEV added carries its risks, delays and subsequent financial implications.
- 2.36 Options two and three below would benefit from Smart charging infrastructure which can balance out loads across all the chargers, switching loads as equipment reaches full charge, with balancing of the charging rates, to give batteries balanced, slower charges, to extend battery life and maximise charging capacity. The extra cost for this is approx. £15,000.

**Pros & Cons of eRCVs**

Pros	Cons
Cheaper to maintain, the electric powertrain has fewer moving parts than a diesel engine	Battery range, whilst this is improving there remains concern that the wear and tear on batteries will affect working time, potential

	creating service issues. Over time it is anticipated that battery technology will evolve and driving range improved
Kinder to the planet, BEVs produce zero tailpipe emissions, improving air quality and reducing CO2 and NOx emissions	Charging challenges. A full charge for an eRCV from 15% to 100% can be achieved in about 15 hours. Power outages for any reason will prevent vehicles from charging
Positive PR which generates a positive look on the Council and its declaration of a climate change emergency	High initial Capital outlay, it is anticipated that as BEVs become more popular these Capital costs will reduce and become more competitive
Easy to drive, no gears just stop/start which makes them ideal for waste collection rounds	Reduced payload, the payload of commercial BEVs is reduced due to the weight of the batteries, vehicle range can also be affected when used in cold weather or driven aggressively.
With the growing urgency to tackle climate change and the introduction of clean air zones, electric vehicles are a way of future proofing and lowering business risk	Whilst renewable energy is increasing much of the energy that charges electric vehicles still comes from gas, coal, and nuclear power stations.
A graduated approach to the introduction of eRCVs at Spelthorne will help us to work towards the governments ban on non-zero emissions vehicles in 2040	Depreciation, as a fairly new technology there is not too much known about BEVs and how they depreciate.

2.37 All the options listed have taken the Government's proposals for a new Resources and Waste Strategy for England into consideration and this fleet of vehicles will be able to easily adapt to changing needs.

### 3. Options analysis and proposal

3.1 When making decisions on the final mix of vehicles the key options to be considered are based on the outcome of the tender process, vehicle availability, delivery timescales, infrastructure, and the financial constraints around opting for BEVs.

3.2 Four options have been provided in **Appendix 2** but this can be changed to reflect member decisions. However, when decision making the following points must be taken into consideration.

- The additional costs of purchasing/leasing BEVs over Internal combustion engines (ICE) and the ongoing financial commitments for the Council over the next seven years.
- The charging infrastructure, whilst we believe we can accommodate two electric RCVs without a completely new upgraded 400Amp supply



into the depot as more vehicles are added the risk of power and service failure increases.

- As technology and the introduction of more BEVs increases prices will become more competitive.
- Battery technology is improving, and Lithium batteries will be put to greater use in BEVs in the coming years, improving drive time and payloads.

3.3 **Appendix 2** contains four options along with associated costs

#### 4. **Financial implications**

4.1 The additional revenue implications for all associated options are detailed within **Appendix 2**.

4.2 The International Financial Reporting Standard on assets has recently changed and the finance team will take this into account by bringing the leases into the Council's balance sheet.

#### 5. **Risk considerations**

5.1 The current fleet of waste and cleansing vehicles, both leased and purchased, are due for replacement in mid-2023 when the current contract expires as vehicles come to the end of their reasonable working life and before we enter a period in which we have the potential to have to manage the increasing risk of vehicle and subsequently service failure. If this procurement exercise is not completed as set out in the timetable, key dates will not be met, and it is likely that the tendered prices will no longer be valid as manufacturers prices are only held for a specific period, usually 60 days when the markets are so volatile.

5.2 It is also a risk that if we do not take a graduated approach to the introduction of BEV vehicles into the fleet, we run the risk of investing in a market that is rapidly changing and may at some point divert to other technologies which could potentially be Hydrogen and/or much improved options for BEVs.

#### 6. **Legal considerations**

- (a) This procurement process was based on a further competition exercise of the Yorkshire Purchasing Organisations Fleet Managed Framework (921) Lot 3 Fleet and managed workshops. The framework had six service providers who were appointed to the Framework following a competitive tender process, compliant with PCR 20215. The Framework commenced in January 2019 for a period of four years.
- (b) Fleet Managed Framework (960) Lot 1 Specialist Vehicles. This framework has several service providers who have been appointed following a competitive tender process, compliant with PCR 2015. The Framework commenced on 5 October 2019 for a period of four years.

The award criteria for the framework are set out below. Due to the estimated value of the Councils call-off contract the weighting for sustainability/social value was adjusted to meet our expectations.

Criteria	Spelthorne weighting
Cost	40%

Quality	30%
Delivery & customer service	20%
Sustainability/social value	10%

## **7. Other considerations**

- 7.1 If members decide not to agree with one of the four options, the tender exercise will need to start again later, and we run the risk of vehicle and service failure due to the age of the vehicles along with ever increasing costs.

## **8. Equality and Diversity**

- 8.1 Our waste collection services are designed to ensure that all residents can participate in all services offered. This formed the key part of a major service change in 2007 when we moved to an alternate weekly wheelie bin collection service. This procurement exercise will not adversely impact any of our residents or reduce the levels of service we offer.

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

- 9.1 Options two and three support sustainability and will be aligned to the Council's climate change strategy, due to the reduction of carbon emissions from the zero emission electric vehicles.

## **10. Timetable for implementation**

- 10.1 If members decide to award contracts to suppliers who have provided the most economically efficient tenders, the timetable is as follows: -

Corporate Policy and Resources 10 October 2022

Full Council 20 October 2022

Decision letters published w/c 24 October 2022

Contract award w/c 31 October 2022

Standstill period 10 days

Mobilisation and delivery of vehicles from June 2023 through to March 2024, subject to vehicle availability

## **11. Contact**

- 11.1 Jackie Taylor Group Head of Neighbourhood Services

01784446418

**Background papers: There are none.**

### **Appendices:**

*Appendix 1 Examples of tender returns*

*Appendix 2 Options analysis and proposals*

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

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### **Recommendation from the Corporate Policy and Resources Committee**

The Corporate Policy and Resources Committee agreed the following resolution at its meeting on 10 October 2022:

*It was **resolved** that the following recommendations be put to Council on 20 October 2022:*

- 1. That the Council's approach to expanding the Health and Wellbeing Board to take account of the new requirements under the Health and Care Act and the associated White Paper, Health and social care integration: joining up care for people, places and populations (Option 2) be endorsed.*
- 2. That the Health and Wellbeing Board be renamed the Spelthorne Healthy Communities Board, with an expanded terms of reference, a wider membership of community participants and increased ability to award financial and other assistance using 'pooled budgets' from Health, Adult Social Care and the Council.*
- 3. That devolved authority be provided to the Spelthorne Healthy Communities Board, within strict spending limits, to utilise 'pooled budgets' to expedite community-based health initiatives. Initially using £50,000 of £132,000 awarded for prevention made by North West Surrey Alliance.*
- 4. That there be periodic reporting back to the Corporate Policy and Resources Committee on the Healthy Communities Board's funding decisions.*

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# Community Wellbeing and Housing Committee (20 September 2022)



## Corporate Policy and Resources Committee (10 October 2022)

### Council (20 October 2022)

<b>Title</b>	<i>Spelthorne Place Arrangements To Facilitate Health Outcomes</i>
<b>Purpose of the report</b>	To make a Key Decision To make a recommendation to Policy and Resources Committee To make a decision and a recommendation to Council
<b>Report Author</b>	<i>Karen Sinclair &amp; Stephen Mortimer-Cleevely</i>
<b>Ward(s) Affected</b>	All Wards
<b>Exempt</b>	No
<b>Exemption Reason</b>	
<b>Corporate Priority</b>	Community Recovery Service delivery
<b>Recommendations</b>	<p><b>Committee is asked to:</b></p> <ol style="list-style-type: none"> <li>1. <i>To endorse the Council's approach to expanding the Health and Wellbeing Board to take account of the new requirements under the Health and Care Act and the associated White Paper, Health and social care integration: joining up care for people, places and populations (Option 2)</i></li> <li>2. <i>To rename the Health and Wellbeing Board the Spelthorne Healthy Communities Board, with an expanded terms of reference, a wider membership of community participants and increased ability to award financial and other assistance using 'pooled budgets' from Health, Adult Social Care and the Council.</i></li> <li>3. <i>To request devolved authority to this board, within strict spending limits, to utilise 'pooled budgets' to expedite community-based health initiatives. Initially using £50,000 of £132,000 awarded for prevention made by NWS Alliance.</i></li> </ol>

<b>Reason for Recommendation</b>	Spelthorne has been identified by health partners as being an innovator and has the potential to be an exemplar for Surrey, leveraging our system skills and offering a mature innovation platform that could help inform national models of working for the newly incorporated ICS governance structure.
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## 1. Summary of the report

Following legislative changes local partners have been asked to devise a new model of governance that meets the requirements of place based timely health interventions.

The council would like to take the lead and seeks to achieve, as a minimum, the following outcomes:

- A real focus on delivering actual improved outcomes for actual people.
- A focus on learning by doing.
- A structure that will evolve over time that is focussed on delivery.
- A principle of decisions taken as locally as possible
- Develop an enabling environment “can-do” and entrepreneurial culture.
- Meetings will be purposeful, and outcomes driven, with the right individuals with the right skill sets who will be identified through the terms of reference.

SBC consider the local Health and Wellbeing Board, with the suggested improvements and enhancements, to be the appropriate, existing, vehicle to meet these new system requirements. Whilst still protecting the principles of local accountability and ward councillor representation. If we put this in place we will be ahead of the curve in relation to local place based governance and will enhance our exemplar reputation.

## 2. Key issues

2.1 Local government, at all levels, holds many levers which influence health and wellbeing, so have a crucial role to play at the level of Integrated Care Partnerships and place.

Integrated care systems (ICSs) have become statutory bodies from July 2022. Integrated care systems (ICSs) are partnerships of organisations that come together to plan and deliver joined up health and care services, and to improve the lives of people who live and work in their area. We are now part of the Surrey Heartlands ICS, of which the NWS Alliance are one of three Integrated Care Partnerships.

Earlier this year, a further White Paper was published, *Health and social care integration: joining up care for people, places and populations*. The title illustrates what it aims to achieve. Yet integration still seems to mean different things to different people ranging from the closer alignment of health and care services, through to an entirely different way of working across systems to tackle population health management and the broader determinants of health and wellbeing.

The White Paper recognises some of the challenges and asks some specific questions. Many of these relate to the key components of good public financial



management: outcomes, accountability and financial frameworks. These are critical elements in enabling effective collaboration across organisations which have such different systems and cultures.

2.2 CIPFA have set out some of the key issues in relation to funding prevention at place level:

**Place, prevention, and partners:**

A greater emphasis on place and prevention is welcome, as is the recognition of local government as equal partners.

Local government, at all levels, holds many levers which influence health and wellbeing, so have a crucial role to play at the level of Integrated Care Partnerships and place.

**Finance and integration:**

A shared understanding of the different financial systems across the NHS and local government is essential if the aims of integration are to be realised.

A lack of funding certainty stifles the ability to plan and invest in priorities with longer-term horizons, such as preventative interventions and reducing health inequalities.

A targeted approach based on local priorities is likely to have greater impact than pooling budgets 'wherever possible'.

The commitment to review arrangements for pooling is welcome. However, a more overarching view of aligning resources would be more helpful, with the aim of removing the need for complex workarounds.

Delegation of functions and resources to place should be underpinned by a joint financial framework to ensure that funding flows reflect where decisions are made and best support delivery of shared outcomes.

Principles for joint financial arrangements could be combined with those for accountability arrangements, to provide a single principles-based framework for different stages of development as places evolve over time.

*2.3 '...district and borough councils are clearly becoming much more involved in some aspects of integration, on the Integrated Care Partnerships. From that perspective, one of the challenges is how we better align health and wellbeing strategies and take a longer-term view in terms of prevention and investment in the wider determinants of health and wellbeing.'*

**Terry Collier, Spelthorne Borough Council**

**3. Options analysis and proposal**

**3.1 Option 1**

Do nothing and risk new models of governance being imposed by other organisations in 'place' leading to a potential loss of influence and control.

**Option 2 (preferred option)**

Subject to adoption, that the Council promote the suggested new Spelthorne Healthy Communities Board as the preferred vehicle to deliver, influence and monitor the health prevention and intervention agenda in Spelthorne the 'place'. An open and accountable forum that will be responsive and flexible

based on resident metrics, offering value for money and empowering communities.

### Option 3

Alternative models of governance have been explored with system partners including NWS Alliance, other boroughs and Well North Enterprises however this risks dilution of Spelthorne Council involvement and has the potential to see resources diverted to local acute care needs rather than community-based preventative services.

## **4. Financial implications**

- 4.1 The Council have been awarded non recurrent funding from the NWS Alliance ICP of £132,000. It is recommended that an element of this is assigned to this board. A proportion of this funding is already earmarked for preventative services delivered by SBC. There is no deadline to spend this by March 2023 but there is an expectation of timely use. Officers recommend, in the first instance, that £50,000 be assigned to the board.
- 4.2 It is likely that if we create a robust structure to govern the 'pooled budgets' we are in a good place to leverage more funding from external sources including central government, NHS England and the NWS Alliance for the benefit of Spelthorne residents.

## **5. Risk considerations**

- 5.1 Main risks highlighted in the options appraisal, more broadly the ICS model presents opportunities for local authorities but this is sometimes complex in a two tier system.
- 5.2 These initiatives and additional responsibilities that are created by a system approach draw heavily on our limited resources. There are staffing implications here that need to be funded by the NWS Alliance.

## **6. Legal considerations**

- 6.1 The legislative principles are in place following the implementation of the Health and Care Act 2022 and associated White Paper. It is proposed that the newly expanded board and terms of reference will be embedded in the ICS governance structure enabling a flow of information through to the Health and Wellbeing Board at SCC and the NWS Transformation Board.

## **7. Other considerations**

- 7.1 The Council can agree and endorse this model of governance, though it still requires 'buy in' from all stakeholders which will be leveraged through an Autumn 2022 engagement event.

## **8. Equality and Diversity**

- 8.1 This new governance structure seeks to improve and enhance community led approaches to health inequalities. Particularly by making funding and support available to neighbourhoods.

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

9.1 The proposed governance model encourages a local neighbourhood approach which encourages a reduction in miles travelled per intervention and supports local procurement.

**10. Timetable for implementation**

10.1 The Council are proposing to hold a Health and Wellbeing stakeholder event in Autumn 2022 and would like to launch the Spelthorne Healthy Community Board at this event. This does not require the approval of the NWS Alliance Transformation Board but officers intend to present for information.

**11. Contact**

11.1 Karen Sinclair 01784 446206. Stephen Mortimer-Cleevely 01784 448616

**Background papers:** *Spelthorne Health & Wellbeing Strategy 2022-2027, Integrating Care Putting the Principles in Place,*

**Appendices:**

**1 Previous ToR**

**2 Suggested ToR**

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# SPELTHORNE HEALTH AND WELLBEING GROUP

Chairman: Cllr Maureen Attewell and Deborah Ashman

## Membership, Terms of Reference and Operating Arrangements

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### SPELTHORNE HEALTH & WELLBEING GROUP

#### 1. PURPOSE

The purpose of the group is to improve the Health and Wellbeing in Spelthorne. The group will discuss and determine the Health & Wellbeing priorities for Spelthorne with targets and performance reviews outlined in the Spelthorne Health & Wellbeing Strategy. The group will raise awareness and communicate Health & Wellbeing information in Spelthorne and will provide an annual report to the joint committee of Spelthorne Borough Council and Surrey County Council.

#### 2. MEMBERSHIP

We will invite representatives from the following organisations:

- (a) Spelthorne Borough Council including the Portfolio Holder and Group Head for Community Wellbeing, and representatives from relevant Council departments
- (b) Surrey County Council representatives including Adult Social Care and Children's Services. A SCC councillor who is appointed by Joint Committee at the start of each municipal year.
- (c) Voluntary organisations such as Voluntary Support North Surrey, Action for Carers and Catalyst
- (d) A representative from North West Surrey Clinical Commissioning Group
- (e) A representative from one of the third sector community care borough wide forums or groups (for, children with disabilities, older people and adults with physical and sensory disabilities—Appendix 1) or a suitable representative from the community.
- (f) Other members from relevant organisations will be invited where appropriate and dependant on topical projects. These may include Surrey and Borders Partnership NHS Foundation Trust, or Ashford & St Peter's Hospital's NHS Trust

**Members commit to attending meetings or to ensure that they send a representative at an appropriate level if they are unable to attend a meeting.**

#### 3. TERMS OF REFERENCE

The responsibilities of the Health and Wellbeing Group are:

- (a) To oversee progress towards the Spelthorne priorities as outlined in the Spelthorne Health & Wellbeing Strategy and to identify any new priorities that should be addressed. The group will provide an annual report to the Spelthorne Joint Committee.
- (b) To develop an action plan for the Health and Wellbeing Strategy outlining clear targets; to be monitored quarterly and reviewed annually. Produce criteria to enable performance as red/amber/green.
- (c) To consider any issues raised by members of the group or the wider community and to determine what needs to be done to resolve these issues.
- (d) To provide an opportunity for the sharing of relevant information between agencies.
- (e) To link to other local, partnership groups as appropriate (These responsibilities are underpinned by a statement of principles on equalities (shown in Appendix 2) to ensure that the work of the group pays due regard to issues of discrimination, equality of opportunity and the promotion of good relations between people from different backgrounds.

