



**Spelthorne
Borough Council**

Council Meeting
Thursday, 23 February 2023



15 February 2023

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, 23 February 2023** commencing at **6.00 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 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. |
|--|-----------|
| <p>1. Apologies for absence To receive any apologies for non-attendance.</p> | |
| <p>2. Minutes To confirm as a correct record the minutes of the Council meeting held on 08 December 2022, the Extraordinary Council meeting held on 08 December 2022, and the Extraordinary Council meeting held on 02 February 2023.</p> | 9 - 48 |
| <p>3. Disclosures of Interest To receive any disclosures of interest from Councillors in accordance with the Council's Code of Conduct for Members.</p> | |
| <p>4. Announcements from the Mayor To receive any announcements from the Mayor.</p> | |
| <p>5. Announcements from the Leader To receive any announcements from the Leader.</p> | |
| <p>6. Announcements from the Chief Executive To receive any announcements from the Chief Executive.</p> | |
| <p>7. Questions from members of the public The Leader, or his nominee, to answer any questions raised by members of the public in accordance with Standing Order 13.</p> | 49 - 50 |
| <p>8. Appointment of Representative Trustees for Laleham Charities Village Hall and Recreation Grounds - Call-in The decision taken by the Administrative Committee on 19 January 2023 to appointment three Trustees for the Laleham Charities, for a four year period ending December 2026, is subject to a call-in, in line with the Council's call-in procedure rules. Council are asked to review the decision made by the Administrative Committee and to make a final decision as to the appointment of the Trustees. Report to follow.</p> | |
| <p>9. Pay Award 2023/24 To consider and approve the staff pay award for 2023/24.</p> | 51 - 54 |

Note: Some agenda items being discussed at Corporate Policy and Resources Committee on 20 February 2023 may impact on this report and it may require updating to account for that Committee's decision after the meeting.

10. Pay Policy Statement 2023/24

To consider the Pay Policy Statement. 55 - 76

Note: Some agenda items being discussed at Corporate Policy and Resources Committee on 20 February 2023 may impact on this report and it may require updating to account for that Committee's decision after the meeting.

11. Treasury Management Strategy 2023/24

To consider the Treasury Management Strategy Statement 2023/24. 77 - 158

Note: Some agenda items being discussed at Corporate Policy and Resources Committee on 20 February 2023 may impact on this report and it may require updating to account for that Committee's decision after the meeting.

12. Capital Strategy 2023 to 2024

To agree the Capital Strategy for 2023 to 2024. 159 - 176

Note: Some agenda items being discussed at Corporate Policy and Resources Committee on 20 February 2023 may impact on this report and it may require updating to account for that Committee's decision after the meeting.

13. Capital Programme 2023/24 to 2026/27

To approve the proposed Capital Programme for 2023/24 to 2027/28. 177 - 186

Note: Some agenda items being discussed at Corporate Policy and Resources Committee on 20 February 2023 may impact on this report and it may require updating to account for that Committee's decision after the meeting.

14. Fees & Charges 2023/24

To approve the proposed fees and charges for 2023/24. 187 - 252

Note: Some agenda items being discussed at Corporate Policy and Resources Committee on 20 February 2023 may impact on this report and it may require updating to account for that Committee's decision after the meeting.

15. Detailed Budget 2023/24

To consider the detailed Revenue Budget for 2023-24. 253 - 290

Note: Some agenda items being discussed at Corporate Policy and Resources Committee on 20 February 2023 may impact on this report and it may require updating to account for that Committee's decision after the meeting.

16. Disabled Facilities Grant Framework Approval

Council are asked to:

1. Authorise the Group Head of Community Wellbeing and Housing to enter a procurement exercise for a DFG Contractor Framework or dynamic Purchasing System (DPS), and
2. Authorise the Head of Corporate Governance to execute the required documentation to conclude with a framework agreement or dynamic purchasing system (DPS) with suitable Contractors as appropriate.

17. Calendar of Meetings 2023-2024

To agree the proposed schedule of Council and Committee meetings for the period from August 2023 to August 2024. 291 - 300

18. Withdrawal from Spelthorne Joint Committee

To approve the cessation of all the Borough Council's non-executive and advisory functions from the Spelthorne Joint Committee's remit and that the functions be delegated to the appropriate committee. 301 - 328

Note: Some agenda items being discussed at Standards Committee on 16 February 2023 may impact on this report and it may require updating to account for that Committee's decision after the meeting.

19. Local Government Association Corporate Peer Challenge Feedback Report

To note the contents of the Local Government Association's Corporate Peer Challenge report and the recommendations contained within that report, and agree to the development of an action plan to address those recommendations. 329 - 366

20. Councillor DBS Checks

To agree Disclosure and Barring Service Checks for Councillors. 367 - 376

Note: Some agenda items being discussed at Standards Committee on 16 February 2023 may impact on this report and it may require updating to account for that Committee's decision after the meeting.

21. Induction Programme 2023

To approve the Member's Induction Programme 2023. 377 - 394

Note: Some agenda items being discussed at Standards Committee on 16 February 2023 may impact on this report and it may require updating to account for that Committee's decision after the meeting.

22. Appointment of Independent Member of the Audit Committee

To consider the appointment of Mr Philip Briggs as the independent member of the Audit Committee, following a recommendation from the Appointments Committee.

Report to follow.

23. Reports from the Committee Chairs

To receive and agree the reports from the Committee Chairs.

395 - 420

24. Motions

To receive any motions from Councillors in accordance with Standing Order 16.

Motion 1

Proposed by Councillor S Mooney
Seconded by Councillor C Bateson

The Community Infrastructure Levy (CIL) allows the council to raise funds from some forms of new development to help fund the infrastructure needed to mitigate the impacts of new development. CIL funds are used for either local infrastructure or infrastructure of wider strategic benefit to the borough. An initial 5% of CIL funds collected is retained by the council for administration purposes and 15% of the funds are allocated in local areas to infrastructure projects which are required in the communities where development took place.

With this in mind, I urge that this Council agrees that strategic CIL bids to support infrastructure in Staines are given significant weight in decision-making on CIL expenditure to reflect the quantum of development in Staines and the amount of funding these schemes contribute to the pot.

25. General questions

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

421 - 422

26. Exclusion of Press and Public

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

27. Integrated Insurance Service - Spelthorne Borough Council & the London Borough of Sutton

This item is exempt as it contains exempt information within the meaning of Part 1 of Schedule 12A to the Local Government Act 1972, as amended by the Local Government (Access to Information) Act 1985 and by the Local Government (Access to information) (Variation) Order 2006 Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information) and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information because, disclosure to the public would prejudice the financial position of the authority in any lease, contract or other type of negotiation with the tenant or developer, who could then know the position of the Council.

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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, 8 December 2022 at 7.00 pm

Present:

Councillors:

| | | |
|-------------------|---------------|----------------|
| C.L. Barratt | T. Fidler | A.J. Mitchell |
| R.O. Barratt | N.J. Gething | S.C. Mooney |
| C. Bateson | M. Gibson | L. E. Nichols |
| I.J. Beardsmore | K.M. Grant | R.J. Noble |
| M. Beecher | A.C. Harman | O. Rybinski |
| J.R. Boughtflower | H. Harvey | J.R. Sexton |
| A. Brar | I.T.E. Harvey | R.W. Sider BEM |
| S. Buttar | K. Howkins | V. Siva |
| J. Button | N. Islam | B.B. Spoor |
| S.A. Dunn | V.J. Leighton | J. Vinson |

Apologies: Apologies were received from Councillors S.M. Doran, D. Saliagopoulos, M.M. Attewell, C.F. Barnard, R. Chandler, J.T.F. Doran, R.D. Dunn and S.J Whitmore

137/22 Minutes

It was proposed by Councillor Boughtflower and seconded by Councillor Mitchell that Councillor Ian Harvey be appointed as Chairman of the meeting.

It was proposed by Councillor Sexton and seconded by Councillor Beecher that Councillor Chris Bateson be appointed as Chairman of the meeting.

Resolved that Councillor Ian Harvey be appointed as Chairman of the meeting in the absence of the Mayor and the Deputy Mayor.

The minutes of the Council meeting held on 20 October 2022 were agreed as a correct record.

138/22 Disclosures of Interest

Councillor Sinead Mooney and Councillor Joanne Sexton declared they were Surrey County Councillors.

139/22 Announcements from the Mayor

The Chair, Councillor I Harvey made the following announcements on behalf of The Mayor:

"I apologise for not being with you all tonight but in my absence I have asked the acting Chair to read out my announcements.

The following are the events I have attended as Mayor since the October Council Meeting:

Spelthorne's Health & Wellbeing Seminar - very enjoyable and good to see Spelthorne Officers, NHS Staff, School Staff, Community Centre Staff and volunteers come together to discuss how joined up work could be effected in the Community of Spelthorne to help residents with their health and well-being.

Surrey Police Safe Drive Stay Alive event advising and educating youth 17-19 years old how to drive safely with scenarios that used Emergency Service Staff, NHS Staff and victims and their families of driving accidents.

Talk by Nick Pollard organised by the Stanwell Local Conversation on Lord Thomas Knyvett who apprehended Guy Fawkes in the crypt of the Houses of Commons foiling the Gunpowder Plot. Lord Knyvett lived in Stanwell and was also the Lord of Staines.

Jane Eyre performed at the Riverside Arts Centre with the proceeds going to my two charities: The Stanwell Family Centre and the Spelthorne Mental Health Association. It was a very good performance and one of the actors was a Spelthorne Borough Council colleague - Cllr. Tom Fidler. Well done Tom.

Recorded a Christmas message for the Talking Newspaper that covers Spelthorne, Runnymede and Elmbridge for those with sight impediments. It was a pleasure to do.

Armistice Day Flag Raising Ceremony at Knowle Green.

Laid a wreath and attended the Wreath Laying Ceremony at Stanwell War Memorial and attended Mass.

Attended Halliford School to discuss with the Headmaster holding a Spelthorne's Got Talent contest on their premises in the new year. More about this in the New Year.

Peer Group Review - Group Leaders meeting with Peer Group Team.

Attended Spelthorne Business Awards at the Holiday Inn Shepperton. I was very proud to be part of this event and to see how successful and innovative the business in Spelthorne are, whatever their size.

Surrey Mayors Annual Dinner held for Mayors both present and past. Very enjoyable but I did not manage to get John up to dance.

Started the Staines Rotary Santa Fun Run - not only run by families but also by their dogs who accepted their medals with wags of their tails. Enjoyed a ride around Staines on Santa's Train.

Ashford Youth Centre to meet some of those who attend the Centre and have discussions about their ideas for events, their wish to have more apprenticeships available.

Attended Philip Southcote School for secondary school age youth with Special Needs. It was a pleasure to meet these young people and learn the qualifications they had achieved and to listen to their pride in themselves and attending college and their thanks to their teachers.

Mayors Business Reception at Berkeley Homes site in Staines. Again, it was a pleasure to meet some of the entrepreneurs and other companies. Berkeley Homes made us very welcome by offering us their site and providing the drinks and nibbles. Again, money was raised for my two charities.

Council Chamber - meeting with youth who had taken part in a Leadership Course run by the Rotary Clubs of Staines and Ashford., It was good to hear how proud they were of themselves when they talked about what they had achieved.

MacMillan Coffee afternoon at the N.E. Surrey Short Stay School in Staines. I was very impressed to see the relationship between the staff and the young people attending and how they were pleased to be learning.

Christmas Lunch at the Greeno Centre where I was made to feel very welcome and enjoyed some brilliant food. It was lovely to see the local residents enjoying themselves and the way the Centre staff and the Purple Angels helped everyone whatever their needs.

Thoroughly enjoyed the Dress Rehearsal of the children's Christmas Play. It was heart breaking and both heart warming at the same time. The look on the children's faces was a pleasure to see. The staff are so dedicated to the children and it was wonderful to see them together. They were all helped to achieve to their maximum.

I have also had several meetings with the members of my Mayor's Committee and would like to say a big thank you to them for all their support and help and also to Maxine Cole my PA, who has been a very big support to me and come up with some wonderful ideas."

140/22 Announcements from the Leader

The Leader made the following announcements:

“I would like to start by congratulating all the finalists and winners of this year’s Spelthorne Business Awards. The quality of this year’s entries showed the hard work and resilience of our local businesses which have gone from strength-to-strength despite extremely challenging trading conditions. Thank you also to the sponsors whose generosity and support enable us to host these awards each year.

I am pleased to say that after five years of preparation, we have submitted our draft Local Plan for independent inspection. The Plan will guide key planning decisions for the Borough over the next 15 years in relation to housing, green spaces, community facilities and local infrastructure. Submitting the Plan for examination is a crucial step forward and an independent planning inspector will now be appointed to decide whether it can be adopted. A series of public hearings will also be held in 2023 where the inspector will listen to all the arguments for and against various aspects of the Plan.

Many will be aware that the Government announced on Tuesday this week that there will be changes to National Planning Policy, particularly around housing targets and local plans. A prospectus on a revised National Planning Policy Framework is due to be published this side of Christmas. As such, we are arranging a Local Plan Task Group meeting in the New Year to be briefed by officers and discuss the changes, to be followed by an Extraordinary Environment and Sustainability Committee meeting at the end of January to review our options and agree the way forward for the Local Plan before the examination commences.

Many residents are worried about the impact of the rising cost-of-living. I know that when you are struggling financially it can feel like a very lonely time but there are lots of organisations which can help, and it is always worth checking if you are receiving all the benefits and grants to which you may be entitled. A number of warm hubs have been introduced in the Borough and we are also opening our Community Centres on Saturdays to help residents who are concerned about heating their home. More information on the support available is on our website.

Working with the North West Surrey Health and Care Alliance, we recently announced the creation of the Spelthorne Healthy Communities Partnership with the aim of improving health outcomes for local people. The partnership will look at the wider influences on health and wellbeing and identify new ways of delivering services.

There are lots of Christmas events being held in the Borough in the run up to Christmas. These are friendly community-run events and a great way to get in the Christmas spirit with your family and friends. You can find more details on our website and in the Bulletin magazine.

Finally, on behalf of all the staff and councillors here at Spelthorne Borough Council, I would like to wish everyone a very happy Christmas and New year. I look forward to continuing to support all our residents in 2023. “

141/22 Announcements from the Chief Executive

The Chief Executive made the following announcements:

“Three weeks ago, at our invitation, this authority was the focus of a comprehensive Local Government Association Corporate Peer Challenge Review.

A senior team of experienced officers and members spent three days here at Knowle Green, reviewing a range of information, documentation, and conducting more than 40 meetings involving over 125 people, including a range of council staff and members as well as external stakeholders and partners.

The team also visited a range of locations across the Borough, including a walking tour of Staines-upon-Thames, Fordbridge Community Centre, the White House and the West Wing as well as a variety of Borough housing development sites.

The scope of the peer challenge primarily focused on six themes:

- Local priorities and outcomes
- Organisation and place leadership
- Governance and culture
- Financial planning and management
- Capacity for improvement
- Sustainable delivery of affordable housing

At the conclusion of the Corporate Peer Challenge Review, the Council received formal feedback from the team who declared how impressed they were with key strategic and local projects and achievements that we have collectively accomplished, included our outstanding partnership effort in supporting our community - particularly our brilliant covid pandemic response. The findings also acknowledged the friendly and caring staff culture and the strength of cross service working.

Moreover, the review team explicitly recognised the complex and challenging political arena within which Officers operate, eloquently stated by the Lead Member as “there needs to be the recognition that the intense political dance is affecting your reputation, is costing you money and could ultimately affect the delivery of Council services for your residents and businesses.”

The full presentational pack has been circulated to all members and participants in the peer review, and it certainly raises some hard-hitting points

and identifies recommendations that we will all need to consider and collectively address.

In due course, a comprehensive report, including its 12 recommendations, will be available so that we can identify our own action plans to support the findings. This will be published both internally and externally following discussion by Full Council in the New Year.

Mr Chairman, I am incredibly proud of Team Spelthorne, its commitment, its professionalism, and its dedication to serving our communities and our businesses. I would therefore like to place on record my heartfelt appreciation as the Head of Paid Services for what we have achieved.

As testament to this incredible work, as witnessed by everyone in this chamber tonight – Spelthorne has also secured more national recognition, this time from the Federation of Small Businesses with three awards for our unstinting work in supporting Borough businesses throughout the pandemic and now in the post-pandemic world of a cost-of-living crisis.

I would like to extend my fullest congratulations to the Economic Development team as I know how incredibly hard, they have worked in support of our businesses and in securing the All-England Award for Local Government.

Mr Chairman, we can all take immense pride in the knowledge that this authority's work is recognised alongside the best in the country."

142/22 Questions from members of the public

The Mayor reported that, under Standing Order 14, two questions had been received from members of the public.

1. Question and statement of context from Peter Bower:

"At the Environment and Sustainability Committee meeting on 8 November, Cllr Beecher produced data that one might have expected to give the Council pause for thought. Seventeen Councils have delayed submission of their Local Plan and a further four have withdrawn their Local Plan from Investigation pending clarity on the government's new policy relating to baseline data used to determine a borough's housing target. Indeed, one Council has been told by the Planning Inspector to use 2018 data which will reduce it's housing target by close to 20%. If Spelthorne used 2018 data the borough's housing target would drop from 618 p.a. to 489 p.a. – a reduction of 1,935 over the Plan period. Eliminating use of all the Local Plan's allocated green belt sites would consume 740 of this number, leaving 1,195 to reduce the allocations elsewhere in the borough, including in Staines which is currently required to absorb 55% of the borough's entire housing target.

Question:

Given 21 Councils have delayed or withdrawn their Local Plans pending clarity on Government policy; that one Council was told by the Inspector to use 2018 data to lower their housing target; and that those responsible for Spelthorne's Plan have made a powerful case in the Foreword to it *against* the current housing target of 618 p.a. (asserting that it "will damage our environment and ruin the character of our small and highly constrained borough"), why has the Council refused to follow other boroughs either in producing a Plan using 2018 data, or awaiting clarity on the government's housing policy?"

Response from Councillor Beardsmore, Chair of the Environment and Sustainability Committee:

"I will start with the 2018 data. I went online to look this up and just by reading the very first link on the browser I knew the answer. Nevertheless I did follow up the link and it confirmed what was so obvious from just looking at the link.

The link referred to the plan as North Herts Local Plan 2011-2031. 2011!
There is your answer right there.

I will explain.

We are working under a regime known as the Standard Methodology which was introduced in 2017. That methodology currently locks us in to the 2014 dataset. Councils whose plan was already in progress in 2017 were allowed to use a procedure known as transitional arrangements. As part of those transitional arrangements, N Herts were allowed to base their housing numbers on the 2018 dataset. Before you ask, almost the first thing I did when I got this job the first time was enquire whether we could use a more up-to-date data set than the 2014. The answer from the Ministry was a very blunt NO.

Currently the 2017 methodology is still firmly linked to the 2014 data.

This does sum up so much of the plan process, namely the endless repetition of simple facts. The issue of transitional arrangement has been raised several times by councillors and answered several times.

This Council voted by a majority of 3:1 In favour of the Local Plan, which I can advise has now been submitted to the Secretary of State for examination. There is no doubt these questions will be raised, debated, and answered at the hearing sessions as they have been submitted as part of representations, which the appointed inspector will read and consider in full. On Tuesday this week, we heard announcements from Michael Gove MP, the Secretary of State for Levelling Up, Housing and Communities, regarding potential changes to the planning system and what these could be. However, officers are waiting for the detail of these changes that will be published before Christmas before they can brief Members on possible implications and what

options there are for the Local Plan as submitted. This is likely to be early in the New Year. Whatever the changes are, what we do know is hope that the new Local Plan will enable us to implement a zoning approach to the most sensitive areas in Staines, which we can't do with our existing policies. The reality is that a lower housing target would do nothing to offer Staines that protection because it does not operate as a cap on future development and this is a sustainable town centre where sites will be expected to be optimised. Indeed, the statement is very clear under the heading 'Brownfield First' that town centre sites should be used before others and there is reference to measures being introduced to make this easier to achieve.

So it's coming anyway, with or without a Local Plan and whatever the numbers say. The zoning policy on those identified areas is as far as we can push with valid planning reasons and part of that justification is that we will be meeting our need in full across the Borough. If we had a lower housing need figure, we could reduce the amount of Green Belt release, but don't forget it is these sites that will deliver 50% affordable housing of the 30% on Brownfield sites, provide family homes with gardens, a new sixth form college, a replacement community centre, and sports and recreation enhancements. Do we really want to lose those benefits? In favour of a Plan that delivers 98% of new homes as flats with a Brownfield-only strategy? This Council agreed the Local Plan because it recognises that whilst it won't please everyone, it represents the sound and sensible approach."

2. Question and statement of context from Alan Doyle:

"The recent LGA Peer Review made a number of positive remarks about the Council. However – rather pointedly – it also made a number of recommendations for improvement. Amongst other issues, the Peer Review Panel noted:

- There is poor behaviour by some Councillors which is widely recognised as damaging your reputation and is affecting morale and the ability to retain and recruit staff
- Councillors appear focused upon the internal political rather than the bigger external picture
- There needs to be recognition that the intense political dance is affecting your reputation, is costing you money, and could ultimately affect the delivery of Council services for your residents and businesses
- Members need to fully appreciate the financial implications of their decision making – or not making decisions
- Accept the need for higher density in urban areas if you wish to continue to protect the green belt, as set out in the Local Plan that you have agreed to and are about to submit
- You need to understand the necessary and vital relationship between density and viability

Question:

By the time the Review Panel returns next year, will the Council be able to show that it has ended:

- The repeated submission of questions to Council, which has taken up so much officer time, and which the Information Commissioner would describe as vexatious, and;
- The continued filibustering attempts to prevent the submission of the Local Plan to the Planning Inspectorate, which officers have more than once pointed out would be at huge cost to us all?"