#### **4. OPERATING PROCEDURES**

##### **(a) Support**

Administrative support will be carried out by Spelthorne Borough Council.

##### **(b) Chairman**

The Chairman will be the Spelthorne Borough Council Group Head for Community Wellbeing in conjunction with the portfolio holder for Community Wellbeing. The Chairman will be responsible for reporting to the Spelthorne Joint Committee.

The Chairman will be supported by a Vice-Chairman and Co-ordinator. Together they will be responsible for the operation of the theme group, its delivery of the action plan and reporting on progress to the Spelthorne Joint Committee.

##### **(c) Frequency of meetings**

The Health and Wellbeing Group shall meet at least quarterly.

##### **(d) Reporting to the community**

The Group will feed back to its partners on its activities and to the community through this group as well as ad hoc communications such as press releases issued by partner organisations.

##### **(e) Decision making**

The Group will seek to operate by consensus.

#### **5. LIFETIME OF THE GROUP**

The Group is not time limited and will seek to evolve according to the needs of the community and partner organisations.

## APPENDIX 1

### Roles of Forums and Groups in Spelthorne Health & Wellbeing Group

1. To identify the unmet need of local people for health and wellbeing.
2. To assess the effectiveness of existing services in meeting local need and make proposals for improvements or variation in service delivery.
3. To identify gaps and unmet needs in services, and to ensure that development proposals and recommendations are made to Spelthorne Health and Wellbeing Group.
4. To receive relevant consultation documents, commenting back to relevant organisations and to the Spelthorne Health and Wellbeing Group, as appropriate.
5. To provide a focal point for multi-agency debate with users and carers on health and wellbeing, with a view to improving communications, information sharing, evaluation, identifying best practice, service development and funding issues.
6. To actively engage in a range of methods of consultation with users and carers working, where possible, toward their full participation in Forums, and the appointment of service users as Forum Chairmen.
7. To take part in any sub-groups or task focused groups as necessary.
8. To encourage full membership of all sections of the community, as set out in the Equality Act 2010. All members are given equal status and access.
9. To ensure essential representation by the Chairman or nominated representative at Spelthorne Health and Wellbeing Group where appropriate.
10. To receive feedback from and report to Spelthorne Health and Wellbeing Group via the Chairman or nominated representative.
11. To review Terms of Reference when necessary.

**APPENDIX 2**  
**SPELTHORNE HEALTH AND WELLBEING GROUP**  
**EQUALITIES STATEMENT**

Spelthorne Health and Wellbeing Group will work together to ensure that any decisions or actions it takes have due regard to age, gender, ethnicity, disability, sexual orientation, religious belief and that no one is discriminated against unlawfully or unfairly.

Spelthorne Health and Wellbeing Group is committed to:

- Promoting equality of opportunity for all, and recognising and valuing the diversity of the Spelthorne community.
- Promoting good relations between people from different backgrounds through its work.
- Listening to and understanding the needs of all people in Spelthorne.

This commitment builds on that of each individual partner organisation and their responsibilities under the relevant equalities legislation for promoting equality of opportunity in policy development, service provision, training and employment. Members will continue to assess Spelthorne Borough Council policies and functions according to their own procedures and, where concerns arise, will raise these with the rest of the Group.

Through this commitment, the Group aims to encourage diverse and equal representation of all communities in Spelthorne. Within the Group, it is the responsibility of each individual member to respect and value differences between themselves and other members.



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# SPELTHORNE HEALTHY COMMUNITIES PARTNERSHIP

## Membership, Terms of Reference and Operating Arrangements

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### SPELTHORNE HEALTHY COMMUNITIES PARTNERSHIP

#### 1. PURPOSE

The purpose of the group is to explore new ways of delivering services and interventions that address the wider determinants of health and wellbeing. The aim being to improve the health and wellbeing outcomes for Spelthorne residents. The group will discuss, share and help determine the health & wellbeing priorities for Spelthorne in conjunction with stakeholders across the system. The group will also help raise awareness and support the communication of health & wellbeing information in Spelthorne.

#### 2. FOUNDING MEMBERS

We will invite representatives from the following organisations:

- (a) Spelthorne Borough Council including the chair and vice chair of Community Wellbeing committee and Group Head for Community Wellbeing, and representatives from relevant Council departments
- (b) Surrey County Council representatives including Adult Social Care and Children's Services. A SCC councillor who is appointed by Joint Committee at the start of each municipal year.
- (c) Voluntary organisations such as Voluntary Support North Surrey, Action for Carers and Catalyst.
- (d) A representative from North West Surrey Alliance (ICP).
- (e) A representative from one of the third sector community care borough wide forums or groups (for, children with disabilities, older people and adults with physical and sensory disabilities–Appendix 1) or other suitable representative from the community.
- (f) A representative from CSH.
- (f) Other members from relevant organisations will be invited where appropriate and dependant on topical projects. These may include Surrey and Borders Partnership NHS Foundation Trust, or Ashford & St Peter's Hospital's NHS Trust

**Members commit to attending meetings or to ensure that they send a representative at an appropriate level if they are unable to attend a meeting.**

### **3. TERMS OF REFERENCE**

The responsibilities of the Spelthorne Healthy Communities Partnership are to:

- (a) oversee progress towards the Spelthorne priorities as outlined in the Spelthorne Health & Wellbeing Strategy and to identify any new priorities that should be addressed.
- (b) drive change in neighbourhoods and support the delivery of what works well locally in step with our communities.
- (c) support the delivery of improved outcomes for residents.
- (d) encourage a focus on learning by doing.
- (e) create a pragmatic structure that can evolve over time that continues to be focussed on delivery and outcomes.
- (f) develop an enabling environment and entrepreneurial culture.
- (g) meetings will be purposeful, and outcomes driven.
- (h) retain a 'pooled budget' that can facilitate community led health interventions.
- (i) consider any issues raised by members of the group or the wider community and to determine what needs to be done to resolve these issues.
- (j) provide an opportunity for the sharing of relevant information between agencies.
- (e) link to other local, partnership groups as appropriate

(These responsibilities are underpinned by a statement of principles on equalities (shown in Appendix 2) to ensure that the work of the group pays due regard to issues of equality, diversity and inclusion.

### **4. OPERATING PROCEDURES**

#### **(a) Support**

Administrative support will be carried out by Spelthorne Borough Council.

#### **(b) Chair**

The Chair will initially be the Spelthorne Borough Council Group Head for Community Wellbeing in conjunction with the chair of Community Wellbeing Committee. With the opportunity for any of the founding members to take on a rolling chair arrangement with continued administrative support from SBC.

#### **(c) Frequency of meetings**

Spelthorne Healthy Communities Partnership shall meet at least quarterly.

#### **(d) Reporting to the community**

The Group will feed back to its partners on its activities and to the community through this group as well as ad hoc communications such as press releases issued by partner organisations.

**(e) Decision making**

The Group will seek to operate by consensus.

**5. LIFETIME OF THE GROUP**

The Group is not time limited and will seek to evolve according to the needs of the community and partner organisations.

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## APPENDIX 1

### Roles of Forums and Groups in Spelthorne Healthy Communities Partnership

1. To identify the unmet need of local people for health and wellbeing.
2. To assess the effectiveness of existing services and interventions in meeting local need and make proposals for improvements or variation in service delivery.
3. To identify gaps and unmet needs in services, and to ensure that development proposals and recommendations are made to Spelthorne Healthy Communities Partnership.
4. To receive relevant consultation documents, commenting back to relevant organisations and to the Spelthorne Healthy Communities Partnership.
5. To provide a focal point for multi-agency debate with users and carers on health and wellbeing, with a view to improving communications, information sharing, evaluation, identifying best practice, service development and funding issues.
6. To actively engage in a range of methods of consultation with users and carers working, where possible, toward their full participation in Forums, and the appointment of service users as Forum Chair.
7. To take part in any sub-groups or task focused groups as necessary.
8. To encourage full membership of all sections of the community, as set out in the Equality Act 2010. All members are given equal status and access.
9. To ensure essential representation by the Chairman or nominated representative at Spelthorne Healthy Communities Partnership.
10. To receive feedback from and report to Spelthorne Healthy Communities Partnership via the Chairman or nominated representative.
11. To review Terms of Reference when necessary.

**APPENDIX 2**  
**SPELTHORNE HEALTHY COMMUNITIES PARTNERSHIP**  
**EQUALITIES STATEMENT**

Spelthorne Health and Wellbeing Group will work together to ensure that any decisions or actions it takes have due regard to age, gender, ethnicity, disability, sexual orientation and identity, religious belief and that no one is discriminated against unlawfully or unfairly.

Spelthorne Healthy Communities Partnership:

- Promoting equality of opportunity for all, and recognising and valuing the diversity of the Spelthorne community.
- Promoting good relations between people from different backgrounds through its work.
- Listening to and understanding the needs of all people in Spelthorne.

This commitment builds on that of each individual partner organisation and their responsibilities under the relevant equalities legislation for promoting equality of opportunity in policy development, service provision, training and employment. Members will continue to assess Spelthorne Borough Council policies and functions according to their own procedures and, where concerns arise, will raise these with the rest of the Group.

Through this commitment, the Group aims to encourage diverse and equal representation of all communities in Spelthorne. Within the Group, it is the responsibility of each individual member to respect and value differences between themselves and other members.

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## Foreword



I am proud to introduce the second Spelthorne Health and Wellbeing Strategy and the first Council Strategy following on from the Coronavirus Pandemic. Over the last two years, the Covid-19 pandemic has impacted the lives of each and every one of us. We have all lived through unprecedented

times and now, more than ever, we must all play a role in positively influencing our own health, alongside others, and the wider community. Whilst the Council doesn't directly deliver healthcare services, we can play an active role in influencing health behaviours and lifestyle factors such as exercise, housing and community safety. To demonstrate our commitment to the National Health Services (NHS) Long Term Plan we have chosen to create our own health and wellbeing strategy, with an extensive action plan which far exceeds our statutory responsibilities. As active members of the North West Surrey Health and Care Alliance we can influence both health and social care agendas and leverage both assets and funding for our communities. The Health and Wellbeing Strategy forms a statement of intent over the next five years, where we will work together, with our partners to achieve our priorities. The Strategy aims to put prevention first to empower residents to take positive steps towards looking after their own health as well as focusing on Council led initiatives with prevention at their heart. Furthermore, sustainability will be critical to ensure our outcomes and initiatives can benefit residents in the long term.

Cllr Sandra Dunn, Chair of Community Wellbeing and Housing Committee



# Spelthorne in numbers

The Borough of Spelthorne lies to the south west of London and is situated in the north-west of the county of Surrey. It covers an area of 20 square miles. Located 15 miles from central London, it shares its border with Heathrow Airport in the north and the River Thames in the south.



**20** parks in the Borough

Spelthorne is ranked as the **most deprived** borough in Surrey



There are **23** looked after children and **32** care leavers



**67.2%** of adults are classified as overweight or obese

**26.6%** of adults and **26.3%** of children are inactive (less than 30 mins per day)



**1902** adults and **181** young people are registered with Action for Carers in Spelthorne

Life expectancy at birth for males is **80.4** years and females is **83.9** years

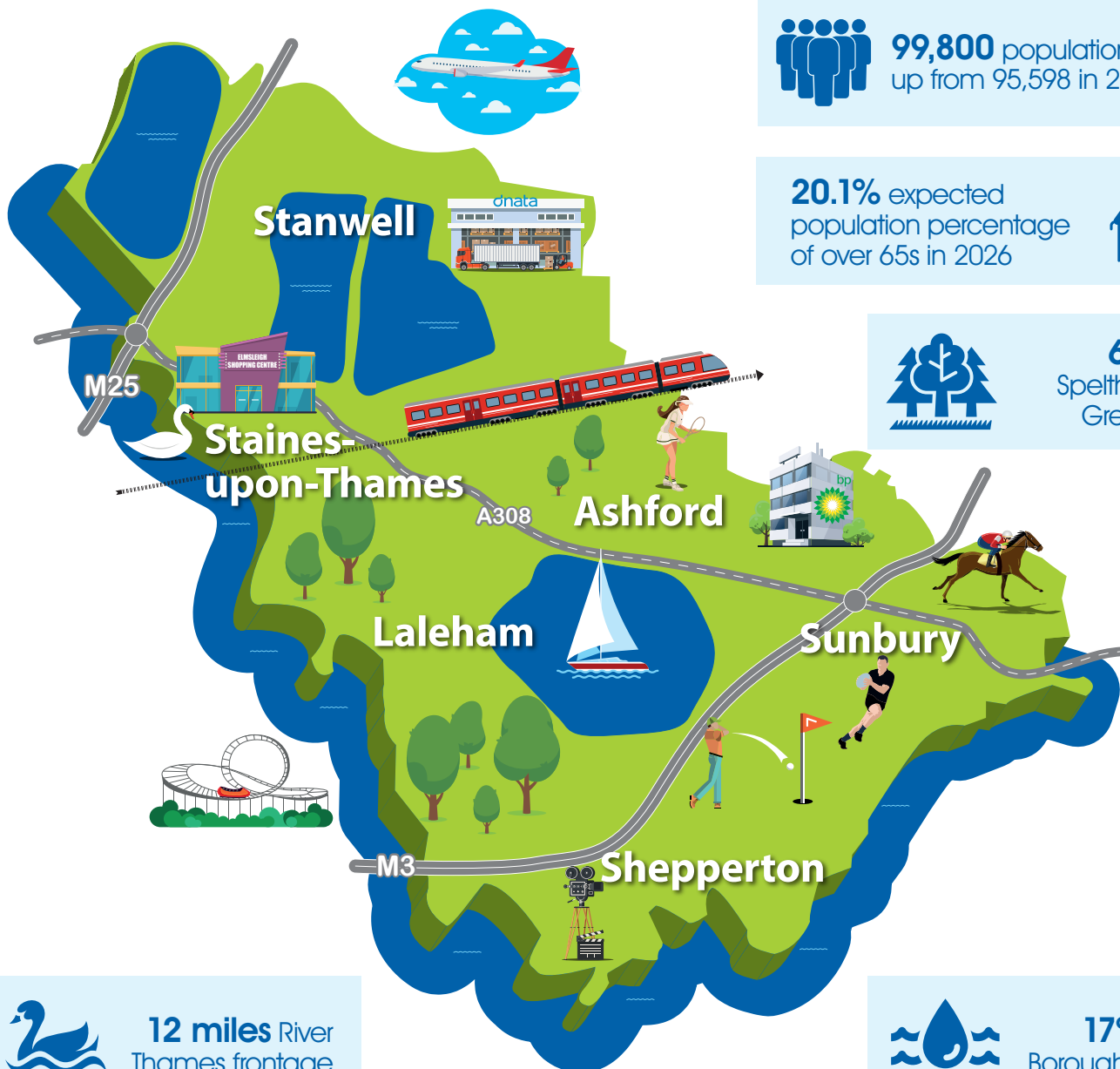


**99,800** population in 2021, up from 95,598 in 2011

**20.1%** expected population percentage of over 65s in 2026



**65%** of Spelthorne is Green Belt



**12 miles** River Thames frontage



**17%** of the Borough is water

Overall, the health of people in Spelthorne is better than the England average. However, when compared to the rest of Surrey, Spelthorne residents experience poorer health than other Surrey boroughs which is more in line with their London neighbours. There are health inequalities within the borough, with life expectancy being 5.6 years lower for men and 6.0 years lower for women in the most deprived areas of Spelthorne than in the least deprived areas. The Covid-19 pandemic has exacerbated these health inequalities. This is where we will focus our initial efforts using detailed health metrics to identify areas of priority need.

All North West Surrey Integrated Care Partnership (ICP) partners including Spelthorne Borough Council (SBC) adopted an Alliance Agreement which set out a shared vision, values and objectives, as well as a framework for the collective oversight of resources and decision making. The Alliance Board oversees the delivery of these objectives and the Council's Chief Executive is a member of the Alliance Board.