Response from Councillor Boughtflower, Leader of the Council:

"Members of the public have the right to participate in Council and other committee meetings by submitting questions in accordance with the Council's Constitution. Any further restriction relating to public questions will require amendment to Council standing orders which must be first considered by the Council's Standards Committee and agreed by full Council.

Actually, the biggest issue was not the public questions but the ongoing queries to officers from some Councillors and members of the public. Let me be absolutely clear, the large majority of these questions were genuine and honest but clearly, especially in the last few months, a growing number of them were, as you say, vexatious and repeating things that have already been asked and answered on multiple occasions and in some cases being little more than rants, which most people learned to ignore. It was the cumulative effects of these that were really consuming officer time.

As to the nature of the council that will be in place when the peer review return. Nothing to do with me. Before they come back there will be an election so the nature of the Council they report back to will be entirely in your gift, Mr Doyle, and the residents of Spelthorne."

143/22 Petitions

There were none.

144/22 Outline Budget 2023/24

This item was not discussed at this meeting of Council.

145/22 Determination of 2023/24 Council Tax Base for tax setting

This item was not discussed at this meeting of Council.

146/22 Members Allowances Scheme 2022-23

Council considered a report from the Corporate Governance Support Officer that sought consideration of the recommendations of the Independent Remuneration Panel on the Members' Allowances Scheme for 2022-23, as set out in the report.

Council requested that the Independent Panel reconsider members' allowances for 2023/24 to ensure that they are relevant to the new Committee System model that the Council currently worked under.

Council **resolved** to approve the recommendations of the Independent Remuneration Panel.

147/22 Grants Panel

This item was withdrawn from the agenda and therefore was not discussed at the meeting.

148/22 Appointment of Representative Trustees

Council were advised that this item would be referred to the Administrative Committee as the Terms of Reference for this committee stated that "they are responsible for making appointments to Outside Bodies which are not reserved to Council" and would be discussed at the next meeting of this Committee.

149/22 Reports from the Committee Chairs

The Chairs of the Committees presented reports which outlined the matters their Committees had considered since the last Council meeting.

Questions for Councillor Beardsmore, Chairman of the Environment and Sustainability Committee:

Councillor R Barratt noted the number of responses received in respect of local green space in responses to the Local Plan and queried how efforts would be rebalanced to reflect what concerned local residents.

Councillor Beardsmore explained that this was down to the Inspector now that the Local Plan had been submitted, but he agreed the responses on Local Green Space were outstanding, and the Council needed to think of ideas of what could be done with green space, and then consult with residents who responded.

Councillor Leighton asked if anything arising from the Visioning Process had been submitted for consultation.

Councillor Beardsmore responded that it did not appear to have been submitted.

Council **resolved** to note the Chair's reports.

150/22 General questions

The Mayor reported that five general questions had been received, in accordance with Standing Order 15, from Councillor Sexton, Councillor Nichols, Councillor S Dunn, Councillor Spoor, and Councillor Beecher.

Question from Councillor Sexton:

Why was the Spelthorne Council Position Paper provided to the LGA Peer Review team not discussed with members before it was issued?

Response from Councillor Boughtflower, Leader of the Council:

Thank you for your question, Councillor Sexton. The Position Statement you refer was produced as part of the normal preparation process for a Local Government Association Corporate Peer Challenge (CPC). The document contained baseline data and other factual information in accordance with an outline template provided by the LGA. This was designed to provide the CPC Team with a wide range of background material they needed to understand more about our borough, the key challenges faced by both the Council and our communities, and the way we work constitutionally and operationally to deliver our key services and projects.

As a factual document, the Position Statement did not require any decision or approval by Councillors. The Monitoring Officer-determined that it was appropriate for this to be signed off by the Chief Executive in consultation with the Chair and Vice-Chair of the Corporate Policy and Resources Committee, prior to submission. We did, however, give a commitment that this information would be shared with all Councillors in advance of the CPC commencing and this was done on 7 November 2022. As you will have noted, the completed document amounted to some 56 pages with 11 Appendices, and this took a significant amount of time to prepare. Although we had planned to circulate this sooner, the time officers had to do this was curtailed by the date of the CPC being brought forward by a couple of weeks, something which you had requested.

All Councillors were given the opportunity to meet with the CPC Team during the Peer Review process, and they could also email them directly, so if you or any other Councillor felt that anything was missing or factually incorrect there was sufficient opportunity to ensure that they were made aware of this.

Councillor Sexton asked a supplementary question as follows:

I was assured that all members would have the option to be involved and look at the formatting and everything else that was required before it was sent to the LGA, that all members would be inclusive, yet we had to chase for this and we only got it a few days before?

Response from Councillor Boughtflower, Leader of the Council:

Thank you for your question. If I remember rightly, as soon as I found out it needed to go due to the deadlines of the Peer Review coming early, it was sent out to all members for feedback that day. As soon as the document was approaching the deadline, I did my part as best as I could, and I can't answer much more than that.

Question from Councillor Nichols:

When will this Council be given the opportunity to appraise and discuss the Surrey County Council plans for a County Deal? Can we be assured that the full Council will get the chance to vote on any proposal before its submitted?

Response from Councillor Boughtflower, Leader of the Council:

I, along with the Chief Executive and Deputy Chief Executive have attended 3 meetings of the joint District & Borough Leaders' meetings – one of which was virtual.

The meetings are viewed as a 'collaboration platform' for Districts & Boroughs with a focus revolved around 'Devolution, County Deals and the levelling up agenda'.

Authorities accepted that there needs to be focus on:

- a. Increasing Pride in Place
- b. Tackling health inequalities
- c. Empowering communities

It was recognised however that these are not solely County-wide matters and that some of the existing County services needed improving or potentially being devolved to the District and Boroughs.

Arising from the last meeting, a letter has been sent to the Leader of the County Council, Cllr Tim Oliver, setting out a list of devolved powers being sought from Surrey County Council from the District & Borough Leaders as part of any County Deal. The letter, once received, will be placed on the Council's modern.gov system.

As you should already be aware, I gave an undertaking to report back to the Corporate Policy and Resources Committee on developments, and that early in the new year, there will need to be a report presented to full Council on the emerging County Deal being pursued, though currently the Leaders of the District and Boroughs are more focused on the devolvment of functions within the County.

So in summary, yes and yes.

Councillor Nichols asked a supplementary question as follows:

Does the Leader accept that there are many members here who are extremely nervous of this process which to us is going on in secret, and which with Surrey County Council, the track record has not been great. Are you confident that we will get proper notification and a chance to discuss before Surrey County Council issue their edicts?

Response from Councillor Boughtflower, Leader of the Council:

Thank you for your second question. Yes, I do, I think from the big meeting at Epsom, it was all agreed by all members of various different parties and interests that what was said there would remain quiet, and I think some of that has come out in the letter to Councillor Tim Oliver of the requests such as verge cutting and parking, and also buses which are thrown back to them. I think members may be a bit worried about it but I think there is a lot being done jointly which is very differently from how it was when unitary was

knocking around. My guess would be that they will be coming to this Chamber at some point, not just about the shopping list of boroughs and districts, but the options of moving forward whether this borough might look in a different position, and that's not Surrey Unitary, that's what Districts and Boroughs would be pushing. That's early days, but I would be open to more questions and answers at the next Corporate Policy and Resources meeting.

Question from Councillor Sandra Dunn:

After receiving feedback from the LGA Peer Review – can the Leader assure Councillors that member Induction Training after the May 2023 elections will include the operation of the Committee system, management of the commercial property portfolio, council developments and the function and facilities of the Local Government Association? Also, as a previous member of the panel of councillors that were made responsible for organising this can he assure me that this will include cross party members and when is it proposed that this committee will meet?

Response from Councillor Boughtflower, Leader of the Council:

Thank you for your question. I was on the same Committee nearly four years ago. The Member Induction Training for May 2023 is currently in the process of being drafted and has not been finalised. I'm thinking of what the offer of help was from the Peer Review of them offering help and assistance to getting this right. I think we are so early on being a Committee System still and there is a lot of work not just in the Constitution, but other things around it, that we should be asking them to assist to get this training right. The Members Development Steering Group has not been reconstituted and that's something we need to reconstitute under the Committee system, but the induction programme will be presented for comment at the next meeting of the Administrative Committee – that's where it sits – in January. It will move to the Administrative committee rather than Corporate Policy and Resources Committee. I'm remembering the point when we were on the Committee. There was a lot of work involved in getting organised and I think we are going to have a lot of new members next time and there's a lot of training needed, and I think there's something hopefully coming back in February to full Council about training, but I would hope the LGA could quickly offer some advice to get this right. We can't afford to get it wrong.

Councillor S Dunn asked a supplementary question as follows:

I would like ask if we are still going to have a Council Committee from ourselves that will represent whatever it is the LGA put forward when you have your conversations with them? You can assure me that will still take place?

Response from Councillor Boughtflower, Leader of the Council:

It has got to. I'm hoping they will come in and be the consultant in the room to offer their best advice. I think we got to proceed with it with them in place to give more solid advice this time around. So yes, the Committee will exist but it will be under the Administrative Committee.

Question from Councillor Spoor:

Following the findings of the Coroner in Rochdale that Awaab Ishak died as a consequence of mould and poor living conditions, what assurance can be given about the condition of properties where council holds nomination rights? What action does the Council take to ensure that tenants are placed in accommodation private and nominated that is fit for human habitation and how are ongoing situations controlled?

Response from Councillor R Barratt, Chairman of the Neighbourhood Services & Enforcement Committee:

Thank you for your question Councillor Spoor.

Where the Council nominates those on the Housing Register to properties, the Council relies on the Registered Provider undertaking its own void checks and any appropriate maintenance to meet their required standards. This also applies to Registered Provider provided temporary accommodation. The Council holds regular meetings with representatives of our largest Registered Provider, A2Dominion, where social housing disrepair cases are discussed to ensure systems, procedures, and their repairs contracts are working well, and to enable any problem areas to be resolved.

Where the Council nominates to private rented properties under our rent assure scheme, the property is inspected and there is a formal inventory. Routine visits, including inspections, are undertaken at 2 weeks, 3 months, 12 months and 21 months.

Moving forwards, as Knowle Green Estates (KGE) stock increases, the company will regularly monitor the condition of its units and will report on any issues in its Annual Report. Currently KGE units are relatively new and currently there are no issues in its stock.

The Council places some homeless families in bed and breakfast accommodation and this is inspected on a quarterly basis and clients are visited within a few days of their placement. It is rare to hear of any damp/mould issues in bed and breakfast units as there tends to be no limit on heating rooms.