### The objectives of the Alliance are:

- To help to prevent ill health and manage own care
- To reduce health inequalities, using collective resources to support those with the highest need and deliver excellent outcomes for all North West Surrey residents
- To deliver planned, responsive joined up health and care services
- To create a culture of excellence and supportive environment for staff
- To deliver innovative solutions supported by technology and digital infrastructure
- To provide services as close to people's homes as possible
- To create one team to facilitate the best holistic care and to attract and retain the best talent
- To reduce duplication and waste
- To consider the way resources are invested, focusing on prevention and the wider determinants of health outcomes
- To work with local communities to build new forms of partnership between public sector, local citizens, community groups, the voluntary sector and local business
- To develop a vibrant, sustainable Alliance between partner organisations

### This strategy has been informed by the 10 year Surrey Health and Wellbeing Strategy which identifies the priorities of:

- Helping people in Surrey lead healthier lives
- Supporting the mental health and emotional wellbeing of people in Surrey
- Supporting people in Surrey to fulfil their potential

We have shared our priorities with partners across the county including colleagues at Surrey Heartlands, North West Surrey Intergrated Care Partnership (NWS ICP), Voluntary Support North Surrey (VSNS), A2 Dominion and Adult Social Care.

We have engaged with officers across all service areas in a series of workshops.

Spelthorne Borough Council has drawn on its expertise in the borough and numerous statistics that are added for completeness in our appendix to inform this council owned strategy. We are committed to working alongside our partners, both internal and external, to support the delivery of our detailed action plan.

We will cover in detail the scope of our strategy, reflecting on the uniqueness of Spelthorne's geography, population and our remit in relation to social care services which includes the service area of Independent Living, where nationally this sits with county or unitary authorities.



## Principles of the Strategy

- To embed health and wellbeing in Spelthorne Borough Council (SBC) practice and decision making
- An instrument to encourage positive change
- To include health and wellbeing impact assessments in the Council's management and committee structure
- Bring together funding streams from Health, Care, Leisure, Arts and the Built Environment to support People, Places and Communities in Spelthorne

### Vision

Moving beyond the Covid-19 pandemic, Spelthorne is a place of choice to live, where children have a healthy start in life, and residents have the opportunity to lead happy, active, healthy and independent lives, achieving their full potential into later life.

# Council Corporate Priorities



To put our communities at the heart of everything we do, building strong relationships with our residents and businesses, and helping to forge links within those communities, so that they feel empowered, included, supported, safe and healthy.

To deliver housing which meets the needs of all sections of our communities, building new homes, helping people to stay in their existing accommodation and ensuring that none of our residents are homeless.

To provide support and guidance to our residential and business communities to enable them to recover from the significant effects of the COVID-19 pandemic.

To work with our communities and partners to minimise our effects on the environment, play our part in tackling the threat of climate change and to maintain a clean, green and attractive Borough, which recognises and protects biodiversity.

To deliver efficient and effective services which meet the changing needs of our communities, adapting to meet new challenges, new ways of working and different ways of interacting with our communities.

## Scope of the Strategy

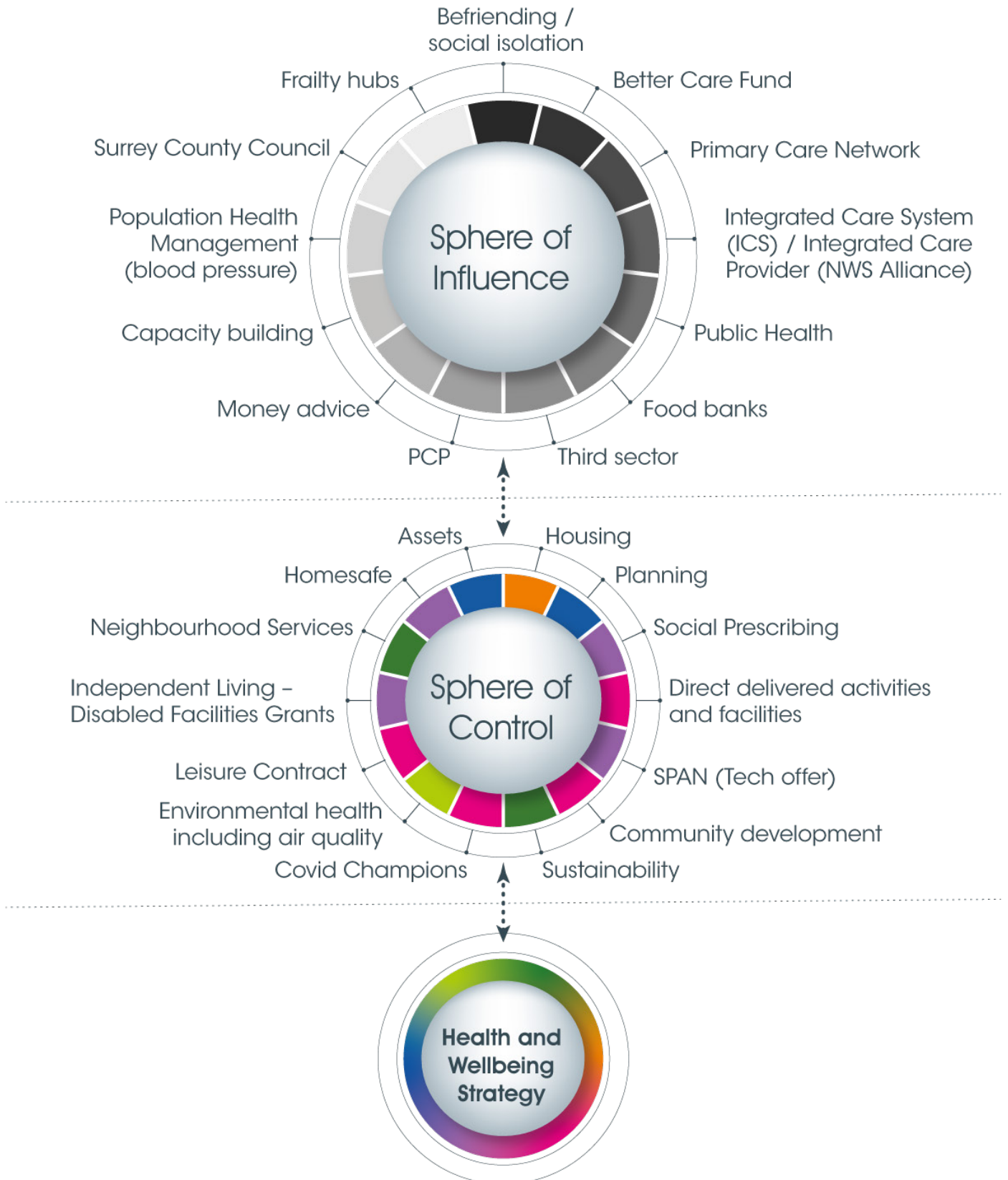
Numerous factors play a role in contributing to overall health as explained in the Determinant of Health model below:

Health behaviours 30%	Socioeconomic factors 40%	Clinical care 20%	Built environments 10%
Smoking 10%	Education 10%	Access to care 10%	Environmental quality 5%
Diet/exercise 10%	Employment 10%	Quality of care 10%	Built environment 5%
Alcohol use 5%	Income 10%		
Poor sexual health 5%	Family/social support 5%		
	Community safety 5%		

Source - Communities and Health; Kings Fund May 2021

# Scope of the Strategy

As a Council, we can play an active role in influencing numerous factors listed above. Spelthorne Council has a wide area of influence alongside a narrower area of control. This has helped shape the scope of this Strategy which is demonstrated in the diagram below:



# Council services to promote health and wellbeing

- Housing
- Leisure and Community Development
- Environmental Health
- Independent Living
- Neighbourhood Services
- Regeneration and Growth
- Other Council services

		 Enabling Move-On Options	 Community centres
		 Walking for Health	 Junior Citizen
 Climate change action group	 Homelessness Prevention Grant	 Out of hours noise service	 Cycling for Health
 Eat Out Eat Well	 Surrey Youth Games	 Disabled Facilities Grants	 Housing Disrepair Actions
 Affordable housing delivery	 Community Safety Spelthorne Safety Stronger Partnership	 Licencing	 Social Prescribing
 Playgrounds and parks	 Rough Sleeper Initiative Fund (RSI)	 Xplorer	 Economic Development
 Leisure Centres	 Customer services	 Strategic Planning	 Water Safety Group
 River Thames task group	 Swimming pools and sports grounds	 Food safety and the food hygiene rating scheme	 Active travel
 Air quality monitoring and air alert service	 Meals on wheels	 Partnership Action Day	 Spelthorne Museum
 Discretionary Housing Payment	 Warmer home grants	 SPAN services	 Family Support
 Outdoor Gyms	 Community grants	 Tree planting	 Knowle Green Estates

# Priorities



The Strategy is formed of three pillars which are the Borough's Health and Wellbeing priorities for the next five years. Under each priority, there are three focus areas.

## People – enable residents to take positive action to improve their own health

- Enable residents to manage their physical health
- Support residents to manage their mental health positively following Covid-19
- Enable residents to increase their physical activity in an accessible and affordable way

## Place – encourage a positive environment to improve health

- Residents have homes that meet their needs
- Residents are happy in their neighbourhoods
- Maximise use of parks and open spaces

## Community – foster communities which are integrated where residents feel connected

- Community led services reaching all members of community
- Maximise use of parks and open spaces
- Help build community resilience

# Summary of council services to support priorities

## Community services

Spelthorne offers a range of services to support residents in their own homes, there is an increased pressure from the system to support people over 65 to live in their own homes independently:

- 1)** Spelthorne partners with Runnymede, Woking and Elmbridge via Homesafe Plus – to enable a safe and coordinated approach to discharge from hospital and also provides support in the first few weeks on their return home.
- 2)** Spelthorne's Older People Actively Living (OPAL) groups continue to expand – these groups provide supported Day Centre type input across the borough for residents with numerous long term conditions. Operated from our community centres in Ashford and Shepperton they provide support for up to 25 clients per day and enable residents to stay living independently for as long as possible with a mix of care and support.
- 3)** Meals on Wheels service – providing affordable nutritionally balanced meals 365 days of the year, enabling residents to continue living at home who find it difficult to prepare their own meals.
- 4)** Spelthorne Personal Alarm Network – this community alarm service enables residents to live at home independently with the confidence to know that if they fall or have a medical emergency that help is at hand. We currently serve 1200 residents.
- 5)** Handyperson Service – commissioned by Spelthorne but managed by Woking Borough Council, this service provides minor adaptations including grab rails and keysafes. The service supports rapid hospital discharge and promotes independence.
- 6)** Community Equipment Store – Spelthorne Borough Council funds works required by residents that supports their discharge or independence. The community equipment store provides items such as hospital beds and hoists.
- 7)** Disabled Facilities Grants – Administered by Spelthorne, Disabled Facilities Grant (DFG) is a means-tested grant for people with a permanent disability of any sort, including physical and learning disabilities, sensory impairments and mental illness. A DFG will enable you to make changes to your home that will help you to continue living there.
- 8)** Home Improvement Agency – An in-house service enabling the resident to maximise the benefit of their Occupational Therapy assessment based on their needs, support to access the DFG or alternative support to make adaptations to their home. This includes the support of a case manager, technical officer and access to a borough employed Occupational Therapist.
- 9)** Step Down Accommodation – Spelthorne Borough Council, leads on this service fully funded by the North West Alliance, providing nine units across North West Surrey to support the rapid discharge of medically fit for discharge clients. These units are available for up to six weeks to support residents to ultimately return to independent living.







# Social Prescribing

Many things affect your health and wellbeing. General Practitioners tell us that a lot of people visit them feeling isolated, lonely, or stressed out by work, money, and housing problems. These are issues that cannot be fixed by doctors and medicine alone. At its most basic, a social prescription offers the kind of help that doesn't come in a prescription. The idea behind social prescribing is to help you to have more control over your healthcare and find ways to manage your needs in a way that suits you. There are many different ways of providing social prescribing services. It often starts with a conversation, Spelthorne first assign a link worker, they are there to listen to you and put you in touch with whatever it is you might need in order to feel better. That might mean being introduced to a community group, a new activity or local club. It could be legal advice for volunteers to help around the house. It might just be information and guidance, a bit of inside knowledge on your situation, and what local resources there are available. It could even be some support in how to create something new.



Studies show that individuals with social prescriptions get better and feel better faster than those treated with medicine alone. And because it works, we have embedded this service into the heart of what we do at the council.

## Frailty hub

In order to support the work of the multi-disciplinary frailty team, there has been early involvement from all partners to build linked datasets that can analyse a patients pathway and aggregate all those pathways up into system wide dashboards. There is still ongoing work to develop this, but using the principles of Population Health Management this has shown that linked data can be a powerful tool in understanding how interventions can effect a patients pathway and longer term prevention work around falls prevention.

## Leisure and Community Services

- 1) Walking for Health – group walks between 1 and 5 miles in and around Spelthorne, led by trained volunteers, at least three times a week, particularly aimed at beginners who are looking to get more physically active
- 2) Cycling for Health – group cycle rides between 5 and 12 miles in and around Spelthorne, led by trained volunteers once a week
- 3) Spelthorne ParaSports Club – a multi-sports club for young people with disabilities aged between 5 and 25, offering the opportunity to play boccia, goalball, tennis and numerous other sports
- 4) Specsavers Surrey Youth Games – a programme of free sports activities aimed at reaching our less advantaged young people which culminates in a weekend festival, participating alongside young people across Surrey
- 5) Xplorer – family orienteering events in our parks, offering a friendly navigation challenge that is educational and fun
- 6) Music in the parks – free weekly concerts held in the Walled Garden and Lammas Recreation Ground for residents to enjoy listening to local performers
- 7) Arts and cultural activities – offering the opportunity for residents to participate in creative initiatives, particularly through projects developed as part of Surrey Arts Partnership
- 8) Resource centre – offers scrap materials for fun and creative arts. A craft club for young people aged 5-11 years and open days are offered throughout the year
- 9) Everyone Active – our operator of Spelthorne and Sunbury Leisure Centres who deliver GP referral, weight management programmes amongst a wide programme of activities and events

## Whole systems approach to obesity

Actions to tackle obesity at a local level do not just benefit people's health. They can also have positive impacts on other local agendas including employability and productivity of local populations, as well as the potential to reduce the demand for health and social care. There is growing recognition that a whole systems approach, involving stakeholders from across the local system, is what is needed to tackle obesity. A whole systems approach enables local stakeholders, including communities, to come together, share an understanding of the reality of the challenge, consider how the local system is operating, and where there are the greatest opportunities for change. Stakeholders agree actions and decide, as a network, how to work together in an integrated way to bring about sustainable long-term systems change.

## Be Your Best

A free family weight management service for families with children under 11 years old to help achieve a healthier lifestyle through 1:1 sessions, nutrition workshops and family activity sessions.



# Housing

## Enabling Move-On Options

The Council supports Knowle Green Estates Housing Delivery Programme to provide affordable homes to residents and keyworkers. Two high quality housing developments are now available within the borough of Spelthorne which will provide much needed emergency accommodation for residents who are facing homelessness. The White House, Ashford, provides specialist accommodation for single homeless people with multiple or complex needs. Harper House, Ashford, provides self-contained emergency accommodation for up to 20 homeless families whilst they await a move to settled accommodation.



The Council provides a 24-month rent guarantee scheme “Spelthorne Rent Assure”. The Council guarantees to pay landlords the full market rent for their property, for up to two years. The scheme also offers one month’s rent in advance, a five-week repair bond, a free inventory to landlords, arrangement of property viewings, initial tenant training and ongoing support for both the landlord and tenant for the duration of the scheme.

## Homelessness Prevention Grant

Each year, central government allocate a fund to local government to put towards homelessness prevention initiatives. This funding is used to support homeless households with deposit payments, rent in advance, rental payment support, and mortgage support. Additional costs associated with storage, transport, legal/court fees, court desk duty, a medical advisor, an out of hours service and translation and legal services are also included within this budget. Built within the budget is a projects element to allow for a small number of strategic initiatives to be implemented as part of the Homelessness and Rough Sleeping Strategy action plan. The Council’s contract with Rentstart to support single homeless people and childless couples, contract with Citizens Advice to provide debt and support advice as well as the Council’s contribution to the contract for floating support provided by Look Ahead is also covered through the fund.



## Discretionary Housing Payment (DHP)

Central government allocate a proportion of DHP each annum which the Council top-up. DHP awards are designed as a temporary measure to support households with some financial relief. An annual DHP review is presented to Strategic Housing Group to demonstrate how DHP is awarded and to ensure targeting towards homelessness prevention.

## Rough Sleeper Initiative (RSI) Fund

RSI funding was introduced to support the Government’s ambition to end rough sleeping by 2025. RSI is made up of four elements: prevention, intervention, recovery and systems support. A Rough Sleeper Coordinator and Outreach Worker was appointed from 2019 to work with rough sleepers in Spelthorne which has seen a reduction from an average of 8 rough sleepers per night to 2. Whilst the officer predominantly provides an outreach service, they also have a smaller caseload to help support rough sleepers placed in accommodation to sustain their tenancy and avoid returning to sleeping rough.