The Housing Options team involve Environmental Health wherever there are concerns about the conditions of properties which cannot be resolved through dialogue with landlords. Our Environmental Health team continue to respond to complaints from residents about poor housing conditions, taking appropriate enforcement action where necessary.

On the 29 November 2022 Spelthorne's Chief Executive, Daniel Mouawad, provided an initial response to Michael Gove, Secretary of State for Levelling up, Housing & Communities, to outline the actions this Council will be taking to prioritise mould and damp in dwellings, following the tragic death of Awaab Ishak. This includes actions to prioritise cases based on risk, reduce response times for appropriate cases and further training for support officers to provide 'first point of contact' advice to residents contacting the Council about poor housing conditions due to damp and mould. A copy of this letter

and any subsequent follow up response will be placed in the Members' Library.

Councillor Spoor asked a supplementary question as follows:

My concerns are not so much on new tenancy, but existing ones. In the Rochdale case, the situation had been going on for some time and ignored. I'm not sure if local councillors had been involved with this at all, but as a local councillor, I have been contacted as an absolutely last step when the landlord had not actually reacted to the situation. Is there anything the Council is going to promote so that the renters can actually contact the Council before they actually contact their councillor because nothing has been done?

Councillor R Barratt requested that Councillor Mooney respond:

I'm very grateful that Councillor Spoor asked that additional question because knowing the bit of detail I know about the very sad case in Rochdale where sadly that two year old lost his life and I think it's known publicly that the actions of the registered social landlord were not great. They didn't step up and listen to the complaints from the family and they didn't deal with the situation robustly enough. I think whilst we can accept that this borough council will deal with the Knowle Green Estates properties in a sufficient and efficient way, I don't have that confidence with A2Dominion, the registered social landlord in Spelthorne. I would like to make a suggestion that Councillor Spoor's question is passed to A2Dominion and we receive a written response from them. I think many of us here in this Chamber get casework from tenants of A2Dominion where they're not as robust as they should be in dealing with repairs and disrepairs and standards of their properties, so I think we should seek those assurances. And also, Councillor Spoor, in response to your question, the private sector landlords as well, I'm very happy to let you know that the day after the report was published in the public news about this tragic case, a resident in Staines made contact with regards to a damp and mould issue in their property and Environmental Health visited on that day and have written to the private landlord requesting that they take immediate action and also given words of advice around ventilation to the tenants. Whilst I'm very confident that this borough council's actions, I really would urge the Chamber to seek a statement from A2Dominion.

Question from Councillor Beecher:

Would the Leader not agree that the removal of the Foreword from the Local Plan submitted for examination, a Foreword that has been referenced by others, is a material change to the document?

Response from Councillor Beardsmore, Chairman of the Environment and Sustainability Committee:

Officers received advice from the advisory inspector on the Local Plan, who considered that criticisms of Central Government policy were not appropriate in the Foreword. In June, all Group Leaders were invited to sign that Foreword, but only two accepted. Presumably the rest were not willing to criticise government policy. Unlike the policies and allocations, the foreword is not material to the Local Plan, and we are not required to have one. Given the Inspector's concerns and the lack of support, it was recommended that it be

removed for now and further consideration could be given to the inclusion of a Foreword after the examination. As such, the signatories to the Foreword, plus the Chair and Vice Chair of Environment & Sustainability Committee and the Chief Executive all agreed to its temporary removal. It has been referenced in some of the representations to the Local Plan Regulation 19 consultation, so officers have provided a response and the Inspector will be aware of the Council's position on the Foreword and can raise it at the examination if they are inclined to do so.

Councillor Beecher asked a supplementary question as follows:

You said "temporary." Can you tell me when the foreword will be reinserted?

Response from Councillor Beardsmore:

Basically it will be down to when we actually look at the Plan when it comes back from the Planning Inspector which would be June, July, August next year. At that point, we have the option to put in another foreword, not put in a foreword, or write something completely different or put in the same thing. I certainly wouldn't fetter the new Council on anything like that.

151/22 Motions

In accordance with Standing Order 16 the Council received three written Notices of Motions.

The Chairman proposed that motion two be dealt with first as motions one and three dealt with confidential business. This was agreed.

Motion two:

Councillor Beardsmore made a statement proposing that the following motion be withdrawn:

"Some 22 district councils, including our neighbours in Runnymede, have either agreed to delay submission or withdraw their Local Plan from examination pending clarification from the Government of its housing policy. Should the Government formally change or modify its housing policy, Spelthorne Borough Council commits to a re-evaluation of the housing numbers set out in the Local Plan by officers for a subsequent review by the Environment & Sustainability Committee."

Councillor Beecher agreed that his motion should be withdrawn in response to the commitment in the Leader's announcements that the Environment and Sustainability Committee would meet to discuss the government's announced changes to national planning policy.

Resolved that the motion be withdrawn.

Motion three:

Councillor Mooney proposed that the following motion be withdrawn as it was dependent on the outcome of discussions related to motion two:

“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.”

Councillor Beecher agreed that the motion should be withdrawn as the motion had not been reviewed by the Corporate Policy and Resources Committee as agreed at a previous Council meeting.

Resolved that the motion be withdrawn until it could be discussed by the Corporate Policy and Resources Committee.

It was proposed by Councillor Gething and seconded by Councillor Mitchell and **resolved** to exclude the press and public for discussion of motion three, in view of the likely disclosure of exempt information within the meaning of paragraph Schedule 12A to the Local Government Act 1972 as amended.

Motion one:

Councillor Gibson moved and Councillor Nichols seconded the following motion:

“Council notes the unilateral decision by Surrey County Council taking over highway verge cutting and on-street parking enforcement. These services are currently performed by Spelthorne to a high standard.

The Council believes these changes will not improve services and reduce local accountability.

The Council resolves the Leader writes to the Leader of Surrey County Council:

1. Requesting that the decision is reversed as it is not in the best interests of residents.
2. Seeks justification of the changes in terms of tangible benefits.
3. Seeks a guarantee of no reduction in standards, if implemented.”

It was proposed by Councillor Leighton and seconded by Councillor Sider that the motion be amended to the following:

“Council notes the unilateral decision by Surrey County Council taking back highway verge cutting and on-street parking enforcement. These services are currently performed by Spelthorne to a high standard.

The Council believes these changes will not improve services and will reduce local accountability.

The Council resolves that the Leader continues working with the other borough and district leaders in Surrey to:

1. Requesting that the decision is reversed as it is not in the best interests of residents
2. Seeks justification of the changes in terms of tangible benefits
3. Seeks a guarantee of no reduction in standards, if implemented.”

The amended motion was carried.

152/22 Temporary Adoption of the Staines Development Framework

The motion related to this item was withdrawn from discussion.

MINUTES OF THE SPELTHORNE BOROUGH COUNCIL

Minutes of the Extraordinary Council Meeting of Spelthorne Borough Council held in the Council Chamber, Council Offices, Knowle Green, Staines-upon-Thames on Thursday, 8 December 2022 at 6.00 pm

Present:

Councillors:

| | | |
|-------------------|---------------|----------------|
| C.L. Barratt | T. Fidler | A.J. Mitchell |
| R.O. Barratt | N.J. Gething | S.C. Mooney |
| C. Bateson | M. Gibson | L. E. Nichols |
| I.J. Beardsmore | K.M. Grant | R.J. Noble |
| M. Beecher | A.C. Harman | O. Rybinski |
| J.R. Boughtflower | H. Harvey | J.R. Sexton |
| A. Brar | I.T.E. Harvey | R.W. Sider BEM |
| S. Buttar | K. Howkins | V. Siva |
| J. Button | N. Islam | B.B. Spoor |
| S.A. Dunn | V.J. Leighton | J. Vinson |

Apologies: Apologies were received from Councillors S.M. Doran, D. Saliagopoulos, M.M. Attewell, C.F. Barnard, R. Chandler, J.T.F. Doran, R.D. Dunn and S.J Whitmore

135/22 Disclosures of Interest

It was proposed by Councillor Mitchell, seconded by Councillor Boughtflower and **resolved** that Councillor Robin Sider BEM be appointed as Chairman of the meeting in the absence of the Mayor and Deputy Mayor.

There were no disclosures of interest.

136/22 Council's Response to Public Interest Report

Council considered a report from the Chief Executive, The Chief Finance Officer and the Group Head Corporate Governance in response to the Public Interest Report issued by the External Auditors, KPMG.

18:21 – Councillor Siva arrived at the meeting. She was unable to vote in relation to the item as she was not present for the whole of the consideration of the item.

It was proposed by Councillor Boughtflower and seconded by Councillor H Harvey to note the external auditor's report, and agree the response to the report and the five recommendations made in the report.

Councillor Nichols proposed an amendment to the motion to replace the second recommendation with "in accordance with the Local Audit and Accountability Act 2014, to request the local auditor (KPMG) for more time to consider the recommendations and for the Corporate Policy and Resources Committee to fully discuss the PIR before the Council is asked to approve the response." This was seconded by Councillor Fidler.

A recorded vote was requested by Councillors Vinson, Nichols, and Boughtflower.

The vote to accept the amendment was as follows:

| | |
|----------|---|
| For: | C Bateson, M Beecher, J Button, S Dunn, T Fidler, M Gibson, K Grant, L Nichols, J Sexton, B Spoor, J Vinson |
| Against: | C Barratt, R Barratt, I Beardsmore, J Boughtflower, A Brar, S Buttar, N Gething, T Harmon, H Harvey, I Harvey, K Howkins, N Islam, V Leighton, T Mitchell, S Mooney, R Noble, O Rybinski, R Sider BEM |
| Abstain: | |

The motion to approve the amendment **fell**.

The vote on the original motion was as follows:

| | |
|----------|---|
| For: | C Barratt, R Barratt, I Beardsmore, J Boughtflower, A Brar, S Buttar, N Gething, T Harmon, H Harvey, I Harvey, K Howkins, N Islam, V Leighton, T Mitchell, S Mooney, R Noble, O Rybinski, R Sider BEM |
| Against: | C Bateson, M Beecher, S Dunn, M Gibson, K Grant, L Nichols, J Sexton, B Spoor, J Vinson |
| Abstain: | J Button, T Fidler |

Council **resolved** to note the External Auditor's report and agree the response to the report and the five recommendations made in the report.

Response from the S151 Officer

Thank you Chair

The Public Interest Report sets out KPMG's conclusions to their Value for Money opinion for 2017-18 and makes 5 recommendations which it is proposed that the Council accept, as we either have always been applying the best practice suggested, or due to the time which elapsed before KPMG published their report we have had in place for some while. It is very frustrating that KPMG have taken so long to reach their conclusions.