Furthermore, in preparation for the anticipated surge in evictions due to the economic impact of Covid-19, RSI funding was used in 2021/22 to commission several advice and support services with A2Dominion. This included ‘Project Breakthrough’ aimed at providing tenancy support to those aged 18-30 including employment, skills, and training. A specialist tenancy support worker for residents aged 50+ with multiple needs who needed tenancy sustainment intervention. And ‘Advice Plus’ - a borough-wide drop-in advice service.

# The priorities explained

## People

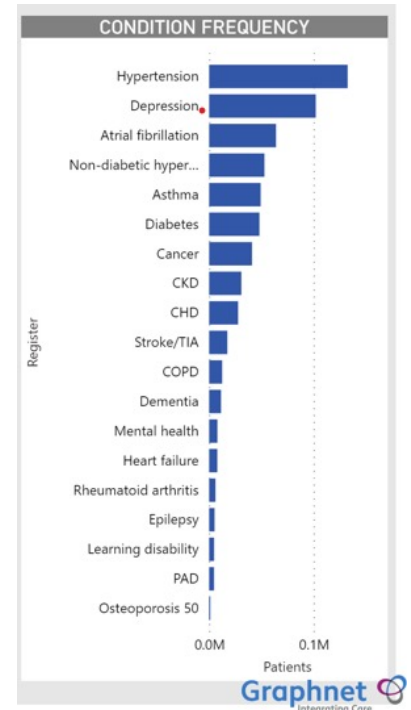
'Evidence supports the case for a shift to more person and community-centred approaches to health and wellbeing. Actively involving citizens in prevention programmes and strengthening community assets is a key strategy in helping to improve the health of the poorest fastest' (Communities and Health; Kings Fund May 2021)

Exercise is the key not only to physical health but to peace of mind.

- Nelson Mandela

### What are the challenges locally?

- The Medical Imperatives\*
- The Social Imperatives
- Mortality rate / life expectancy
- Deprivation
- Physical inactivity
- Obesity
- Nutrition
- Smoking
- Alcohol use
- Sexual health
- Mental health



\*The Medical Imperatives



## How are we going to address this?

### Enable residents to manage their physical health

- Social Prescribing
- Nutrition – providing meals for schools, foodbanks, meals on wheels
- Be Your Best
- Whole systems approach to obesity
- Access to GP
- Hypertension
- Blood pressure
- Falls prevention
- Frailty hub
- SPAN services
- Sexual health services
- Smoking cessation – smoke free alliance
- Alcohol consumption

### Support residents to manage their mental health positively following Covid-19

- Community Centres
- Commissioning new Crisis Support
- Increasing funding to CAB

### Enable residents to increase their physical activity in an accessible and affordable way

- Leisure projects
- New Leisure Centre
- Active travel

### What will success look like?

- The gap between life expectancy in the most and least deprived areas to narrow
- Physical activity to be embedded into everyone's daily lives
- Obesity levels to decrease and residents to stop smoking
- Residents to make good behaviour choices towards nutrition, alcohol consumption, and sexual health
- Residents to access opportunities to boost their mental health

# The priorities explained

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## Place

'The gap in healthy life expectancy in England between the most and least deprived areas is 19 years, and for life expectancy it is 9.4 years for males and 7.4 years for females (2015 to 2017) – the gap in life expectancy is growing.

The extra cost to the NHS from health inequalities have been calculated as £4.8 billion a year in greater hospitalisations alone.

Health inequalities reduce employment and productivity, which costs national and local economies – acting on health inequalities and is, therefore, an investment for England's national and local economies.

Health inequalities are not caused by one single issue, but a complex mix of environmental and social factors which play out in a local area, or place - this means that local areas have a critical role to play in reducing health inequalities' (PHE Place based approaches for reducing health inequalities)

“The natural environment is the great outpatient department where we can go for healing.”

- Dr William Bird

### What are the challenges locally?

- Homelessness
- Overcrowding on the register
- Property prices and rental levels
- Lack of social/truly affordable housing
- Excess winter deaths
- Air pollution related mortality
- Noise pollution
- Access to parks and open spaces
- Levels of crime and disorder
- Fear of crime

### How are we going to address this?

- Residents have homes that meet their needs
- Homelessness and rough sleeping work
- Fuel poverty
- Downsizing scheme
- Hoarding policy
- Extra care and retirement housing
- Hospital discharge – Intergrated Care System and Spelthorne
- Disabled Facilities Grants
- Affordable housing delivery

## How are we going to address this? - Continued

- Residents are happy in their neighbourhoods
- Shopping centre developments
- Spelthorne Museum
- Arts and Culture Strategy
- Air quality work
- Staines Development Framework
- Development of Heathrow
- Safe Streets Initiative
- Cycling and walking infrastructure



## Maximise use of parks and open spaces

- Playing Pitch Strategy
- Use of parks / open spaces
- CIL / s106
- Climate change action group
- River Thames task group
- Tree planting
- Outdoor gyms
- Park licences – tennis, outdoor gyms
- Music in the parks
- Skate Parks



## What will success look like?

- Increase of homelessness prevention to ensure households do not have to spend any length of time in emergency accommodation
- In instances where this is not possible, and a resident becomes homeless. The Council would consider not having to use costly nightly paid Bed and Breakfast accommodation and clients spending less time in temporary accommodation as a measure of success
- No clients returning within a 12-month period demonstrating tenancy sustainment success. Resident are assisting in managing their own tenancies, finances, health, and wellbeing which in turn helps them to live independently
- No rough sleepers in Spelthorne
- Increase in genuine affordable housing options available to residents with longer tenancy security
- There will be fewer avoidable winter deaths
- Air and noise pollution levels will decrease, with less complaints being received
- Residents will enjoy and experience the benefits of parks and open spaces, close to their homes
- Reductions in crime and disorder levels
- Reduction in anti-social behaviour levels

# Community

'Community life, the places where people live, and having social connections and a voice in local decisions, are all factors that make a vital contribution to health and wellbeing and help buffer against disease. Despite progress in supporting population health, health inequalities persist and the gap is widening. Communities and populations that experience socioeconomic deprivation and/or marginalisation and powerlessness have worse health than those that are more affluent.' (Kings Fund May 2021)

“The power of community to create health is far greater than any physician, clinic or hospital.”

- Dr Mark Hyman

## What are the challenges locally?

- Loneliness
- Unemployment
- Financial resilience
- Digital exclusion
- Living arrangements





## How are we going to address this?

- Use Council resources to enable community led services reaching all members of our community
- Community Grants – encourage alignment of criteria more closely with the Health and Wellbeing strategic aims
- Support young carers
- Support ethnic minority groups
- Spelride development
- Community centre offers
- Support Older Peoples Forum
- Community Lettings Policy
- Shopmobility
- Family Support Programme
- Volunteer opportunities
- Develop creative initiatives and cultural partnerships

## Work with partners to maximise community engagement and cohesion

- How do we work with housing associations, Knowle Green Estates, community investment teams
- Development of Health and Wellbeing Group
- Prevent / Community Safety initiatives
- Digital inclusion

## Build community resilience post Covid-19

- Community Champions
- Development of community navigators
- Consider using Support4Spelthorne as a vehicle for response and change

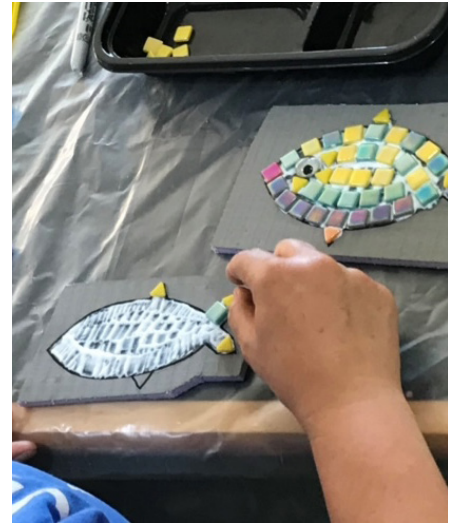
## What will success look like?

- Residents will feel connected with their community and loneliness will reduce
- Employment levels will increase, residents will be upskilled, and volunteering opportunities will be boosted
- Residents will be financially resilient
- More residents will be digitally connected
- All residents will be able to access appropriate and affordable services

# Monitoring and evaluation

The Action Plan comprises clear targets of how we will implement actions on an annual basis to achieve our priorities. We will work in partnership with the Spelthorne Health and Wellbeing Group, as well as other relevant local partnerships to ensure we deliver our priorities.

We will monitor our success using the measures above and report annually on our progress to the Community Wellbeing and Housing Committee.



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## Integrating care:

# putting the principles in place?

May 2022

Now that the Health and Care Act has passed, it's full steam ahead for integrated care systems (ICSs) to become statutory bodies from July 2022. Earlier this year, a further White Paper was published, *Health and social care integration: joining up care for people, places and populations*.<sup>1</sup> The title illustrates what it aims to achieve. Yet integration still seems to mean different things to different people ranging from the closer alignment of health and care services, through to an entirely different way of working across systems to tackle population health management and the broader determinants of health and wellbeing.

The White Paper recognises some of the challenges and asks some specific questions. Many of these relate to the key components of good public financial management: outcomes, accountability and financial frameworks. These are critical elements in enabling effective collaboration across organisations which have such different systems and cultures.

This briefing builds on a roundtable discussion, where senior finance professionals from across the NHS and local government discussed these aspects of the White Paper. Going forward, we intend to build on this in a further publication, expanding on the issues raised here and drawing on case studies and good practice to provide solutions. We hope that this will be helpful to finance practitioners, and to the Department of Health and Social Care (DHSC) and NHS England as they develop further guidance.

If you are interested in joining CIPFA's [Integrating Care](#) hub, or have experience of the issues raised here which you would like to share to inform our future work, please contact us on [integratingcare@cipfa.org](mailto:integratingcare@cipfa.org).

## Key messages

### Place, prevention, and partners →

- A greater emphasis on place and prevention is welcome, as is the recognition of local government as equal partners.
- Local government, at all levels, holds many levers which influence health and wellbeing, so have a crucial role to play at the level of Integrated Care Partnerships and place.

### The wider landscape and aligning policy →

- The crowded policy landscape presents competing priorities for the NHS and local government, which can distract from and add tensions to, the integration conversation.
- Amongst these competing pressures faced by both the NHS and local government, it is difficult to see how integration will be able to progress 'further and faster' as expected in the White Paper.
- Some areas of government policy compete with the integration agenda and require complex workarounds. Improving policy alignment would be the ideal solution but sharing experience to improve understanding would be a welcome first step.
- There is a clash between 'here and now' pressures and the long-term view. Good financial management requires consideration of the entire breadth of responsibilities to ensure outcomes and value for money are achieved.

### Shared outcomes →

- A national outcomes framework should provide a single set of shared goals across the wider health and care landscape, without adding another tier of bureaucracy. It must be adaptable to local circumstances, enabling a focus on local priorities.
- It is for local systems and places to determine a set of appropriate priorities and metrics, based on evidence and against which progress can be measured, rather than national prescription driving local activity.

### Clear accountability in place →

- Given the significant variation between places, a single 'one size fits all' set of criteria for accountability arrangements and the requirement for a single accountable person does not seem appropriate.
- A principles-based framework setting minimum expectations for different stages of development, as places evolve, would be more appropriate.

### Finance and integration →

- A shared understanding of the different financial systems across the NHS and local government is essential if the aims of integration are to be realised.
- A lack of funding certainty stifles the ability to plan and invest in priorities with longer-term horizons, such as preventative interventions and reducing health inequalities.
- A targeted approach based on local priorities is likely to have greater impact than pooling budgets 'wherever possible'.
- The commitment to review arrangements for pooling is welcome. However, a more overarching view of aligning resources would be more helpful, with the aim of removing the need for complex workarounds.
- Delegation of functions and resources to place should be underpinned by a joint financial framework to ensure that funding flows reflect where decisions are made and best support delivery of shared outcomes.
- Principles for joint financial arrangements could be combined with those for accountability arrangements, to provide a single principles-based framework for different stages of development as places evolve over time.

## Place, prevention and partners

The focus on prevention and place in the White Paper is welcome. These are factors which local government understand well and have significant influence over. The White Paper also places more emphasis on local government as equal partners. Yet it continues to refer to local government as a whole, with no recognition of the different tiers and the valuable roles they can play.

While social care and public health are crucial to the integration agenda, district and borough councils also hold many of the levers which influence the health and wellbeing of their population.

With Integrated Care Boards (ICBs) being established as statutory bodies from July 2022, the current focus remains on health structures. But July is just the starting line. Integrated Care Partnerships (ICPs) will be established but are unlikely to be in their final form. Place-based

arrangements are being considered, but, again, are likely to evolve over time. It is at these levels of place and ICP, that all levels of local government will have key roles to play.

**'...district and borough councils are clearly becoming much more involved in some aspects of integration, on the Integrated Care Partnerships. From that perspective, one of the challenges is how we better align health and wellbeing strategies and take a longer-term view in terms of prevention and investment in the wider determinants of health and wellbeing.'**

**Terry Collier, Spelthorne Borough Council**

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## The wider landscape and aligning policy

### Health and care landscape

The integration White Paper sits amongst a variety of other policies – the introduction of the Health and Care Levy and social care charging reform,<sup>2</sup> a White Paper on wider reform of adult social care,<sup>3</sup> the levelling up White Paper<sup>4</sup> and reform of the public health system at national level.<sup>5</sup> A further White Paper on addressing health inequalities is awaited. For the NHS there are numerous priorities,<sup>6</sup> and there is huge pressure to tackle the backlog of elective care.<sup>7</sup> The NHS long-term plan is also to be updated, with revised delivery expectations.<sup>8</sup>

So, the health and care policy landscape is particularly crowded. Also, the experience of the COVID-19 pandemic and the focus on recovery looms large, with the true impact on services unlikely to be understood for some time.

**‘...it’s not the easiest landscape to look at system change... it’s a system under immense pressure... dealing with a whole host of ‘here and now’ issues.’**

**Carol Culley, Manchester City Council**

Whilst some of these priorities may be ‘mutually reinforcing’,<sup>9</sup> they are also complex and difficult to navigate, prioritise and resource. Scarce funding and the impact of rising inflation and the cost-of-living crisis are also biting. For both the NHS and local government, navigating a coherent path through this complex landscape and finding the bandwidth for integration amongst these competing priorities is problematic, leading to additional tensions and distractions. Amongst these competing pressures faced by both the NHS and local government, it is difficult to see how integration will be able to progress ‘further and faster’ as expected in the White Paper.

### Competing policy agendas

The *Health and Care Act 2022* has stripped away many of the competitive elements within the NHS which acted as barriers to the integration agenda. However, there are remaining policy misalignments that continue to impede progress. Examples include the difference between the NHS as free-at-point-of-use and social care as a paid-for service, or the differential VAT regimes across the NHS and local government. Over the years, many systems have identified and successfully established workarounds for these issues. However, this adds to the complexity involved.

Improving the alignment of competing policies within and across government departments, to remove the need for complex workarounds would be the ideal solution. However, simply sharing experience and improving the understanding of these potential solutions would be helpful and prevent undue focus on these issues which distract from the aim of integrating further and faster.

### Short-term versus long-term thinking

Achieving the vision, with a focus on prevention and improved population health, requires long-term thinking and investment. However, there is often a clash between the short- and long-term view which can create tensions amongst partners and impede progress.

In local government, the uncertainty around the financial implications of adult social care charging reform is a cause of concern amongst all partners. The NHS is facing huge political pressure to address the elective backlog and reduce waiting times. Such ‘here and now’ issues compete with the longer-term view of the benefits of investing in prevention, addressing health inequalities and improving health and wellbeing outcomes.

‘...elective waiting lists are important, but that doesn’t mean it’s got to be the job of every single person that works in the NHS.’

**Richard Douglas, South East London ICB**

Good public financial management requires a focus on the full extent of responsibilities in the long term, to ensure that outcomes are achieved and value for the public pound is maximised. This requires certainty of funding in the medium to long-term, as well as coherence of policy and priorities. This is true of any organisation but is even more crucial when taking a whole systems approach. All partners need to know what they can bring to the table and contribute to achieving the overall outcomes.

## Shared outcomes

### Balancing variation and clarity of outcomes

The integration White Paper was published while the Health and Care Bill was still passing through Parliament and amongst a plethora of guidance,<sup>10</sup> further adding to the complex landscape.

**‘I was surprised at the timing of a White Paper on integration, given where people had got to with the legislation that was going through...’**

**Bob Alexander, CIPFA**

Different ICSs are at different stages of the integration journey, in terms of both the relationships and the progress made. There is also variation in size, population need, geographic footprint and co-terminosity of partners. This is true not only of ICSs, but also the places within them. As CIPFA have previously highlighted, even what is meant by ‘integration’ can be interpreted in a variety of ways.<sup>11</sup>

The White Paper and much of the guidance is written in what could be considered ‘loose language’ in an understandable attempt to cover all this variation. However, this can lead to confusion and lacks clarity.

**‘There’s a long history to get us to this policy point. Lots of different expectations across different parts of sectors... so I suspect partners around the table will have slightly different expectations of what they wanted to see from an integrated system. I think this has developed into something that involves a lot more structural reorganisation that was envisaged at the start, which has added a degree of instability.’**

**Carol Culley, Manchester City Council**

NHS England has previously set out the core aims of ICSs,<sup>12</sup> and the White Paper defines successful integration as:

*‘...the planning, commissioning, and delivery of co-ordinated, joined up and seamless services which support people to live healthy, independent and dignified lives and which improves outcomes for the population as a whole.’*

It goes on to state that the approach to designing shared outcomes will have at its centre improving population health and reducing health disparities.<sup>13</sup> While these ambitions are admirable, they are extremely wide-ranging and do not provide clear, specific, measurable outcomes to work towards.

An alternative may be to address one ‘element’ of integration at a time. For example, starting with greater integration of commissioning services may enable a more manageable concentration of efforts and provide more certainty around what successful governance and financial arrangements would need to look like.

Whilst there is significant variation between systems, places and the progress of integration, clarity of the intended outcomes at national level is essential. This must be balanced with a broad enough view that enables all systems to contribute to national outcomes in a manner appropriate to their local circumstances, regardless of what stage of the integration journey they are at.

### Balance between local and national – subsidiarity versus prescription

As previously noted, the policy landscape is crowded, and the White Paper refers to ‘mutually reinforcing’ reforms. A national framework should clarify the outcomes to be achieved across all these reforms to provide a single set of shared goals across the health and care sector. This



should aid in clarifying the requirement and perhaps remove some of the tensions and competing priorities.

Care should be taken to ensure that any national framework does not add yet another tier of bureaucracy on top of existing 'sector specific' national priorities. This would require a truly integrated approach to be taken from the centre, with different government departments coming together to clarify priorities and the related outcomes to be achieved through integration.

**'...we need to ensure that it actually fits within the refresh of the NHS long-term plan and the levelling up agenda, and the other key policy drivers that are influencing what's going on in local places.'**

**Andrew Burns, CIPFA**

Such an aligned national framework must provide sufficient autonomy for systems and places to take forward in a manner appropriate to their local circumstances. It should allow for more detailed, tailored frameworks at ICS level, reflecting the ICP's plan, which can be further translated down to place level.

**'...unless there's some local determination of the desired outcomes... then it's pointless having the partnership. Unless they have some responsibility for something, people won't come along.'**

**Richard Douglas, South East London ICB**

One way to achieve this may be by formulating minimum national standards, which may have greater/lesser priority in each locality. This requires national outcomes to be expressed in a manner that does not involve a detailed set of performance metrics which then drives local activity. The focus should be on local priorities reflecting the national, rather than national prescription stifling local innovation and/or need.

## **Importance of data in determining progress**

Good public financial management requires making evidence-based decisions on the allocation of public funds and the ability to track progress and ensure value for money is being achieved.

A baseline assessment of health and wellbeing of populations at system level could provide a starting point against which to track progress towards defined metrics (and longer-term outcomes) over time. This is likely to be more meaningful than a single set of national targets/output measures which may not translate to system/place level.

Given that funding flows are expected to work at system level, then any performance metric should be set at the same level, to inform decision making on resource allocation. Where functions are delegated, this may be more appropriate at place level for some outcomes/outputs, but should be able to be 'built up' to system level to provide a more strategic view.

**'...how can you have performance metrics that aren't at a system level when you are expecting funding flows to work that way?'**

**Nicci Briggs, Leicester, Leicestershire and Rutland CCGs**

One potential approach could use existing data from joint strategic needs assessments (JSNAs) and health and wellbeing strategies to provide an overall picture of place. These could then be aggregated to provide a system-wide view. This can then be considered through the appropriate 'lens' – such as health inequalities or prevention – to give a view of differential needs or cohorts across the system.

## Clear accountability in place

The recognition of place as the engine for delivery and reform is welcome. The White Paper states there is no intention to prescribe accountability arrangements at place level. Given the significant variation between places, even within a single system, a prescriptive approach would not be appropriate. However, it does commit to set criteria for place-level arrangements, and sets the requirement for a *'single person, accountable for the delivery of the shared plan and outcomes for the place'*.

**'...part of the benefit of moving to the ICB was that we're able to delegate and work in a way that's best for the system. The more I'm reading the White Paper, the more I worry it's all prescribed again.'**

**Nicci Briggs, Leicester, Leicestershire and Rutland CCGs**

The single accountable person is perhaps the most contentious issue in the White Paper, and it remains unclear exactly whom they would be accountable to, or whether this is for local determination. There is also the concern that an individual is held accountable for the decisions and actions of the non-statutory place as a whole, and how this might operate in practice. There remains a question around how they would interact with providers (or provider collaboratives) which will likely cover multiple places, and with contracts sitting at ICB level.

**'I find it a little bit difficult to see how it would work, particularly in two tier areas, to have as a single person accountable, I think accountability of place... that is the better way to go.'**

**Terry Collier, Spelthorne Borough Council.**

**'...we've got 10 local authorities, 10 providers, but where does that relationship between locality and providers sit, when the contract sits at ICB level?'**

**Richard Paver, Greater Manchester ICB**

The nature and level of delegation to place is likely to evolve over time, so the single accountable person may mean different things in different places and at different times – they may effectively find themselves operating between moving goalposts.

The CIPFA/IFAC International Framework defines governance as: *'...the arrangements put in place to ensure that the intended outcomes for stakeholders are defined and achieved'*.<sup>14</sup> Thus, appropriate and proportionate arrangements depend not only on the particular circumstances of place and what functions/resources are delegated to it, but also what outcomes they are trying to achieve. Given the level of variation, a single one-size-fits-all set of criteria for governance and accountability at place level does not seem reasonable.

An alternative would be to consider the level of 'maturity' of each place, depending on their local circumstances. This would suggest a principles-based framework, setting out a minimum expectation for arrangements at differing levels, as systems and places evolve and develop over time. It would then be for the locality to determine the appropriate governance and accountability arrangements for their circumstances, and for others to assure themselves that these are sufficient.

## Finance and integration

In recent years there has been much focus on the NHS financial regime, moving towards 'system finance' and population-based payment mechanisms.<sup>15</sup> However, there appears to be little consideration of how the differing financial frameworks in the NHS and local government interact.

Financial regimes, cultures and terminology differ between health and local government and the need to foster a shared understanding or 'common language' between partners is essential to the success of integration.<sup>16</sup> Some of the differences which create problems include differences in how services are funded, funding flows, planning cycles, reporting requirements and timing.

**...medium to long-term planning needs to be linked between local authorities and the NHS. And the timescales need to be the same, because you're never going to get alignment if you can't even align dates...**

**Nicci Briggs, Leicester, Leicestershire and Rutland CCGs**

A lack of long-term funding certainty for both the NHS and local government is a further concern, as it stifles the ability to conduct medium- to long-term financial planning. This is particularly true around ambitions with long-term horizons such as reducing health inequalities and greater investment in prevention.

**...as long as we're so short term in the way that finances are managed across the NHS, we're never going to be at a point where we can have those longer-term discussions.**

**Nicci Briggs, Leicester, Leicestershire and Rutland CCGs**

### Pooling budgets

Delegating resources to place level can considerably increase the chance of improving outcomes, and so increase value for the place-based pound. However, pooling is merely a tool, and some of the complexities involved may disincentivise closer collaboration, particularly in times of financial pressures on both the NHS and social care. For example, in some areas where pooled budgets have been used for years, concerns are now being raised around the future financial implications of social care charging reform and the potential impact on risk sharing, thus stifling progress already made.

The White Paper states that pooled budgets should be used 'wherever possible...eventually covering much of funding for health and social care services at place level'.<sup>17</sup>

**'...we have a massive habit...when we bring organisations together, of boiling the ocean...my biggest concern for this is we recreate CCGs, but at place level.**

**Nicci Briggs, Leicester, Leicestershire and Rutland CCGs**

A more targeted approach based on local priorities is likely to be appropriate. Where functions are delegated to place level, then resource should also be delegated. Focusing on particular priority pathways or cohorts (eg community care, mental health or learning disabilities) and using pooled/aligned budgets as a tool to address these specific issues may lead to improved outcomes, rather than pooling across the board - seemingly for the sake of it.

While there is considerable experience of local government and CCGs pooling budgets for commissioning, there is much less experience of pooling with NHS providers. A particular concern relates to the likely need for greater considerations around due diligence and the impact on the overall

financial position of the NHS Trust. This is likely to be further complicated by different arrangements for NHS Trusts and NHS Foundation Trusts.

... there's a fairly well-established history on how you pool with a CCG partner, and ways through how you manage that...pooling with a provider trust is a very different kettle of fish.

**Carol Culley, Manchester City Council**

While it is true that there are many issues which can be problematic, some of the complexities go beyond the issue of pooling budgets. Again, over time, systems have established workarounds, but this adds complexity and impedes progress. The commitment to review arrangements for pooling budgets and provide further guidance is welcome, but addressing the wider issues involved would be more helpful.

'...there's a variety of solutions you can look at, but it isn't all about pooling. In our arrangement...which will bring together community health and social care, we backed away from a fully pooled budget. [Instead] we went for delegation of responsibilities and functions and an alignment of the resources beneath it. So, you've got the budget in one place and full visibility over it. But the level of due diligence required, and the complexities around risk share - made it too difficult a proposition to do a fully pooled budget at this stage.'

**Carol Culley, Manchester City Council**

## Joint financial frameworks

Financial frameworks determine how you use your financial resources to best achieve the intended outcomes. They should also provide a mechanism against which progress can be evaluated and measured, which in turn informs decisions on use of resource.

The ICB will have overall responsibility for the overall NHS system budget. Some functions and resources will be appropriately managed at system level, for example acute contracts. However, based on the principle of subsidiarity, others will be more sensibly deployed at place level.

Any delegation of function to place level needs to be underpinned by appropriate financial arrangements – a joint financial framework – reflecting where decisions are most appropriately made and enabling funding flows to best support delivery of shared outcomes. Within such a joint framework, several tools could be employed, including pooling, aligning or joint commissioning/provision arrangements. However, focusing on pooled budgets alone is unlikely to ensure that resources can move around the system to best effect.

'If we tried to do a place pool for everything that was within the remit of place, I think we'd fall over because your money alignment would be out of step with where your decision-making accountability is.'

**Carol Culley, Manchester City Council**

The nature of such a joint financial framework should reflect the variation amongst systems and places, allowing for local determination and flexibility. Different types of service commissioning and/or provision may also lend themselves to different financial arrangements. ICBs and their places are likely to evolve over time, so the joint financial framework may have to become more sophisticated to reflect this evolution.

Such variation means that a one-size-fits-all approach would be unsuitable. However, taking a principles-based approach to developing a joint financial framework, could allow systems/places to adapt and evolve over time and formulate a framework appropriate to their circumstances.

As financial arrangements are fundamental to ensuring appropriate and proportionate

accountability arrangements, it makes sense to align principles for joint financial arrangements alongside those for accountability. This would provide a single, principles-based framework setting out minimum expectations for financial and accountability arrangements appropriate at different stages, as places evolve over time.

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## Roundtable participants

CIPFA would like to thank the following people for their participation in the roundtable and ongoing support of our work in this area.

- **Bob Alexander**, Associate Director, CIPFA
- **Nicci Briggs**, Executive Director of Finance, Contracting and Governance, Leicester, Leicestershire and Rutland CCGs
- **Andrew Burns**, Associate Director, CIPFA
- **Terry Collier**, Deputy Chief Executive and Chief Finance Officer, Spelthorne Borough Council
- **Carol Culley**, Deputy Chief Executive and Chief Finance Officer, Manchester City Council
- **Richard Douglas**, Chair Designate, South East London ICB
- **Richard Paver**, Audit Committee Chair, Greater Manchester ICB

Endnotes

- <sup>1</sup> DHSC, [Health and social care integration: joining up care for people, places and populations](#), February 2022
- <sup>2</sup> HM Government, [Build Back Better: Our plan for health and social care](#), September 2021
- <sup>3</sup> DHSC, [People at the heart of care: adult social care reform white paper](#), December 2021
- <sup>4</sup> DLUHC, [Levelling up the United Kingdom](#), February 2022
- <sup>5</sup> Public Health England has been replaced by the [UK Health Security Agency](#) and the [Office for Health Improvement and Disparities](#). A [Health Promotion Taskforce](#) has also been established at Cabinet level to move forward prevention agenda.
- <sup>6</sup> Priorities for 2022/23 set out in NHS England, [2022/23 priorities and operational planning guidance](#), December 2021 and DHSC, [NHS Mandate 2022 to 2023, March 2022](#)
- <sup>7</sup> NHS England, [Delivery plan for tackling the COVID-19 backlog of elective care](#), February 2022
- <sup>8</sup> As detailed in DHSC, [NHS Mandate 2022 to 2023, March 2022](#)
- <sup>9</sup> As suggested in the white paper: DHSC, [Health and social care integration: joining up care for people, places and populations](#), February 2022
- <sup>10</sup> At the time of writing there were 70 pieces of guidance on implementing legislative change published on the [Future NHS](#) platform alone (login required).
- <sup>11</sup> CIPFA, [The practicalities of integration](#), 2018
- <sup>12</sup> NHS England, [Integrating care: Next steps to building strong and effective integrated care systems across England](#), November 2020
- <sup>13</sup> DHSC, [Health and social care integration: joining up care for people, places and populations](#), February 2022
- <sup>14</sup> CIPFA/IFAC, [International framework: good governance in the public sector](#), 2014
- <sup>15</sup> NHS England, [Management of NHS resources by integrated care boards](#), October 2021 and NHS England, [Introduction to Population-based Payment](#), September 2021 [Accessed via Future NHS platform – login required]
- <sup>16</sup> CIPFA, in collaboration with HFMA, have advocated for this through work such as [‘An introduction and glossary to NHS and local government finance and governance in England’](#) and [‘Guidance for CFOs working in health and local government.’](#)
- <sup>17</sup> DHSC, [People at the heart of care: adult social care reform white paper](#), December 2021

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**Decisions taken at the meeting held on Tuesday, 20 September 2022.**

**Meeting Time:**

7.00 pm

**Meeting Venue:**

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

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**PRESENT:** Councillor Maureen Attewell (Chairman), Councillor Olivia Rybinski (Vice-Chairman), Councillor Chris Bateson, Councillor Jon Button, Councillor Rose Chandler, Councillor Sandra Dunn, Councillor Helen Harvey, Councillor Robin Sider BEM, Councillor Jenny Vinson and Councillor Stuart Whitmore

**1. MINUTES**

The minutes of the meeting held on 14 June 2022 were agreed as a correct record.

**2. DISCLOSURES OF INTEREST**

There were none.

**3. QUESTIONS FROM MEMBERS OF THE PUBLIC**

There were none.

**4. WARD ISSUES**

There were none.

**5. AFGHAN CITIZENS RESETTLEMENT SCHEME (ACRS)**

The Committee **resolved** that the Council should participate in the Afghan Citizens Resettlement Scheme and to pledge three households.

**6. SPELTHORNE PLACE ARRANGEMENTS TO FACILITATE HEALTH OUTCOMES**

The Committee **resolved** to recommend to Corporate Policy and Resources Committee and Council

- 1) To endorse the Council's approach to expanding the Health and Wellbeing Board to take account of the new requirements under the Health and Care Act and the associated White Paper, Health and social care integration: joining up care for people, places and populations
- 2) To rename the Health and Wellbeing Board the Spelthorne Healthy Communities Board, with an expanded terms of reference, a wider membership of community participants and increased ability to award financial and other assistance using 'pooled budgets' from Health, Adult Social Care and the Council
- 3) To request devolved authority to this board, within strict spending limits, to utilise

'pooled budgets' to expedite community-based health initiatives. Initially using £50,000 of £132,000 awarded for prevention made by NWS Alliance.

**7. SPELTHORNE WINTER WARMER PROJECT**

The Committee **resolved** to

- 1) To endorse the Council's approach to temporarily expanding the Community Centre's provision to take account of the impact of current cost of living and energy crisis on our communities
- 2) To open at least one of our community centres for 6 days a week throughout the winter period, potentially from 1<sup>st</sup> October 2022 to 1<sup>st</sup> March 2023, utilising centre staff to provide the additional provision.
- 3) Offer a warm meal and hot take home options at a subsidy during the winter period.
- 4) Approve engagement cross departmentally to maximise resident options in relation to warm places, stay warm and energy efficiency support
- 5) Approve engagement with external stakeholders to maximise response package.