Firstly, it is important to note that the Auditors are not saying that we have a financial black hole as is the case with a few other councils who have been in the news. The auditors acknowledge that the rent income does currently comfortably more than cover the financing costs relating to the borrowing financing the acquisition of the assets. We have never approached the Government for any emergency funding. In our response we do highlight that despite the extreme stress test of the economic impacts of COVID-19 we achieved 100% collection of investment assets rental invoiced in 2020-21 and 99.98% in 2021-22. Within the portfolio we do have some challenges with some churn of some tenants but that is why we have been building up our sinking funds reserves balances by setting aside each part of the income, to ensure we have a safety net to cover dips in income. This enables us to manage those challenges without impacting on the Revenue Budget.

By the end of 2022-23 we anticipate that we will have £36m in the sinking funds reserves. It is due to our sinking funds reserves that we have the highest ratio of revenue reserves to net revenues budget of any district or borough council in the country. The Auditors' report does not make a single reference acknowledging our sinking funds approach as a key part of our risk mitigation strategy – an approach not all councils with investment assets have in place. The Auditors equally fail to acknowledge our prudent approach to Minimum Revenue Provision under which we are paying down our debt on an annual basis, like a mortgage, again in contrast to some councils.

We do not have any issue agreeing to any of the 5 recommendations as we are already doing what the recommendations are asking.

It is very important that the Council agrees to accept this evening the recommendations, as this will in turn enable KPMG to conclude their work on the 2017-18 Statement of Accounts, they have indicated that they are aiming to issue an unqualified opinion on the Accounts by the end of December. This will then in turn enable BDO in the New Year to start the work of clearing the backlog of audits. It is important that this catchup process starts as soon as possible

Dealing with the three recommendations with financial aspect:

Recommendation 3 - The Council should ensure that it has regard to all relevant statutory guidance, including specific aspects of that guidance that apply to particular decisions or transactions, and specifically record its reasons for departing from such guidance if it decides to do so

We agree the recommendation The Council has always had regard to all relevant statutory guidance seeking relevant expert advice and will continue to do so. It will in future more clearly record reasons for departure, not that we are anticipating any departures from statutory guidance. Note moving forward the Council's Capital Programme and Capital Strategy is focused on ensuring that all capital spend is consistent with the revised terms of the Public Works Loans Board and the CIPFA Prudential and Treasury Management Codes. We run our Treasury Management and Investment strategy reports past our professional advisers to ensure that appropriately reference and comply with statutory guidance. We will seek early discussions with our auditors if we have concerns about issues of interpretation with respect to interpretation of guidance, a recent example being discussing risks around abortive capitalised costs.

Recommendation 4: The Council should develop its investment property portfolio modelling to bring these in line with the expected practice of an institutional investor. This should include robust stress testing and sensitivity analysis which incorporates scenarios that cover the highest level of risk for expenditure, revenue, tenant behaviour and external socio-economic factors. Consideration should also be given to the diversification of the portfolio and whether this should be addressed over medium to longer term.

We agree the recommendation. The Council since the commencement of the Pandemic in March 2020, has been refreshing and reviewing on a weekly basis scenario modelling on a worst case and expected case basis to assess the adequacy of its sinking funds reserves. It is notable the PIR report omits to make any reference to the Council's use of Sinking Funds reserves as its key mitigation measure against the risk of not being able to cover financing payments at any point in the future.

The Council sought to invest within the borough and close to the Borough within the Heathrow Economic Functional area which it understands well and which drives the prosperity of the Borough. This is the rationale for the geographic concentration of the portfolio. Whilst the Council is managing a small number of investment assets it has a considerable number of tenants who are operating across a wide range of economic sectors this is monitoring in the investment reports. There is therefore considerable diversification by tenant sector.

The Council is already committed to undertaking a review of its Sinking Fund Strategy covering the next 50 years bringing independent consultants to review assumptions about future income levels, rental activity and to make recommendations around levels of sinking funds contribution to reserves to ensure that we continue to have a sufficient level of reserves to cover any dips in income and to cover all financing and management costs. For the sinking fund review we are considering the option having outside experts review the methodology and make recommendations to feed into the refresh of the modelling. The modelling refresh will include stress testing.

Recommendation: The Council should develop an action plan as part of the management of its investment portfolio which addresses each of the weaknesses identified in paragraph 6.9. This should be linked to a portfolio risk register, which monitors each of the KPIs, tenant performance and risk to the debt repayment strategy for each investment property asset

Whilst we believe we undertake actions which address the risks set out in in 6.9 of the report, we will, linked to the sinking funds reserves review, undertake an action plan to identify the scope for any improvements. Relevant points to notes with respect to the issues in 6.9 are as follows:

- The investment assets portfolio is constrained geographically by a desire to be focused within our local Heathrow functional economic area (an are which the Council has a good understanding of and which drives the economic prosperity of the Borough), however the tenants by sector are relatively diversified.
- The sinking fund strategy review looking at a) short term 5 year perspectives, b) medium term 5 to 30 years and c) 30 years plus. Since 2019 the Council has diversified its overall portfolio by its regeneration acquisitions. , with regular reporting against KPIs of the overall portfolio and of individual tenants, along with maintaining five yearly business plans plus five year refreshing of the sinking fund reserves modelling. As stated above we will undertake an action plan to review the portfolio linked to the sinking fund review and look to draw out from the risk analysis in the individual business plans an overall portfolio risk register
- We already undertake regular worst case and expected case sensitivity analysis on a rolling 10 years basis
- The Assets team has increased significantly in size since 2017/18 with the addition of a number of skilled assets professionals with private sector experience of managing portfolios of office and retail assets. A testament to the skills of the team and their proactive approach to managing the portfolio and engaging with tenants are the investment asset rental collection percentages of 100% and 99.98% for the years 2020-21 and 2021-22
- The building up of sinking funds reserves balances (anticipated to be £236m at end of 22-23) is design to mitigate against repayment risk.

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Chief Executive's Response

Chair

At 8pm on the 12th October 2022, KPMG released their 2017/18 Public Interest report, concluding their Value for Money process. The report literally came out of the blue without any prior indication of its intended release.

Regrettably, the timing coincided with the pre-election period for Spelthorne's most recent by-election, hence the delay in the report's release until immediately after the polls for the by-election closed on the 30th November. This was agreed with the auditors and the Department for Levelling Up, Housing and Communities.

The audit report presented to this chamber tonight, has taken our auditors over four and a half years to produce.

Audit congestion and lengthy tailbacks are endemic in the sector with only 9% of local authority audits currently being completed within the 6 months statutory deadline.

This is by far the lowest percentage on record since the introduction of the Local Audit and Accountability Act 2014 which saw the abolition of the Audit Commission and the transfer of all audit work to private sector companies.

However, by any measure the release of this report, virtually half a decade after the audit year in question, is in itself a remarkably poor turnaround, posing significant concerns in both the 'timely value' of such audits and their associated 'cost value'.

The Public Sector Audit Appointments company believes that such delayed audit opinions have a real public-facing impact, undermining the ability of local authorities to account effectively for their stewardship of public money to taxpayers.

Notwithstanding the contextual factors, this Extraordinary Full Council Meeting has been called to formally note and respond to the audit report that has been issued as a Public Interest Report.

The Council's draft response has been compiled and overseen by an informal cross-party Working Group comprising of The Leader and Deputy Leader as well as the Chair and Vice-Chair of the Audit Committee.

Monitoring Officer's Response

Receipt of a Public Interest Report ("PIR") triggers certain legal requirements upon the authority.

Schedule 7 to the Local Authority Audit and Accountability Act 2014 sets out the requirements in respect of public interest reports and written recommendations

In summary, the key requirements for the authority to action following receipt of the PIR are:

- a) As soon as practicable, we must publish the PIR on our website
- b) As soon as practicable, we must provide a copy of the PIR to each of the Council's Members.
- c) Ensure that any member of the public may inspect it at all reasonable times without payment
- d) Before the end of one month beginning with the day on which the PIR is sent, we must consider the PIR and recommendations at a meeting of the Council

At the meeting, the Council must decide:

1. Whether the PIR requires the Council to take any action OR whether the recommendations are to be accepted; and

2. What, if any, action to take in response to the PIR and recommendations.

f) As soon as practicable after making the above decisions, we must notify the Auditors of those decisions and publish them.

This authority considers that the requirements under the Local Authority Audit and Accountability Act have been met, and has cooperated with the Auditors and the Department for Levelling Up Housing and Communities – on its timetable for doing so.

It was not practicable to comply with the requirements to publish the report and corresponding notice as soon as the PIR was issued as to do so would have breached section 2 of the Local Government Act 1986 which concerns publicity during pre-election periods. This provision places a duty on councils 'not to publish

any material which, in whole or in part, appears to be designed to affect public support for a political party’.

Following the funeral of late Councillor Todd on 17th October 2022, a by-election was held on 30th November 2022. The Code of Recommended Practice on Local Authority Publicity recommends that local authorities should generally not issue **any material** which seeks to influence voters during a period of heightened political sensitivity.

The PIR makes several references to investment decisions made in the period of 2017/18 which in the Auditor’s view were unlawful. At this time the Council operated a strong leader and cabinet style of governance, and the investment decisions were largely carried by one particular political party. If we had published the PIR at this stage, this could be seen to unduly influence voters, which would have undermined the democratic process. On this basis, the Auditors granted the Council an extension of a further month within which to hold a council meeting to discuss the recommendations made in the report. That extension expires this Sunday on 11th December 2022 and therefore this agenda item must be considered today.

The PIR was received after close of business on 12th October 2022. We immediately advised the Auditors and DLHUC regarding the imminent funeral of the said late councillor and that a notice of vacancy was due to be published the following day. Therefore just for clarity, in light of the bi-election was imminent, the Council under the guidance of the Working Group, constantly appraised both the Auditors and DLUHC on its proposals to delay certain requirements under Schedule 7 to the Local Authority Audit and Accountability Act 2014 and acted within advice received.

Now turning to the report itself, you will note that it provides a conclusion based on legal opinion together with five recommendations.

I will now comment on the legal opinion

The Auditors assert that the Council did not seek proper legal advice prior to borrowing and purchasing the properties. This is incorrect. The Council sought legal advice on 19th July 2016 and

21 March 2017 and on four further occasions, the latest being November 2022 all from James Goudie KC, a **leading** local government counsel and experienced head of chambers.

The Auditors also conclude that the council firstly did not, in the circumstances, have the necessary legal powers to borrow and then purchase the properties; and secondly even if it did have the power, it exercised the power unlawfully, by failing to “have regard” to relevant statutory guidance at the time.

James Goudie, the council’s KC is of the opinion that the Council **did possess** the necessary powers and **could rely** on the general power of competence conferred by the Localism Act 2011 as it was not trading/acting for a commercial purpose but was investing. **That does not entail the use of a company.**

The Auditors took issue with the 2017/18 purchases being outside of the borough stating that section 120 LGA 1972 could not be relied upon as the acquisitions were not directly “for the purposes of any of the local authority’s functions, any enactment, or for the benefit, improvement or development of their area”

However that is not agreed by James Goudie, the council’s KC as he advises “there can be no greater benefit for an authority and its residents than an improvement in its general financial position and ability to fund services, at any rate if there is an identified and reasonably well-defined outcome in terms of benefit”

In essence the authority’s KC strongly maintains his previous advice and is unpersuaded by the Auditors legal findings. Taking into account that the council’s KC is one of UK’s top legal advisors in the arena of local government law, the council acted absolutely reasonably in accepting his advice as an accurate interpretation of the law.