**8. CAPITAL MONITORING REPORT (QTR 1 APRIL-JUNE)**

The Committee **resolved** to note the £14.7m projected overspend on capital expenditure for the Community Wellbeing & Housing Committee against its Capital Programme provision as at 30 June 2022 for the Council.

**9. REVENUE MONITORING REPORT (QTR 1 APRIL-JUNE)**

The Committee **resolved** to note the £208,200 projected underspend on revenue expenditure for the Community Wellbeing & Housing Committee against its budget as at 30 June 2022.

**10. LEISURE CENTRE UPDATE**

The Committee **resolved** to note the verbal update from the Strategic Lead of Leisure and Community Development on the Leisure Operator Procurement Project and the new Leisure Centre Project.

**11. FORWARD PLAN**

The Committee **resolved** to add the following items to the Forward Plan

- 1) Review of the Winter Warmer Project
- 2) Review of the Tenancy Strategy
- 3) Review of Community Wellbeing and Housing Committee's Policies and Strategies that Impact on Knowle Green Estates
- 4) Update on the Housing Register

**13. SERVICE PLANS**

The Committee **resolved** to note the Family Support Service Plan, the Housing Benefits Service Plan, the Housing Options Service Plan, the Independent Living Service Plan, and the Leisure and Community Development Service Plan.

**NOTES:-**

- (1) *Members are reminded that the "call-in" procedure as set out in Part 4b of the Constitution, shall not apply to the following matters:*
- (a) *Urgent decisions as defined in Paragraph 9. of the Call-in Scrutiny Procedure Rules;*
  - (b) *Decisions to award a contract following a lawful procurement process;*
  - (c) *Those decisions:*
    - i. *reserved to full Council*
    - ii. *on regulatory matters*
    - iii. *on member conduct issues.*



- (2) *Those matters to which Note (1) applies, if any, are identified with an asterisk [\*] in the above Minutes.*
- (3) *Within three working days of the date on which this decision is published, not less than three members from two or more political groups by submission of the standard call-in pro-forma, may ask for that decision to be referred to a meeting of the Administrative Committee for review (call-in). The completed pro-forma must be received by the Proper Officer by 5pm three working days after publication of the decision.*
- (4) *The members exercising the right of call-in must not be members of the Committee which considered the matter.*
- (5) *When calling in a decision for review the members doing so must demonstrate the following exceptional circumstances:*
  - a. *Evidence which suggests that the decision maker, did not take the decision in accordance with the principles set out in Article 11 (Decision Making); or*
  - b. *Evidence that the decision fails to support one or more of the Council's Corporate Plan priorities to the detriment of the majority of the Borough's residents; or*
  - c. *Evidence that explicit Council Policy or legal requirements were disregarded.*
- (6) *Once the request for 'call-in' has been deemed valid by the Monitoring Officer the matter will be suspended until the call-in procedure has been exhausted.*
- (7) *The Chief Executive, in consultation with the relevant officer, will determine if the interests of the Council or Borough would be prejudiced by a delay in implementing a decision such that the call-in cannot wait until the next ordinary meeting of the Administrative Committee.*
- (8) *Where the call-in cannot wait until the next ordinary meeting, the Monitoring Officer will arrange an extraordinary meeting of the Administrative Committee to review the decision subject to call-in at the earliest possible opportunity.*
- (9) *In exceptional cases, where there is clear evidence that a delay to the implementation of a decision would lead to a specific and significant financial or reputational harm to the Council, a call-in request may be refused by the Chief Executive following consultation with the Chair and Vice-Chair of Administrative Committee.*
- (10) *In reviewing a matter referred to it under the call-in scrutiny procedure rules, the Administrative Committee shall follow the procedure for dealing with call-in scrutiny at its meetings as set out in Part 4b of the Constitution.*
- (11) *The deadline of three working days for "call in" in relation to the above decisions by the Committee is the close of business on 26 September 2022.*

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# Council

20<sup>th</sup> October 2022



<b>Title</b>	<i>Parking Order revision (Cashless parking)</i>
<b>Purpose of the report</b>	Key decision
<b>Report Author</b>	<i>Bruno Barbosa – Parking Services Operational Manager</i>
<b>Ward(s) Affected</b>	All Wards
<b>Exempt</b>	No
<b>Exemption Reason</b>	<i>Not applicable</i>
<b>Corporate Priority</b>	Recovery Environment Service Delivery
<b>Recommendations</b>	<p><b>Council is asked to:</b></p> <ul style="list-style-type: none"> <li>• Authorise the Group Head of Neighbourhood Services to proceed with the proposals made in this report and to implement the Spelthorne Borough Council Off-Street Parking Places (Amendment) Order 2022.</li> <li>• Authorise the Group Head of Corporate Governance to publish all notices required to implement the Spelthorne Borough Council Off-Street Parking Places (Amendment) Order 2022.</li> <li>• Authorise the Group Head of Neighbourhood Services in consultation with the Group Head of Corporate Governance to consider and address any objections and to amend the proposals if necessary, following the public consultation.</li> </ul>
<b>Reason for Recommendation</b>	<p>With more people choosing to pay by card, it is essential that car parks have alternative payment options available.</p> <p>A cashless parking system negates the need for excessive handling of cash and frequent use of popular touchpoints, protecting both customers and employees.</p> <p>This amended Order would enable the introduction of this additional payment method, to be provided by a supplier selected through the relevant Procurement procedure.</p>

## **1. Summary of the report**

- 1.1 This report seeks to receive Council approval to make an Amendment to the Spelthorne Borough Council Off-Street Parking Places (Amendment) Order 2022, for the introduction of an additional cashless payment method in all car parks that have a regulated tariff under the existing Parking Order.

## **2. Key issues**

- 2.1 Spelthorne Borough Council currently offers a fully integrated pay and display system that enables payment through coins and card/contactless.
- 2.2 Card/contactless transactions derive a processing fee which is paid per transaction, the agreement/contract is shared with Customer Services for their card transactions in the Council Offices, over the phone and online.
- 2.3 There is a growing market for additional parking payment options, using web apps or a personal mobile phone. This is usually referred to as “Cashless” and differs from the existing options as the verification of payment is made through an online portal and through the display of a Pay and Display ticket.
- 2.4 A recent soft-market exercise was conducted with major national providers of “Cashless” payment facilities for parking, and that exercise has informed this report in terms of options, consideration, and financial implications.
- 2.5 Since March 2020 (first measures placed by Government to address the Covid-19 pandemic), card payments became the preferred payment method at our Pay and Display terminals, and since January 2021 this payment method also now accounts for most of the total income derived from paid parking.
- 2.6 Existing card payment fees amount to a flat £0.10 per transaction, which is paid by Spelthorne Borough Council to the provider.
- 2.7 “Cashless” payment methods carry a service charge per transaction, but the charge can either be paid by Spelthorne Borough Council post-transaction or paid by the customer separately as an additional charge to the provider.
- 2.8 “Cashless” payment methods have grown over the years and are increasing as a preferred payment method in replacement of other conventional methods. As a result, providers have enhanced their product and now offer a wider range of benefits associated with this provision, ranging from enhanced data analysis to integration with other platforms.
- 2.9 All main providers of “Cashless” payment methods are part of large frameworks, so the process of selection of the best provider would be straightforward and less onerous in procurement resources than standard procurement exercises.
- 2.10 “Cashless” payment methods can work alongside existing pay and display facilities, and it is common to see all facilities together in pay and display machines across England.
- 2.11 Spelthorne Borough Council has several car parks that include a nil charge first hour that would need to be integrated with any new payment method.

2.12 The existing Parking Order defines all accepted payment methods in our car parks. It does not include the method commonly referred to as “Cashless Parking,” whereby the customer can make the required payment through means that do not involve the use of the physical payment machines that exist in each car park.

### **3. Options analysis and proposal**

3.1 The Committee is asked to choose one of the following options, with option a) being the recommendation:

#### **(a) Preferred option**

- Authorise the Group Head of Neighbourhood Services to proceed with the proposals made in this report and to implement the Spelthorne Borough Council Off-Street Parking Places (Amendment) Order 2022.
- Authorise the Group Head of Corporate Governance to publish all notices required to implement the Spelthorne Borough Council Off-Street Parking Places (Amendment) Order 2022.
- Authorise the Group Head of Neighbourhood Services in consultation with the Group Head of Corporate Governance to consider and address any objections and to amend the proposals if necessary, following the public consultation.

This option enables the addition of this payment method to the accepted payment methods in all car parks with a payable tariff that is included in the Parking Order and does not change or remove any existing terms set in the Parking Order itself.

The proposed wording of the amendment would be:

#### **“The Spelthorne Borough Council Off-Street Parking Places Order 2020 (“the Order”) is amended by:**

1. Inserting the definition of “cashless parking” in section 2 – Interpretation, at the correct alphabetical position, which is: “Cashless Parking” means the system of cashless prepayment made via a telephone, smartphone, computer, or other method, to allow a vehicle to park in a parking place for a specified period, with equivalent rights and obligations to those conferred by the purchase of a parking ticket (except with regards to the “relevant position”).”

2. The replacement of section 37. with the following wording:

“37. The driver of a vehicle left in accordance with the provisions of this Order in a parking place, as defined in Section 1 shall immediately make a prepayment to park their vehicle at the price and for the period indicated in Schedules 4 to 7, either by:

a) purchasing a valid parking ticket from a ticket machine situated within the parking place and exhibiting the parking ticket on the vehicle in the relevant position.

b) using cashless parking where available (notices of the approved provider are displayed in the applicable Pay and Display machines, together with the relevant location code/reference and the

applicable transaction convenience charges to be borne by the customer in full)”. ”

**(b) Reject the recommendations of this report**

This option prevents the introduction of an additional payment method to all our car parks with a payable tariff that is included in the Parking Order, potentially losing customers that prefer such methods to other competitors in the off-street parking market This option involves no changes to the existing Parking Order

**4. Financial implications**

- 4.1 All financial implications depend on the selected contractor and the charges set within the contract agreement. For the purposes of estimating likely financial implications we based the following projections on up to 40% of current card transactions converting to this new cashless payment method, and using the highest customer charges that are publicised in reports from framework providers.
- 4.2 Parking Services has a current monthly average of around 37,000 card transactions for parking. If 40% of the current card transactions convert to the new cashless payment method, the monthly overall transaction cost to the 14,800 customers would be £3,700 and the potential savings in transaction fees by Spelthorne Borough Council would be around £1,500. Merchant fees are also payable by the customer. These are the fees charged by banks to cover their costs in accepting credit card transactions and typically range between 0.2-0.3%.

**5. Risk considerations**

- 5.1 The foreseeable tangible risks associated with each Option the Council is asked to consider are:
- (a) **Option 1:**
- i) The service provider fails to deliver the service according to the contractual specification, leading to a gap in service delivery to the standard expected by our customers, which could result in a reduction in customer and income levels from the affected car parks.
- (b) **Option 2:**
- i) Customers seeking alternative payment methods that do not involve the use of physical machines or being in the car park itself at time of payment could gradually choose other competitor car parks and lead to increased shortfall in customer/income levels from our parks with regulated tariffs.
  - ii) In case of unforeseen issues affecting the functionality of the existing payment methods, the lack of payment alternatives can lead to customers choosing to use car parks operated by other competitors in the market, thus leading to increased shortfall in customer/income levels from our parks with regulated tariffs.

**6. Procurement considerations**

6.1 The recommendation of this report enables the provision of this enhanced service option, which is currently being tendered under approval from the Neighbourhood Services Committee and associated delegation to the Group Head of Neighbourhood Services, dated 14/01/2022.

6.2 If the Council does not approve or support the recommendations of this report, the tender would result in a contract with a service provider for a service that cannot be provided in our car parks with regulated tariffs.

## **7. Legal considerations**

7.1 Legal officers have been consulted in this process, and this report reflects the advice/guidance provided.

## **Other considerations**

7.2 Introducing an additional payment method adds an additional step to the enforcement of payment, with parking officers needing to check the physical payment on the dashboard, then using either an assigned device to check online for payment against a specific registration or through an integrated function on their existing handheld devices used for enforcement.

7.3 The Procurement process for the selection of the best supplier of “Cashless Parking” facilities is ongoing, with delegated powers from the Neighbourhood Services Committee to the Group Head of Neighbourhood Services, with nil cost to Spelthorne Borough Council for purchase.

7.4 The introduction of this additional payment method enables a concrete analysis from Spelthorne Borough Council regarding the actual demand for physical payment machines. This will in due course enable Spelthorne Borough Council to establish if further efficiencies can be made by having this new payment method as the sole payment method available across all Spelthorne car parks. Efficiencies in that regard would equate to the current charges for cash collection, which currently equate to £30k yearly, and for card transaction fees, which currently equate to £45k yearly)

## **8. Equality and Diversity**

8.1 The provision of an additional payment method is not presumed to have a negative impact on any protected characteristics and is presumed to have a positive impact on accessibility and inclusion by adding options to customers that rely on alternative interaction methods based on their personal devices.

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

9.1 If this additional payment method has a significant adoption, it will contribute to a reduction in consumables used by existing Pay and Display machines (paper tickets). Main providers of these services also have schemes to contribute to carbon neutrality, such as local tree planting schemes.

## **10. Timetable for implementation**

10.1 Report to Council for decision to make the Order 20<sup>th</sup> October 2022  
Publish notice in the press and on social media 1<sup>st</sup> November 2022  
Order takes effect 29<sup>th</sup> November 2022 (subject to the receipt of objections)

## **11. Contact**

11.1 Bruno Barbosa – [parking@spelthorne.gov.uk](mailto:parking@spelthorne.gov.uk)

**Background papers: Spelthorne Parking Order**

<https://www.spelthorne.gov.uk/article/19592/Parking-Order-2020>

<https://www.spelthorne.gov.uk/article/19593/Parking-Order-2020-List-of-Schedules>

**Appendices:**

**There are none**





## Corporate Policy and Resources Committee

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### Decisions taken at the meeting held on Tuesday, 27 September 2022.

**Meeting Time:**

7.00 pm

**Meeting Venue:**

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

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**PRESENT:** Councillor John Boughtflower (Chairman), Councillor Tony Mitchell (Vice-Chairman), Councillor Maureen Attewell, Councillor Ian Beardsmore, Councillor Malcolm Beecher, Councillor Richard Barratt, Councillor John Doran, Councillor Sinead Mooney, Councillor Lawrence Nichols, Councillor Bob Noble and Councillor Joanne Sexton

**1. APOLOGIES AND SUBSTITUTES\***

Apologies were received from Councillor Mrs Dunn (substituted by Councillor Bateson), Councillor Rybinski (substituted by Councillor Mrs Harvey), and Councillor Siva.

**2. MINUTES\***

The minutes of the meeting held on 11 July 2022 were agreed as a correct record.

**3. DISCLOSURES OF INTEREST\***

Councillor Attewell declared that she was a councillor and deputy cabinet member at Surrey County Council.

Councillor Mooney declared that she was a councillor and cabinet member at Surrey County Council.

Councillor Sexton declared that she was a councillor at Surrey County Council.

**4. QUESTIONS FROM MEMBERS OF THE PUBLIC\***

There were none.

**5. WARD ISSUES\***

There were none.

**6. CORPORATE RISK MANAGEMENT**

The Committee noted the significant strategic risks and issues highlighted in the report and Corporate Risk Register, and provided the following feedback to the Audit Committee:

1. That the Audit Committee review its risk monitoring and reporting structure at its meeting on 22 November 2022, with a view to reporting back to the Corporate Policy and Resources Committee on 28 November 2022.
2. That the reference, in the risk register, to delays in political decision making be urgently reviewed as the Committee did not feel that this was appropriate.

## **7. BUDGET INFLATION FOR COSTS, SALARIES, FEES AND CHARGES 23/24**

The Committee agreed the following budget assumptions for 2023/24, which would result in an estimated budget deficit of £1.27m, requiring savings to be made in accordance with paragraph 3.6 of the report:

1. Salaries 5%
2. Costs 3%
3. Fees & Charges
  - a) 5% Concessionary
  - b) Charge the maximum allowed for statutory fees and charges.

The Committee also asked the Chief Executive to present, at the Corporate Policy and Resources Committee on 28 November 2022, a proposed process for reviewing the Council's staffing and management structure.

## **8. Q1 CAPITAL MONITORING REPORT**

The Committee noted the (£8.6m) underspend on capital expenditure against its Capital Programme provision as at 30 June 2022.

## **9. Q1 REVENUE MONITORING REPORT**

The Committee noted the Q1 position for the 2021/22 revenue budget as at 30 June 2022.

## **10. CORPORATE PEER REVIEW CHALLENGE UPDATE**

The Committee noted the report and the progress made with preparing for the Local Government Association (LGA) Corporate Peer Challenge, subject to repeating requests to include specific sections in the report relating to "leadership", "culture" and "morale", pending clarification from the LGA as to whether the existing themes already sufficiently covered these elements.

## **11. SURREY DELIVERY BOARD UPDATE**

The report was noted.

## **12. RECOVERY ACTION PLAN**

Due to the limited time remaining to transact the business of the meeting, councillors were asked to direct written questions on the report to the Deputy Chief Executive.

## **13. FORWARD PLAN\***

The forward plan of Committee business was agreed, subject to the inclusion of the following items:

1. Review of the Sinking Fund Policy at the meeting on 28 November 2022.
2. Knowle Green Estates Annual Report and refreshed Business Plan at the meeting

on 28 November 2022 (with KGE Directors requested to attend the meeting).

3. Proposed process for reviewing the Council's staffing and management structure at the meeting on 28 November 2022.

**14. URGENT ACTIONS\***

The urgent action was noted.

**15. EXCLUSION OF PUBLIC AND PRESS**

This item was deferred to the 10 October 2022.

**16. UPDATE ON COUNCIL DEVELOPMENTS\***

This item was deferred to the 10 October 2022.

**NOTES:-**

- (1) *Members are reminded that the "call-in" procedure as set out in Part 4b of the Constitution, shall not apply to the following matters:*
  - (a) *Urgent decisions as defined in Paragraph 9. of the Call-in Scrutiny Procedure Rules;*
  - (b) *Decisions to award a contract following a lawful procurement process;*
  - (c) *Those decisions:*
    - i. *reserved to full Council*
    - ii. *on regulatory matters*
    - iii. *on member conduct issues.*
- (2) *Those matters to which Note (1) applies, if any, are identified with an asterisk [\*] in the above Minutes.*
- (3) *Within three working days of the date on which this decision is published, not less than three members from two or more political groups by submission of the standard call-in pro-forma, may ask for that decision to be referred to a meeting of the Administrative Committee for review (call-in). The completed pro-forma must be received by the Proper Officer by 5pm three working days after publication of the decision.*
- (4) *The members exercising the right of call-in must not be members of the Committee which considered the matter.*
- (5) *When calling in a decision for review the members doing so must demonstrate the following exceptional circumstances:*
  - a. *Evidence which suggests that the decision maker, did not take the decision in accordance with the principles set out in Article 11 (Decision Making); or*
  - b. *Evidence that the decision fails to support one or more of the Council's Corporate Plan priorities to the detriment of the majority of the Borough's residents; or*
  - c. *Evidence that explicit Council Policy or legal requirements were disregarded.*

- (6) *Once the request for 'call-in' has been deemed valid by the Monitoring Officer the matter will be suspended until the call-in procedure has been exhausted.*
- (7) *The Chief Executive, in consultation with the relevant officer, will determine if the interests of the Council or Borough would be prejudiced by a delay in implementing a decision such that the call-in cannot wait until the next ordinary meeting of the Administrative Committee.*
- (8) *Where the call-in cannot wait until the next ordinary meeting, the Monitoring Officer will arrange an extraordinary meeting of the Administrative Committee to review the decision subject to call-in at the earliest possible opportunity.*
- (9) *In exceptional cases, where there is clear evidence that a delay to the implementation of a decision would lead to a specific and significant financial or reputational harm to the Council, a call-in request may be refused by the Chief Executive following consultation with the Chair and Vice-Chair of Administrative Committee.*
- (10) *In reviewing a matter referred to it under the call-in scrutiny procedure rules, the Administrative Committee shall follow the procedure for dealing with call-in scrutiny at its meetings as set out in Part 4b of the Constitution.*
- (11) *The deadline of three working days for "call in" in relation to the above decisions by the Committee is the close of business on Monday 10 October 2022.*

## **Report of the Chairman on the work of the Audit Committee**

The Audit Committee held a meeting on 28 July 2022 and considered the following business:

### **1. Corporate Project Management Update**

- 1.1 The Committee received an update from the Group Head Commissioning and Transformation, on work being carried out on the new Corporate Project system that will allow members to view each report to see what progress has been made.
- 1.2 The Committee resolved to note the update.

### **2. Risk Appetite Framework**

- 2.1 An update was provided on progress made in the implementation of a Risk Appetite Framework.
- 2.2 The Committee requested that a further verbal update be provided at the next meeting of the Committee on 24 November 2022.
- 2.3 The Committee resolved to note the report.

### **3. The Council's Risk Exposure to Wider Externalities and Impact**

- 3.1 The Committee received a report which outlined the Council's risk exposure to wider externalities and impact.
- 3.2 The Committee requested the Council Tax collection and arrears figures in light of the cost of living crisis.
- 3.3 The Committee resolved to note the report.

### **4. Corporate Risk Management**

- 4.1 The Committee received a report setting out the risks faced in achieving corporate objectives and how these were managed, monitored and reported.
- 4.2 The Committee resolved to recommend to the Corporate Policy & Resources Committee that they note the significant strategic risks and issues highlighted in the report.

### **5. Annual Review of Internal Audit Effectiveness**

- 5.1 The Committee received a report on the annual review of internal audit effectiveness.
- 5.2 The Committee resolved to note the report.

### **6. Internal Audit Annual Report 2021/22**

- 6.1 The Committee received a report from the Internal Audit Manager that set out her independent audit opinion for the 2021/22 period.
- 6.2 The Committee resolved to note the report and the annual audit opinion on the Council's internal control environment, risk management and governance arrangements.

### **7. Internal Audit Annual Plan 2022/23**

- 7.1 The Committee considered the proposed plan for 2022/23.

- 7.2 The Committee was concerned that the lack of resources within the Audit Team could impact on their ability to address all the audit/business needs identified in the report.
- 7.3 The Committee resolved to note the plan based on the level of audit resource continuing to operate throughout 2022/12 and that the incoming Group Head of Corporate Governance would be advising the Committee on any future additional resourcing.

## **8. Annual Governance Statement 2021/22**

- 8.1 The Committee were advised that the report had to be submitted the following day.
- 8.2 The Committee resolved to approve the draft Annual Governance Statement and endorse the improvement actions identified in the statement.

## **9. Draft Unaudited Accounts 2021/22**

- 9.1 The Committee considered the report that outlined the unaudited financial statements for 2021/22.
- 9.2 The Committee were advised that the draft accounts for the year ended 31 March 2022 needed to be published by 31 July 2022.
- 9.3 The Committee resolved to note the report and the draft unaudited financial statements.

## **10. Draft Unaudited Accounts for Knowle Green Estates**

- 10.1 The Committee received a verbal update from the Chief Accountant.
- 10.2 The Committee were advised that the final accounts would be brought before the Corporate Policy and Resources Committee.
- 10.3 The Committee resolved to note the update.

## **11. Draft Unaudited Accounts for Spelthorne Direct Services**

- 11.1 The Committee received a verbal update from the Chief Accountant.
- 11.2 The Committee resolved to note the update.

## **12. Budget Setting Process for Additional Staff**

- 12.1 The Committee received a verbal update from the Chief Accountant.
- 12.2 The Committee resolved to note the update.

## **13. Committee Forward Plan**

- 13.1 The Committee considered the Forward Plan and requested that the following be added:

Value for Money Task Group Update – March 2023

- 13.2 The Committee resolved to note the Forward Plan.

## **14. Re-constitution of Value for Money Task Group**

- 14.1 The Committee considered whether they wished to reconvene the Value for Money Task Group.
- 14.2 The Committee were advised that any Committee could potentially convene a Task & Finish Group and that membership of the group would be decided by the Committee. In order for this to happen the Council's Constitution would need to be revised to reflect this.
- 14.3 The Committee asked that the Committee Manager write to the Chair of the Committee System Working Group to request that this be considered at their next meeting.
- 14.4 The Committee resolved to note the update

**15. Value for Money Update**

- 15.1 The Committee were advised that the external auditors, KPMG were still compiling a final draft opinion following receipt of additional information. It was unknown when their final opinion would be received.
- 15.2 The Committee resolved to note the update.

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## Community Wellbeing and Housing Committee

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### Decisions taken at the meeting held on Tuesday, 20 September 2022.

#### Meeting Time:

7.00 pm

#### Meeting Venue:

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

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**PRESENT:** Councillor Maureen Attewell (Chairman), Councillor Olivia Rybinski (Vice-Chairman), Councillor Chris Bateson, Councillor Jon Button, Councillor Rose Chandler, Councillor Sandra Dunn, Councillor Helen Harvey, Councillor Robin Sider BEM, Councillor Jenny Vinson and Councillor Stuart Whitmore

#### 1. MINUTES

The minutes of the meeting held on 14 June 2022 were agreed as a correct record.

#### 2. DISCLOSURES OF INTEREST

There were none.

#### 3. QUESTIONS FROM MEMBERS OF THE PUBLIC

There were none.

#### 4. WARD ISSUES

There were none.

#### 5. AFGHAN CITIZENS RESETTLEMENT SCHEME (ACRS)

The Committee **resolved** that the Council should participate in the Afghan Citizens Resettlement Scheme and to pledge three households.

#### 6. SPELTHORNE PLACE ARRANGEMENTS TO FACILITATE HEALTH OUTCOMES

The Committee **resolved** to recommend to Corporate Policy and Resources Committee and Council

- 1) To endorse the Council's approach to expanding the Health and Wellbeing Board to take account of the new requirements under the Health and Care Act and the associated White Paper, Health and social care integration: joining up care for people, places and populations
- 2) To rename the Health and Wellbeing Board the Spelthorne Healthy Communities Board, with an expanded terms of reference, a wider membership of community participants and increased ability to award financial and other assistance using 'pooled budgets' from Health, Adult Social Care and the Council
- 3) To request devolved authority to this board, within strict spending limits, to utilise

'pooled budgets' to expedite community-based health initiatives. Initially using £50,000 of £132,000 awarded for prevention made by NWS Alliance.

**7. SPELTHORNE WINTER WARMER PROJECT**

The Committee **resolved** to

- 1) To endorse the Council's approach to temporarily expanding the Community Centre's provision to take account of the impact of current cost of living and energy crisis on our communities
- 2) To open at least one of our community centres for 6 days a week throughout the winter period, potentially from 1<sup>st</sup> October 2022 to 1<sup>st</sup> March 2023, utilising centre staff to provide the additional provision.
- 3) Offer a warm meal and hot take home options at a subsidy during the winter period.
- 4) Approve engagement cross departmentally to maximise resident options in relation to warm places, stay warm and energy efficiency support
- 5) Approve engagement with external stakeholders to maximise response package.

**8. CAPITAL MONITORING REPORT (QTR 1 APRIL-JUNE)**

The Committee **resolved** to note the £14.7m projected overspend on capital expenditure for the Community Wellbeing & Housing Committee against its Capital Programme provision as at 30 June 2022 for the Council.

**9. REVENUE MONITORING REPORT (QTR 1 APRIL-JUNE)**

The Committee **resolved** to note the £208,200 projected underspend on revenue expenditure for the Community Wellbeing & Housing Committee against its budget as at 30 June 2022.

**10. LEISURE CENTRE UPDATE**

The Committee **resolved** to note the verbal update from the Strategic Lead of Leisure and Community Development on the Leisure Operator Procurement Project and the new Leisure Centre Project.

**11. FORWARD PLAN**

The Committee **resolved** to add the following items to the Forward Plan

- 1) Review of the Winter Warmer Project
- 2) Review of the Tenancy Strategy
- 3) Review of Community Wellbeing and Housing Committee's Policies and Strategies that Impact on Knowle Green Estates
- 4) Update on the Housing Register

**13. SERVICE PLANS**

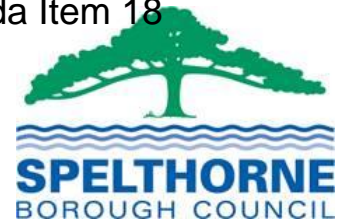
The Committee **resolved** to note the Family Support Service Plan, the Housing Benefits Service Plan, the Housing Options Service Plan, the Independent Living Service Plan, and the Leisure and Community Development Service Plan.

**NOTES:-**

- (1) *Members are reminded that the "call-in" procedure as set out in Part 4b of the Constitution, shall not apply to the following matters:*
- (a) *Urgent decisions as defined in Paragraph 9. of the Call-in Scrutiny Procedure Rules;*
  - (b) *Decisions to award a contract following a lawful procurement process;*
  - (c) *Those decisions:*
    - i. *reserved to full Council*
    - ii. *on regulatory matters*
    - iii. *on member conduct issues.*

- (2) *Those matters to which Note (1) applies, if any, are identified with an asterisk [\*] in the above Minutes.*
- (3) *Within three working days of the date on which this decision is published, not less than three members from two or more political groups by submission of the standard call-in pro-forma, may ask for that decision to be referred to a meeting of the Administrative Committee for review (call-in). The completed pro-forma must be received by the Proper Officer by 5pm three working days after publication of the decision.*
- (4) *The members exercising the right of call-in must not be members of the Committee which considered the matter.*
- (5) *When calling in a decision for review the members doing so must demonstrate the following exceptional circumstances:*
  - a. *Evidence which suggests that the decision maker, did not take the decision in accordance with the principles set out in Article 11 (Decision Making); or*
  - b. *Evidence that the decision fails to support one or more of the Council's Corporate Plan priorities to the detriment of the majority of the Borough's residents; or*
  - c. *Evidence that explicit Council Policy or legal requirements were disregarded.*
- (6) *Once the request for 'call-in' has been deemed valid by the Monitoring Officer the matter will be suspended until the call-in procedure has been exhausted.*
- (7) *The Chief Executive, in consultation with the relevant officer, will determine if the interests of the Council or Borough would be prejudiced by a delay in implementing a decision such that the call-in cannot wait until the next ordinary meeting of the Administrative Committee.*
- (8) *Where the call-in cannot wait until the next ordinary meeting, the Monitoring Officer will arrange an extraordinary meeting of the Administrative Committee to review the decision subject to call-in at the earliest possible opportunity.*
- (9) *In exceptional cases, where there is clear evidence that a delay to the implementation of a decision would lead to a specific and significant financial or reputational harm to the Council, a call-in request may be refused by the Chief Executive following consultation with the Chair and Vice-Chair of Administrative Committee.*
- (10) *In reviewing a matter referred to it under the call-in scrutiny procedure rules, the Administrative Committee shall follow the procedure for dealing with call-in scrutiny at its meetings as set out in Part 4b of the Constitution.*
- (11) *The deadline of three working days for "call in" in relation to the above decisions by the Committee is the close of business on 26 September 2022.*

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## Economic Development Committee

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### Decisions taken at the meeting held on Thursday, 29 September 2022.

#### Meeting Time:

7.00 pm

#### Meeting Venue:

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

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**PRESENT:** Councillor Sinead Mooney (Chairman), Councillor Tom Fidler (Vice-Chairman), Councillor Chris Bateson, Councillor Colin Barnard, Councillor Jon Button and Councillor Vivienne Leighton

#### 1. MINUTES

The minutes of the meeting held on 9 June 2022 were agreed as a correct record.

#### 2. DISCLOSURES OF INTERESTS

Councillor Mooney declared that she was a councillor and a cabinet member at Surrey County Council.

#### 3. QUESTIONS FROM MEMBERS OF THE PUBLIC

There were none.

#### 4. WARD ISSUES

There were none.

#### 5. PRESENTATION FROM HEATHROW AIRPORT LIMITED ON SKILLS AND EMPLOYMENT POST THE COVID-19 PANDEMIC

The Committee **resolved** to note the presentation from Heathrow Airport Limited on skills and employment post the Covid-19 pandemic.

#### 6. BID MANAGER VERBAL UPDATE

The Committee **resolved** to note the presentation on the Staines business plan.

#### 7. INCUBATOR - MONITORING

The Committee **resolved**:

to agree the preferred option at paragraph 3.5 to maintain the current arrangement, and

to review again at the Committee Meeting to be held on 15 June 2023 (provisional date).

#### 8. DRAFT ECONOMIC PROSPERITY STRATEGY

The Committee **resolved**:

to agree that a draft economic prosperity strategy is required, and

to agree that a final version of the strategy comes back to Committee on 12 January 2023.

**9. DRAFT TOWN CENTRES STRATEGY**

The Committee **resolved** to note the report subject to the changes made at the meeting.

**10. REVENUE MONITORING REPORT (QTR 1 APRIL-JUNE)**

The Committee **resolved** to note the quarter 1 report for 2022/23 as at 30 June 2022.

**11. SURREY DELIVERY BOARD - ECONOMIC DEVELOPMENT STREAM**

The Committee **resolved** to note the progress which had been made to date on collaboration and partnership working between districts and boroughs and Surrey County Council and the next steps as outlined in the report.