In response to the legal recommendations in the report - there is no disagreement about these. Recommendation at 4.1.2 PIR The Council has always obtained legal advice prior to entering into specific transactions and will continue to do so.

Recommendation at 4.1.3 PIR – relates to Officer reports. All reports to committees and council are published on the council’s website which includes the legal considerations. This section of

the report sets out the legal powers relevant to the issues in the report.

Lastly with regards to the recommendation at 4.7.7 PIR the council has considered all relevant statutory guidance and sought relevant expert advice and will continue to do so. Should the Council decide to depart from guidance in future, this will be recorded more clearly stating the reasons for doing so.

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

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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, 2 February 2023 at 7.00 pm

Present:

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

Councillors:

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

Apologies: Apologies were received from Councillors T. Fidler

153/23 Disclosure of Interests

Councillors M Attewell, S Mooney and J Sexton advised that they were Surrey County Councillors. Councillor S Buttar advised that he was a Director on the Board of Knowle Green Estates.

154/23 Urgent Item - Re-Appointment of Non-Executive Directors for Knowle Green Estates

Council considered an urgent item for the re-appointment of the two Non-Directors, Anne Fillis and Darren Levy for Knowle Green Estates.

Reason for Urgency:

The Corporate Policy and Resources Committee considered a report on 28 November 2022 that asked the Committee to note the Knowle Green Estates

Annual Report and to agree the re-appointment of the two Non-Executive Directors for a further two year period. The Committee resolved to note the Annual report and to only re-appoint the Non-Executive Directors until the 26 January 2023 so that it could be considered at an Extraordinary Council Meeting. Anne Fillis and Darren Levy's previous two year appointment expired 21 January 2023 so an urgent decision was required from Council.

Council **resolved** to approve the re-appointment of Anne Fillis and Darren Levy, the two Non-Executive Directors of Knowle Green Estates for a further two-year term commencing 02 February 2023.

155/23 Exclusion of Public & Press (Exempt Business)

It was proposed by Councillor Boughtflower and Seconded by Councillor Mitchell and **resolved** that the public and press be excluded during consideration of the following item, in accordance with paragraph 3 of Schedule 12A of the Local Government Act 1972 (as amended) because it was likely to disclose information relating to the financial or business affairs of any particular person (including the authority holding that information) and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information because, disclosure to the public would prejudice the financial position of the authority in being able to undertake even-handed negotiations and finalising acceptable contract terms:

156/23 Long Term Viability of the Council's Housing Delivery Programme

Council considered a report on the Long Term Financial Viability of the Council's Housing Delivery Programme.

Council **resolved** to approve the report.

Questions from members of the public

| |
|---|
| Question 1 – Andrew McLuskey |
| Given concern over recent flooding in Spelthorne can the Leader explain what has been done since the 2014 inundations to protect life and property in the area? |
| Question 2 – Julie Fegredo |
| Are the Councillors that are reported in the local government report on Spelthorne abusing their powers in asking for preferential services and disregarding the fair allocation of resources for all our borough being investigated and sanctioned - if not why not? |
| Question 3 – Julie Fegredo |
| Can the Council Leader state which are the Councillors, ward or parties they represent, that are shockingly abusing their powers in the recent peer review report and should they not be disqualified from public office? |
| Question 4 – Julie Fegredo |
| What is the Leader doing to robustly address the abuse of Councillor privilege reported in the spelthorne Peer Review Report when it states that some councillors are seeking preferential treatment for street cleaning, waste collection and leisure services? |
| Question 5 – Adrian Ulisse |
| Can the Leader of the Council advise how many Councillors are being investigated for conduct breaches of their public office, how many complaints or pending cases there have been over the past year and have these been reported to residents? |

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Council

23 February 2023



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|----------------------------------|---|
| Title | Pay Award 2023/24 |
| Purpose of the report | To make a decision |
| Report Author | Debbie O'Sullivan/Angela Tooth, Human Resources Managers |
| Ward(s) Affected | Not applicable |
| Exempt | No |
| Exemption Reason | Not applicable |
| Corporate Priority | This item is not in the current list of Corporate Priorities but still requires a Committee/Council decision. |
| Recommendations | <p>Council is asked to approve the 2023/24 pay award as follows:</p> <p>A consolidated payment of £1925 per full time equivalent (FTE) to all scale points including personal salary</p> <p>An increase of 3.5% (average percentage increase) to those allowances that increase annually with the pay award.</p> |
| Reason for Recommendation | <p>As a result of moving to local pay on 1 April 2019, the pay award for 2023/24 is to be decided by full Council.</p> <p>The pay award is made to help attract and retain staff and is in recognition of their ongoing hard work and dedication in supporting the Council's services.</p> |

1. Summary of the report

- 1.1 This report seeks Council's agreement that the 2023/24 pay award is a consolidated (built into the base pay) payment of £1925 per FTE to all pay scales and personal salaries and for the average percentage increase to be applied to those allowances which increase each year with the pay award.

2. Key issues

- 2.1 With effect from 1 April 2019 Spelthorne Borough Council (Spelthorne) became a local pay and local terms and conditions employer. Following a

recommendation from the Corporate Policy & Resources Committee, Council are asked to agree the pay award for 2023/24.

- 2.2 The Chief Finance Officer presented at a Budget Briefing for all councillors on 22nd November 2022, which included a proposal for the pay award which will take into consideration pay review data from other councils within Surrey and any available information from the national pay award negotiations. In order to remain competitive and retain staff a consolidated increase of £1925 to all pay scales and personal salaries is recommended. Sufficient provision will be built into the 2023/24 budget. This matches the 2022/23 pay element of the National Pay Award.
- 2.3 A consolidated payment means that lower grades will receive a higher percentage increase (9.54% to the lowest scale point) gradually decreasing through the higher scales, for example, 6.52% for scale point 24 (Scale 5), 3.22% for scale point 49 (Scale SM2), 2.31% for scale point 64 (Group Head scale) and 1.47% for the top scale point 94. However, this bottom loading will not compress the scale points due to all scale points increasing by the same amount. Bottom loading which results in scale compression does not meet organisational business need. This also maintains a gap between the 2023/24 bottom scale point and the new National Living Wage of £10.42 for 2023/24.
- 2.4 Certain allowances, for example, first aid, car allowances and incident liaison increase with the pay review percentage each year. It is recommended that the average percentage increase of 3.5% is applied to the affected allowances.
- 2.5 In order to continue to deliver high quality services, Spelthorne's focus is on retaining the breadth and depth of skills, technical knowledge and managerial experience we have together with the ability to attract suitable and qualified candidates for vacant posts. Recruitment and attracting the right candidate continue to be challenging.
- 2.6 In November 2022 the Office for National Statistics (ONS) reported "average regular pay growth for the private sector was 6.9% in August to October 2022, and 2.7% for the public sector; outside of the height of the pandemic period, this is the largest growth rate seen for the private sector and is among the largest differences between the private sector and public sector growth rates we have seen." The ONS Consumer Prices Index measure of inflation (November 2022) is 10.7%. The cost of housing and household services rose 11.7% in the 12 months to October 2022. Therefore, all staff will be experiencing significant cost of living increases.
- 2.7 The proposal has been subject to consultation and negotiation, within the limits of the Collective Agreement, between the Chief Executive, Deputy Chief Executive, Human Resources and UNISON as further detailed below.
- 2.8 UNISON made a pay submission to the Chief Executive at the end of August 2022. Consultation meetings were held, and agreement has been reached on the distribution as detailed above. The agreement accepted UNISON's pay claim of a consolidated payment of £1925 which is based on the 2022/23 pay element of the National Pay Award.
- 2.9 Clause 1.4 of the Collective Agreement, Mechanism and timetable for deciding pay awards states:

“UNISON may make representations to Corporate Policy and Resources Committee when they consider the budget for the following year. The Corporate Policy and Resources Committee will consider any pay submission/representation from UNISON before they make a recommendation to Council for the Local Pay Award for the following year.”

2.10 UNISON may choose to make their own submission/representation to Corporate Policy and Resources Committee.

2.11 This explains the main criteria upon which the decision is to be based.

3. Options analysis and proposal

3.1 To approve the distribution of the pay award as detailed in this report. This is required to remain competitive with our comparators and will demonstrate a commitment to all staff. **Preferred option.**

3.2 To not approve the pay award or award a lower pay award or implement bottom loading resulting in compression will impact on morale, recruitment and retention.

4. Financial implications

4.1 The budget for 2023/24 has built in sufficient provision to cover the proposed additional percentage increase and will add approximately £673,000 (inclusive of national insurance and superannuation) to the base budget for 2023/24.

5. Risk considerations

5.1 The well-publicised cost of living rises may impact retention and recruitment of staff where other organisations may offer higher salaries and benefits. A fair and equitable pay review which seeks to support the lower scales will go towards mitigating this risk.

6. Procurement considerations

6.1. There are none

7. Legal considerations

7.1 Consultation with UNISON has followed the process detailed in the Collective Agreement.

8. Other considerations

8.1 If agreed, the pay award as detailed above, is applicable to all staff including those on protected salaries, personal salaries and apprentices.

8.2 If agreed, the average percentage increase will be applied to certain allowances that are increased annually in line with any pay award.

8.3 Under clause 1.1 of the Collective Agreement, Section 1: Arrangement for agreeing the Spelthorne Local Pay Award it states the following:

“Spelthorne will give due regard to the NJC, JNC and JNC for Chief Executives National Pay Award.”

There has been no indication of any proposals for the 2023/24 National Pay Award. Should the 2023/24 National Pay Award be higher than the Spelthorne Local Pay Award, due consideration will be given to proposing to Council that the Local Pay Award meets the National Pay Award, subject to affordability.

9. Equality and Diversity

The pay award is across all pay scales and personal salaries and all staff are included.