**12. FORWARD PLAN**

The Committee **resolved** to note the forward plan subject to the additional items agreed at the meeting.

**14. EXEMPT REPORT - SERVICE PLAN (AS PART OF THE 23/24 BUDGET PROCESS)**

The Committee **resolved** to note the Service Plan for Economic Development.

**NOTES:-**

- (1) *Members are reminded that the “call-in” procedure as set out in Part 4b of the Constitution, shall not apply to the following matters:*
  - (a) *Urgent decisions as defined in Paragraph 9. of the Call-in Scrutiny Procedure Rules;*
  - (b) *Decisions to award a contract following a lawful procurement process;*
  - (c) *Those decisions:*
    - i. *reserved to full Council*
    - ii. *on regulatory matters*
    - iii. *on member conduct issues.*
- (2) *Those matters to which Note (1) applies, if any, are identified with an asterisk [\*] in the above Minutes.*
- (3) *Within three working days of the date on which this decision is published, not less than three members from two or more political groups by submission of the standard call-in pro-forma, may ask for that decision to be referred to a meeting of the Administrative Committee for review (call-in). The completed pro-forma must be received by the Proper Officer by 5pm three working days after publication of the decision.*
- (4) *The members exercising the right of call-in must not be members of the Committee which considered the matter.*
- (5) *When calling in a decision for review the members doing so must demonstrate the following exceptional circumstances:*
  - a. *Evidence which suggests that the decision maker, did not take the decision in accordance with the principles set out in Article 11 (Decision Making); or*
  - b. *Evidence that the decision fails to support one or more of the Council’s Corporate Plan priorities to the detriment of the majority of the Borough’s residents; or*

*c. Evidence that explicit Council Policy or legal requirements were disregarded.*

- (6) Once the request for 'call-in' has been deemed valid by the Monitoring Officer the matter will be suspended until the call-in procedure has been exhausted.*
- (7) The Chief Executive, in consultation with the relevant officer, will determine if the interests of the Council or Borough would be prejudiced by a delay in implementing a decision such that the call-in cannot wait until the next ordinary meeting of the Administrative Committee.*
- (8) Where the call-in cannot wait until the next ordinary meeting, the Monitoring Officer will arrange an extraordinary meeting of the Administrative Committee to review the decision subject to call-in at the earliest possible opportunity.*
- (9) In exceptional cases, where there is clear evidence that a delay to the implementation of a decision would lead to a specific and significant financial or reputational harm to the Council, a call-in request may be refused by the Chief Executive following consultation with the Chair and Vice-Chair of Administrative Committee.*
- (10) In reviewing a matter referred to it under the call-in scrutiny procedure rules, the Administrative Committee shall follow the procedure for dealing with call-in scrutiny at its meetings as set out in Part 4b of the Constitution.*
- (11) The deadline of three working days for "call in" in relation to the above decisions by the Committee is the close of business on 5 October 2022.*

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## Environment and Sustainability Committee

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### Decisions taken at the meeting held on Tuesday, 6 September 2022.

**Meeting Time:**

7.00 pm

**Meeting Venue:**

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

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**PRESENT:**

**HOUSING DELIVERY TEST ACTION PLAN\***

The Committee **resolved** to:

1. agree the Housing Delivery Test Action Plan 2022; and
2. publish the Housing Delivery Test Action Plan 2022 on the Council's website

**CLIMATE CHANGE STRATEGY AND ACTION PLAN\***

The Committee **resolved** to approve and adopt the Climate Change Strategy.

**LOCAL WALKING & CYCLING INFRASTRUCTURE PLAN (LWCIP) PHASE 1 & 2\***

The Committee **resolved** to:

1. note the Phase 1 LCWIP report
2. agree moving to Phase 2 to further define schemes for cycling and walking within the Borough of Spelthorne at a cost of £175k; and
3. to request that a representative of Surrey County Council attend a meeting of the Committee to discuss the proposals.

**NOTES:-**

- (1) *Members are reminded that the "call-in" procedure as set out in Part 4b of the Constitution, shall not apply to the following matters:*
- (a) *Urgent decisions as defined in Paragraph 9. of the Call-in Scrutiny Procedure Rules;*
  - (b) *Decisions to award a contract following a lawful procurement process;*
  - (c) *Those decisions:*
    - i. *reserved to full Council*
    - ii. *on regulatory matters*

iii. on member conduct issues.

- (2) *Those matters to which Note (1) applies, if any, are identified with an asterisk [\*] in the above Minutes.*
- (3) *Within three working days of the date on which this decision is published, not less than three members from two or more political groups by submission of the standard call-in pro-forma, may ask for that decision to be referred to a meeting of the Administrative Committee for review (call-in). The completed pro-forma must be received by the Proper Officer by 5pm three working days after publication of the decision.*
- (4) *The members exercising the right of call-in must not be members of the Committee which considered the matter.*
- (5) *When calling in a decision for review the members doing so must demonstrate the following exceptional circumstances:*
  - a. *Evidence which suggests that the decision maker, did not take the decision in accordance with the principles set out in Article 11 (Decision Making); or*
  - b. *Evidence that the decision fails to support one or more of the Council's Corporate Plan priorities to the detriment of the majority of the Borough's residents; or*
  - c. *Evidence that explicit Council Policy or legal requirements were disregarded.*
- (6) *Once the request for 'call-in' has been deemed valid by the Monitoring Officer the matter will be suspended until the call-in procedure has been exhausted.*
- (7) *The Chief Executive, in consultation with the relevant officer, will determine if the interests of the Council or Borough would be prejudiced by a delay in implementing a decision such that the call-in cannot wait until the next ordinary meeting of the Administrative Committee.*
- (8) *Where the call-in cannot wait until the next ordinary meeting, the Monitoring Officer will arrange an extraordinary meeting of the Administrative Committee to review the decision subject to call-in at the earliest possible opportunity.*
- (9) *In exceptional cases, where there is clear evidence that a delay to the implementation of a decision would lead to a specific and significant financial or reputational harm to the Council, a call-in request may be refused by the Chief Executive following consultation with the Chair and Vice-Chair of Administrative Committee.*
- (10) *In reviewing a matter referred to it under the call-in scrutiny procedure rules, the Administrative Committee shall follow the procedure for dealing with call-in scrutiny at its meetings as set out in Part 4b of the Constitution.*
- (11) *The deadline of three working days for "call in" in relation to the above decisions by the Committee is the close of business on **14 September 2022**.*

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**Decisions taken at the meeting held on Tuesday, 11 October 2022.**

**Meeting Time:**

7.00 pm

**Meeting Venue:**

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

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**PRESENT:** Councillor Ian Beardsmore (Chairman), Councillor Bob Noble (Vice-Chairman), Councillor Richard Barratt, Councillor Malcolm Beecher, Councillor Jon Button, Councillor Amar Brar, Councillor Tom Fidler, Councillor Nick Gething, Councillor Kathy Grant, Councillor Karen Howkins, Councillor Naz Islam, Councillor Sinead Mooney, Councillor Lawrence Nichols and Councillor Joanne Sexton

**1. MINUTES**

The minutes of the meeting held on 6 September 2022 were agreed as a correct record.

**2. DISCLOSURES OF INTEREST**

There were none.

**3. QUESTIONS FROM MEMBERS OF THE PUBLIC**

There were none.

**4. WARD ISSUES**

There were none.

**5. EMBODIED CARBON FOOT PRINTING\***

The Committee **resolved** to agree to a policy focus being developed which would outline ways that would reduce embodied carbon, without requiring an outright embodied carbon calculation, through a Supplementary Planning Document (SPD).

**6. REQUEST FOR FUNDING FROM GREEN INITIATIVES FUND**

The Committee **resolved** to approve £150 in funding to Friends of Kenyngton Manor Park Association from the Green Initiatives Fund.

**7. CAPITAL MONITORING REPORT (QTR 1 APRIL-JUNE)**

The Committee **resolved** to note the £87k overspend on capital expenditure against its Capital Programme provision as at 30 June 2022.

**8. REVENUE MONITORING REPORT (QTR 1 APRIL-JUNE)**

The Committee **resolved** to note the £119,760 projected underspend on revenue expenditure for the Environment and Sustainability Committee against its budget as at 30 June 2022.

**9. UPDATES FROM TASK AND FINISH AND/OR WORKING GROUPS**

The Committee **resolved** to note the updates from the CIL Task Group, Staines Development Task Group, and Local Plan Task Group.

**10. FORWARD PLAN**

The Committee **resolved** to note the Forward Plan for future committee business.

**12. EMERGENCY PLANNING UPDATE**

The Committee **resolved** to note the contents of the report and the Council's Emergency Plan.

**13. SERVICE PLAN (AS PART OF THE 23/24 BUDGET PROCESS)**

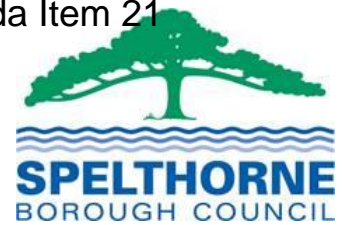
The Committee **resolved** to note the Planning Development Service Plan and the Strategic Planning Service Plan.

**NOTES:-**

- (1) *Members are reminded that the "call-in" procedure as set out in Part 4b of the Constitution, shall not apply to the following matters:*
  - (a) *Urgent decisions as defined in Paragraph 9. of the Call-in Scrutiny Procedure Rules;*
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    - iii. *on member conduct issues.*
- (2) *Those matters to which Note (1) applies, if any, are identified with an asterisk [\*] in the above Minutes.*
- (3) *Within three working days of the date on which this decision is published, not less than three members from two or more political groups by submission of the standard call-in pro-forma, may ask for that decision to be referred to a meeting of the Administrative Committee for review (call-in). The completed pro-forma must be received by the Proper Officer by 5pm three working days after publication of the decision.*
- (4) *The members exercising the right of call-in must not be members of the Committee which considered the matter.*
- (5) *When calling in a decision for review the members doing so must demonstrate the following exceptional circumstances:*
  - a. *Evidence which suggests that the decision maker, did not take the decision in accordance with the principles set out in Article 11 (Decision Making); or*
  - b. *Evidence that the decision fails to support one or more of the Council's Corporate Plan priorities to the detriment of the majority of the Borough's residents; or*
  - c. *Evidence that explicit Council Policy or legal requirements were disregarded.*
- (6) *Once the request for 'call-in' has been deemed valid by the Monitoring Officer the matter will be suspended until the call-in procedure has been exhausted.*

- (7) *The Chief Executive, in consultation with the relevant officer, will determine if the interests of the Council or Borough would be prejudiced by a delay in implementing a decision such that the call-in cannot wait until the next ordinary meeting of the Administrative Committee.*
- (8) *Where the call-in cannot wait until the next ordinary meeting, the Monitoring Officer will arrange an extraordinary meeting of the Administrative Committee to review the decision subject to call-in at the earliest possible opportunity.*
- (9) *In exceptional cases, where there is clear evidence that a delay to the implementation of a decision would lead to a specific and significant financial or reputational harm to the Council, a call-in request may be refused by the Chief Executive following consultation with the Chair and Vice-Chair of Administrative Committee.*
- (10) *In reviewing a matter referred to it under the call-in scrutiny procedure rules, the Administrative Committee shall follow the procedure for dealing with call-in scrutiny at its meetings as set out in Part 4b of the Constitution.*
- (11) *The deadline of three working days for "call in" in relation to the above decisions by the Committee is the close of business on 17 October 2022.*

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## Neighbourhood Services and Enforcement Committee

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### Decisions taken at the meeting held on Thursday, 6 October 2022.

**Meeting Time:**

7.00 pm

**Meeting Venue:**

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

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**PRESENT:** Councillor Richard Barratt (Chairman), Councillor Chris Bateson, Councillor Rose Chandler, Councillor John Doran and Councillor Stuart Whitmore

**1. APOLOGIES AND SUBSTITUTES**

Apologies were received from Councillor Joanne Sexton, Councillor Colin Barnard and Councillor Richard Dunn.

Councillor Chris Bateson was nominated to attend as Councillor Dunn's substitute.

Councillor Denise Saliagopoulos was nominated to attend as Councillor Sexton's substitute. She attended via Microsoft Teams but was not allowed to vote.

**2. MINUTES**

The minutes of the meeting held on 30 June 2022 were agreed as a correct record.

**3. DISCLOSURES OF INTEREST**

There were none.

**4. QUESTIONS FROM MEMBERS OF THE PUBLIC**

There were none.

**5. WARD ISSUES**

There were none.

**6. REVIEW OF COMMUNITY SAFETY**

The Committee **resolved** to note the 2022 review of Community Safety.

**7. REVENUE MONITORING REPORT (QTR 1 APRIL-JUNE)**

The Committee **resolved** to note the £616,000 projected overspend on revenue expenditure for the Neighbourhood Services & Enforcement Committee against its Budget as at 30 June 2022.

**8. FORWARD PLAN**

The Committee **resolved** to note the Forward Plan.

## 10. SERVICE PLAN (AS PART OF THE 23/24 BUDGET PROCESS)

The Committee **resolved** to note the draft service plans for Environmental Health and Building Control, and Neighbourhood Services.

### NOTES:-

- (1) *Members are reminded that the “call-in” procedure as set out in Part 4b of the Constitution, shall not apply to the following matters:*
  - (a) *Urgent decisions as defined in Paragraph 9. of the Call-in Scrutiny Procedure Rules;*
  - (b) *Decisions to award a contract following a lawful procurement process;*
  - (c) *Those decisions:*
    - i. *reserved to full Council*
    - ii. *on regulatory matters*
    - iii. *on member conduct issues.*
- (2) *Those matters to which Note (1) applies, if any, are identified with an asterisk [\*] in the above Minutes.*
- (3) *Within three working days of the date on which this decision is published, not less than three members from two or more political groups by submission of the standard call-in pro-forma, may ask for that decision to be referred to a meeting of the Administrative Committee for review (call-in). The completed pro-forma must be received by the Proper Officer by 5pm three working days after publication of the decision.*
- (4) *The members exercising the right of call-in must not be members of the Committee which considered the matter.*
- (5) *When calling in a decision for review the members doing so must demonstrate the following exceptional circumstances:*
  - a. *Evidence which suggests that the decision maker, did not take the decision in accordance with the principles set out in Article 11 (Decision Making); or*
  - b. *Evidence that the decision fails to support one or more of the Council's Corporate Plan priorities to the detriment of the majority of the Borough's residents; or*
  - c. *Evidence that explicit Council Policy or legal requirements were disregarded.*
- (6) *Once the request for ‘call-in’ has been deemed valid by the Monitoring Officer the matter will be suspended until the call-in procedure has been exhausted.*
- (7) *The Chief Executive, in consultation with the relevant officer, will determine if the interests of the Council or Borough would be prejudiced by a delay in implementing a decision such that the call-in cannot wait until the next ordinary meeting of the Administrative Committee.*
- (8) *Where the call-in cannot wait until the next ordinary meeting, the Monitoring Officer will arrange an extraordinary meeting of the Administrative Committee to review the decision subject to call-in at the earliest possible opportunity.*



- (9) *In exceptional cases, where there is clear evidence that a delay to the implementation of a decision would lead to a specific and significant financial or reputational harm to the Council, a call-in request may be refused by the Chief Executive following consultation with the Chair and Vice-Chair of Administrative Committee.*
- (10) *In reviewing a matter referred to it under the call-in scrutiny procedure rules, the Administrative Committee shall follow the procedure for dealing with call-in scrutiny at its meetings as set out in Part 4b of the Constitution.*
- (11) *The deadline of three working days for "call in" in relation to the above decisions by the Committee is the close of business on 12 October 2022.*

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**Questions from councillors**

**Question 1 – Councillor Robin Sider BEM**

*(received 5/8/22 at 10:52)*

“The Green Flag Award scheme managed by the environmental charity Keep Britain Tidy recognizes and rewards well managed parks and green spaces across the United Kingdom. For the 12th year in succession the Sunbury Walled Garden and Staines Cemetery have been awarded Green Flag status. Will the Leader of the council join me in acknowledging this accolade, and in doing so agree with me that this demonstrates both the hard work, pride and commitment, that our staff have to the wellbeing of this borough?”

**Question 2 – Councillor Karen Howkins**

*(received 11/10/22 at 11:55)*

Statement of context

You talk about the over development in Staines.

We have suffered the same in Laleham and Shepperton Green with the Green Belt and development on Green Belt with the studio expansion and the Eco Park.

The studios will have parking for nearly 4,000 cars – this is going to have a terrific impact on our area.

On top of all this we are facing further serious threats to our green belt.

My residents want it signed off ASAP we need the protection that this offers and are seeking assurances from me that there will be. NO more delays in the plan and it will go to PINs by the end of November as planned.

Question

“How much more money and time will be wasted on this months or years, let alone Spelthorne Officials Time and Councillors Time?”

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