10. Sustainability/Climate Change Implication

10.1 There will be no impact on climate change issues.

11. Timetable for implementation

11.1 The pay award will be effective from 1 April 2023.

12. Contact

12.1 Angela Tooth, Human Resources Manager, a.tooth@spelthorne.gov.uk

Debbie O’Sullivan, Human Resources Manager,
d.o'sullivan@spelthorne.gov.uk

Background papers:

There are none

Appendices:

There are none

Council

23 February 2023



| | |
|----------------------------------|--|
| Title | Pay Policy Statement 2023/24 |
| Purpose of the report | To approve the Pay Policy Statement 2023/24 |
| Report Author | Debbie O'Sullivan/Angela Tooth, Human Resources Manager |
| Ward(s) Affected | Not applicable |
| Exempt | No |
| Exemption Reason | Not applicable |
| Corporate Priority | This item is not in the current list of Corporate Priorities but still requires a Committee/Council decision |
| Recommendations | Council is asked to approve the Pay Policy Statement . |
| Reason for Recommendation | The Pay Policy Statement must be agreed by full Council and be published by 31 March each year. |

1. Key issues

- 1.1 Local authorities are required to publish an annual pay policy statement to increase transparency regarding the use of public funds to pay council staff. This requirement was set out in the Localism Act 2011 with guidance on items to be included issued by the Secretary of State for Communities and Local Government.
- 1.2 Pay Policy Statements must be agreed by full Council and be published by 31 March each year to apply to pay decisions during the next financial year.
- 1.3 The Pay Policy Statement must set out the Council's policies on a range of issues relating to the pay of its workforce, particularly its senior staff and the lowest paid employees. The statement must set out the policies for the financial year relating to:
 - Remuneration of its Chief Officers
 - Remuneration of its lowest paid employees
 - The relationship between the remuneration of its Chief Officers and the remuneration of those employees who are not Chief Officers
 - The publication of and access to information relating to remuneration of Chief Officers.
- 1.4 The term 'Chief Officer' in this context is as set out in the Local Government and Housing Act 1989 ('the Act') and includes
 - The Head of Paid Service (the Chief Executive)

- The Monitoring Officer
- Statutory and non-statutory Chief Officers under section 2 of the Act
- A deputy Chief Officer mentioned in section 2 of the Act

This is a wider definition than is usually understood by the term: in other contexts, the term Chief Officer at Spelthorne is used to mean posts on Management Team (Chief Executive and Deputy Chief Executives only).

- 1.5 It is up to the Council to determine who its lowest paid employees are, but they must give reasons as to why they have defined them as such. At Spelthorne the lowest paid employees are those in jobs paid at the lowest grade and apprentices.
- 1.6 The term 'remuneration' is defined as follows:
 - The Chief Officer's salary
 - Any bonuses payable
 - Any charges, fees or allowances payable by the Council to the Chief Officer
 - Any benefits in kind to which the Chief Officer is entitled as a result of their office or employment
 - Any increase in or enhancement of the Chief Officer's pension entitlement where the increase or enhancement is as a result of the resolution of the Council
 - Any amounts payable by the Council to the Chief Officer on the Chief Officer ceasing to hold office under or be employed by the Council other than amounts that may be payable by virtue of any enactment.
- 1.7 The statement must be approved by a resolution of Council before it comes into force. It can be amended by resolution after the financial year is underway but, if it is amended, it must be published on the Council's website.
- 1.8 There has been no further guidance from the Secretary of State this financial year.
- 1.9 This explains the main criteria upon which the decision is to be based.
- 1.10 Employing authorities are also required to publish a policy on how they propose to exercise certain discretions under the Local Government Pension Scheme, Local Government Compensation Regulations and the Local Government Injury Regulations. As a minimum, an employing authority is required to publish a policy on the mandatory discretions within these regulations.
- 1.11 The Discretions Policy is an Appendix of the Pay Policy Statement and is attached as **Appendix 2**. The Policy includes the mandatory discretions together with two optional discretions for Award of Additional Pension and Inward Transfer of Pension Rights which are useful to be included.
- 1.12 On 4 November 2020 the Exit Cap Regulations were implemented. These have now been revoked and are no longer in force. Further exit pay and pension reforms are expected to be re-introduced although the timing of these is not yet known and the latest round of consultation ended on 22 October 2022. The Council will need to comply with any new regulations, and this has

been reflected in the Pay Policy Statement and the Council's Discretionary Policy.

2. Options analysis and proposal

- 2.1 The draft Pay Policy Statement for 2023/24 is in the **Appendix 1**. It is proposed that the Council resolves to approve the Pay Policy Statement for 2023/24.
- 2.2 No options as the Pay Policy Statement for 2023/24 must be published by 31 March 2023.

3. Financial implications

- 3.1 No direct financial implications to the Pay Policy Statement 2023/24. All pay decisions in the year must be in accordance with the published pay policy statement.

4. Other considerations

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

5. Equality and Diversity

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

6. Sustainability/Climate Change Implications

6.1 None.

7. Timetable for implementation

7.1 The Pay Policy Statement for the 2023/24 financial year must be agreed by Council by 31 March 2023 and be published on the website. All pay decisions in the year will be in accordance with the published pay policy statement and any agreed amendments.

Background papers: There are none.

Appendices:

Appendix 1: Pay Policy Statement 2023/24

Appendix 2: Discretions Policy

Pay Policy Statement for 2023-24

Spelthorne Borough Council

Pay Policy Statement 2023-24

1 Purpose

This Pay Policy Statement is the annual statement as required by the Localism Act 2011, Section 38(1), and applies for the financial year 2023-24. The purpose is to provide transparency about how Spelthorne uses public funds to pay staff.

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

2 Definitions

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

2.1 Chief Officers

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

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

This is the Chief Executive

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

This is the Group Head Corporate Governance

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

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

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

This is the other Deputy Chief Executive post.

- e) For the purposes of this Pay Policy Statement the definition of deputy chief officers is wider than the definition contained within section 2(8) of that Act. In this Pay Policy Statement, deputy chief officers are those posts, including those considered in the nature of

Pay Policy Statement for 2023-24

support services, reporting directly to the statutory and non-statutory chief officers i.e. Head of Paid Service, the Monitoring Officer, the Chief Finance Officer and the other Deputy Chief Executive:

Reporting to the Chief Executive

Deputy Chief Executive (Chief Finance Officer, Section 151)
Deputy Chief Executive
Group Head Corporate Governance
Head of Communications and Customer Experience

Reporting to the Group Head Corporate Governance (monitoring officer)

Principal Lawyer (deputy monitoring officer)

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

Chief Accountant
Group Head Commissioning and Transformation
Group Head Neighbourhood Services
Group Head Community Wellbeing
Group Head Place, Protection and Prosperity
Group Head for Assets
Head of Family Support (this post is shared with Elmbridge Borough Council and Epsom & Ewell Borough Councils)

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

A number of posts are part time or shared with other councils, as noted above.

2.2 Management Team

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

2.3 Pay

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

2.4 Lowest paid employees

Refers to those staff employed within grade Scale 1 of the Council's pay framework, which is the lowest grade on the Council's pay

Pay Policy Statement for 2023-24

framework. Currently there are 67 posts, 15.37% of the Council's filled establishment, at this level.

2.5 Employees who are not a chief officer

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

3 Pay framework – general principles applying to all staff

3.1 General approach

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

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

3.2 Responsibility for decisions on remuneration

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

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

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

Pay Policy Statement for 2023-24

3.3 Salary grades and grading framework

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

3.4 New starters joining the Council

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

3.5 Allowances and additional payments

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

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

Essential user and casual user car allowances are payable where staff are required to use their own vehicles for council business. A non-pensionable car allowance is applied to the Chief Executive and Deputy Chief Executive posts. A non-pensionable car allowance is applied to Group Head posts on Chief Officer local terms and conditions of employment. Committee Allowance payments are

Pay Policy Statement for 2023-24

payable where staff are required to attend Council meetings outside normal working hours (except for Management Team and Chief Officer posts who do not receive additional payment).

3.6 Pay awards

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

3.7 Pension scheme

All Spelthorne staff including Chief Officers are eligible to join the Local Government Pension Scheme with employee contributions tiered according to salary band. Employee contributions range from 5.5% for pensionable pay up to £15,000 to 12.5% for pensionable pay above £170,101 (the top rate does not apply to any Spelthorne posts).

The Council's pension current service contribution as employer is currently 17.3% (additionally there is a past service deficit contribution paid as a single lump sum by the Council. The figure for this was £1,000,000 in 2022-23). Following the most recent triennial valuation, the past service contribution rate will rise in 2023-24 to £1,544,000, this rises to £1,602,00 in 2024-25 and to £1,662,000 in 2025-26. Employer contribution rates are reviewed every 3 years following a revaluation of the pension fund and pension liabilities in relation to current and past members. The next revaluation is due as at 31 March 2025 and will impact on employers' contribution from 2026/27.

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

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

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

3.9 Policy on employing someone who is also drawing a pension

Pay Policy Statement for 2023-24

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

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

3.10 Policy on increase in or enhancement to pension entitlements

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

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

3.11 Payment arrangements

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

4 Level and elements of remuneration for chief officers

4.1 Salaries for chief officers

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

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

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

| Post | Bottom of salary range | Top of salary range |
|-------------|-------------------------------|----------------------------|
|-------------|-------------------------------|----------------------------|

Pay Policy Statement for 2023-24

| | | |
|--|----------|----------|
| Chief Executive | £116,206 | £131,018 |
| Group Head Corporate Governance | £76,557 | £83,372 |
| Deputy Chief Executives | £92,963 | £104,812 |
| Principal Lawyer and Deputy Monitoring Officer | £50,356 | £64,178 |
| Chief Accountant | £76,557 | £76,557 |
| Group Heads | £76,557 | £83,372 |
| Head of Family Support | £65,572 | £65,572 |
| Head of Communications and Customer Experience | £55,909 | £59,721 |

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

4.2 Other pay elements for chief officers

A non-pensionable car allowance is applied to the Chief Executive, Deputy Chief Executives and Group Head posts as part of the total remuneration package. Current car allowance values are £6,718 for the Chief Executive and £5,225 for the Deputy Chief Executives and Group Heads.

The salaries for chief officer and Chief Executives / Chief Officers (the Chief Executive, Deputy Chief Executives, Group Heads (and certain professional posts) are inclusive salaries with no additional recompense for additional hours worked, for attendance at Council or other meetings outside of normal working hours, for expenses, for telephone use or for business mileage, except for journeys of 100 miles or more. A mileage rate equivalent to the HMRC rate for company cars applies (13p per mile for most vehicles) for journeys of 100 miles or more.

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

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

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

Pay Policy Statement for 2023-24

4.3 Remuneration of chief officers on recruitment

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

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

4.4 Increases and additions to remuneration for each chief officer

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

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

4.5 Performance related pay for chief officers

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

4.6 Bonuses for chief officers

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

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

Spelthorne's Discretionary Compensation Policy agreed by the Executive on 6 February 2007 and confirmed by Cabinet in January 2020, sets out the approach for payments in the event of termination on the grounds of redundancy and efficiency of the service. There is a

Pay Policy Statement for 2023-24

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

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

Further exit pay and pension reforms are expected to be re-introduced (timing not known) and the latest consultation on this ended on 22 October 2022. Any exit payments will be in line with any regulations and caps in force at the time.

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

4.8 Additional payments for chief officers

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

5. The remuneration of the lowest paid employees

The lowest paid employees are those in posts graded at Scale 1, which has a current salary range from £20,174 to £21,076 per annum (to be uplifted with 2023/2024 local pay award from April 2023 giving an increase of £1,925 on all pay points). The pay rate at the bottom of scale 1 is £10.75 per hour compared to the national minimum wage of £9.18 per hour (National Minimum Wage rate from 1 April 2022 for workers aged 21 to 22 years) and the National Living Wage of £9.50 per hour for workers aged 23 and over. This rate will be uplifted from April 2023 to £10.18 per hour for workers aged 21 to 22 years and £10.42 per hour for workers aged 23 and over. The Living Wage Foundation's non-statutory UK Living Wage for 2022/2023 is £10.90 per hour (an increase of £1 per hour from 2021/2022). The effect of

Pay Policy Statement for 2023-24

the Spelthorne local pay award for 2023/2024 will mean an increase to £11.80 per hour for the lowest pay point.

Young people employed as Apprentices for the temporary period of their apprenticeship training are paid on an appropriate pay rate taking into account the level of work and level of qualifications to be obtained with a minimum of the appropriate statutory minimum wage rates [£4.81 per hour Apprentice rate in the first year, The National Minimum Wage rate from April 2023 is £5.28 per hour (up from £4.81 per hour) for under 16-17 year olds, £7.49 per hour (up from £6.83 per hour) for 18 – 20 year olds, £10.18 per hour (up from £9.18 per hour) for 21 – 22 year olds and £10.42 per hour (up from £9.50 per hour) for age 23 and over from 1 April 2023.

6. The relationship between the lowest and highest paid staff

The ratio between the lowest and highest paid salaries is less than 1:7. The lowest salary rate is £20,174, the top of the Chief Executive's salary scale is £131,018 which is a pay multiple of 1:6.49

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

The ratio between the median earnings across the organisation and the taxable pay of the highest paid employee (the Chief Executive) is 1:4.19

The ratio between the mean average earnings across the organisation and the taxable pay of the highest paid employee (the Chief Executive) is 1:4.06

8. Salary and severance payments over £100,000

8.1 Spelthorne has three posts with a salary package above £100,000, the Chief Executive and Deputy Chief Executives. The appointment of a new Chief Executive is made in accordance with the council's Constitution and statutory provisions. There would be a report to members on the arrangements for an appointment, including the salary level, and the appointment would be made by a member Appointments Committee and confirmed after ratification by full Council.

8.2 Severance payments are made in accordance with the council's Discretionary Compensation Policy. Redundancy payments are based on the statutory matrix and Spelthorne multiplier to a maximum of 60 weeks' pay. Severance payments on the grounds of efficiency will exceed that level only in exceptional circumstances.

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

Pay Policy Statement for 2023-24

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

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

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

Appendix 1 Pay Policy Statement effective from April 2023

Appendix 2 Discretions Policy

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Appendix 2

Discretions Policy

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

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

| No. | Area | Regulation | Discretion | Policy Summary | Explanation |
|-----|---|---|--|---|---|
| 1 | Whether to vary an employee's contribution band | Regulations 9 and 10 Pensions Regulations | Members must pay pension contributions at the appropriate rate set on 1st April or the first day of active membership, if later. The employer may vary the contribution rate if there is a change in employment or a material change that affects the member's pensionable pay. | Spelthorne Borough Council may vary the employee's contribution rate if there is a material change and each case will be considered on its merits | Contribution bands are set on 1st April but the employer may change them if a member changes jobs or has a material pay increase / decrease. |
| 2 | Whether to increase assumed pensionable pay in certain specific circumstances | Regulation 21(5), 21(5A) and 21(5B) Pension Regulations | If a member is absent as a result of illness, child related leave or reserve forces leave their pension benefits may be based on assumed pensionable pay (APP). If, in the employer's opinion, the member's APP is materially lower than their pay in the twelve months preceding the absence they can either include (1) a "regular" lump sum received during that period or (2) substitute a higher pensionable pay having regard for their earnings in that period. | Spelthorne Borough Council may increase assumed pensionable pay and each case will be considered on its merits. | If a member's APP is lower than their regular pensionable pay the employer can either substitute a higher rate of pay, based on the pay they received in the year before the absence began, or include regular lump sums received during that period. |
| 3 | Funding of Additional Pension Contributions | Regulations 16(2)(e) and 16(4)(d) Pension Regulations | Whether to fund, in whole or in part, a shared cost additional pension contributions (SCAPC) on behalf of an active member by regular contributions (Regulation 16 (2)(e)) or by lump sum (Regulation 16(4)(d)). NOTE: The amount of additional pension that may be credited to an active member's pension accounts may not exceed the overall additional pension limit of £7316 (April 2021/22 and uplifted annually). | Spelthorne Borough Council will only contribute towards APCs in exceptional circumstances. | The employing authority can choose to pay additional pension contributions on behalf of active employees. |
| 4 | Shared Cost Additional Voluntary Contributions (SCAVCs) | Regulation 17(1) and Schedule 1 (definition of SCAVC) Pension Regulations | Whether to contribute towards a Shared Cost Additional Contribution arrangement. Pre2014 SCAVCs also fall under Regulation 17 by virtue of Regulation 15(2A) Transitional Regulations. | Spelthorne Borough Council will pay SCAVC contributions where an employee has elected to pay AVCs by salary sacrifice. The amount of these employer SCAVC contributions will not exceed the amount of salary sacrificed by the employee. This discretion is subject to the employee meeting the conditions for acceptance into the salary sacrifice shared cost AVC scheme and may be withdrawn at any time | An employer can choose to contribute towards a SCAVC. |
| 5 | Whether to grant early payment of pension on compassionate grounds (pre-1st April 1998 leavers) | Regulation D11(2)(c) of 1995 Regulations | Whether to agree to early payment of pension benefits from age 50 on compassionate grounds. The employer should note that pension benefits paid before age 55 may attract an unauthorised payments surcharge and they may have to pay a strain cost because the pension benefits cannot be reduced. | Spelthorne Borough Council will only contribute to early payment of pension in exceptional circumstances. | The employer may agree to payment from age 50, but they may incur an unauthorised payments surcharge and/or a capital cost. |

| No. | Area | Regulation | Discretion | Policy Summary | Explanation |
|-----|---|---|--|--|---|
| 6 | Flexible Retirement | Regulation 30(6), Pensions Regulations. Regulations 11(2) and (3) of Transitional Regulations | <p>Whether to agree to an employee aged 55 or over reducing their hours of work or their grade so that they may receive all or some of their retirement pension while still employed.</p> <p>Whether, in addition to any pre -1st April 2008 pension benefits which the member must draw, to permit the member to draw; (a) all, part or none of benefits accrued between 1st April 2008 and 31st March 2014 and (b) all, part or none of the pension benefits built up after 31st March 2014</p> | <p>Spelthorne Borough Council will only award flexible retirement in exceptional circumstances.</p> <p>Decisions are delegated to Management Team for cases up to Group Head and to Corporate Policy and Resources Committee for members of Management Team.</p> | <p>The employing authority can agree to an employee aged 55 or over drawing all or some of their pension and continuing to work in the same employment on reduced hours, pay or grade.</p> <p>The employer should note that granting consent would trigger the 85-year rule and may require a capital payment.</p> |
| 7 | Switching on the 85-year rule | Schedule 2 of the Transitional Regulations | Whether to switch on the 85-year rule under Regulation 1(2) and 1(3) of Schedule 2 of the Transitional Regulations. | Spelthorne Borough Council will only switch on the 85-year rule in exceptional circumstances. | The employer can agree to switch on the 85 -year rule, which may mitigate reductions that would, otherwise, apply but the employer may have to make a capital payment. |
| 8 | Waiving of Actuarial Reduction to Pensions | Regulation 30(8), Pensions Regulations. Schedule 2 of Transitional Regulations | <p>(Post 2014) Whether to agree to waive, in whole or in part, any actuarial reduction that would otherwise apply to the pension paid to a former employee aged 55 or over under 30(5) or 30(6) [flexible retirement] using regulation 30(8) of the Pension Regulations.</p> <p>(Pre 2014) Whether to waive actuarial reductions entirely under 30(5) or 30A(5) [deferred pensioner members] of the Benefits Regulations and Regulation 2(1), of Schedule 2 of the Transitional Regulations.</p> | <p>Spelthorne Borough Council will only waive actuarial reductions in exceptional circumstances.</p> <p>Decisions are delegated to the Chief Executive in consultation with the Leader for cases below Management Team and to Corporate Policy and Resources Committee for cases at Management Team.</p> | The employing authority can agree to waive reductions to the pension of a member aged 55 or over who has left employment or been granted flexible retirement. The employer may be required to make a capital payment if they do so. |
| 9 | Award of Additional Pension | Regulation 31, Pensions Regulations | <p>To award additional pension at full cost to the employer:</p> <p>(1)an active member; or</p> <p>(2)a former active member who was dismissed by reason of redundancy, business efficiency or mutual consent on grounds of business efficiency.</p> <p>NOTE: Any additional pension awarded (including any additional pension purchased by the employer or the member under Regulation 16 of the Pensions Regulations) may not exceed the overall additional pension limit of £7316 (April 2021/22 and uplifted annually).</p> <p>Additionally, in the case of a member falling within (2) above, the resolution to award additional pension must be made within 6 months from the date on which the employment ended.</p> | <p>Spelthorne Borough Council will only award additional pension in exceptional circumstances.</p> <p>Decisions are delegated to the Chief Executive in consultation with the Leader for cases below Management Team and to Corporate Policy and Resources Committee for cases at Management Team.</p> | <p>This means the employing authority has the power to award additional pension to an active member.</p> <p>The employer can also award additional pension to members who leave on the grounds of redundancy, business efficiency or mutual consent on grounds to business efficiency - up to six months after termination.</p> <p>The employer would be required to make a capital payment (in addition to the cost of purchase) if the member retired early on any grounds apart from permanent ill-health.</p> |

| No. | Area | Regulation | Discretion | Policy Summary | Explanation |
|-----|--|--|--|--|---|
| 10 | Aggregation of Benefits: Concurrent Employments | Regulation 22 (7)(b), Pensions Regulations | Whether to allow an active member with concurrent employments, who ceases an employment with an entitlement to a deferred pension, more than 12 months to elect not to have their deferred pension aggregated with their active member's pension account. | Spelthorne Borough Council will only extend the deadline in exceptional circumstances. | The employing authority can allow a member who leaves one of two (or more) employments - held at the same time - longer than 12 months to elect not to combine the deferred pension with the ongoing active pension. |
| 11 | Aggregation of Benefits: Deferred Member becoming Active Member | Regulation 22 (8)(b), Pensions Regulations | Whether to allow a deferred member who becomes an active member longer than 12 months in which to elect not to have their deferred benefits aggregated with the benefits in their active member's pension account. | Spelthorne Borough Council will only extend the deadline in exceptional circumstances. | The benefits are usually aggregated (joined-up) unless the member elects to keep them separate. The employing authority can agree to a former member having longer than 12 months to choose not to combine their pensions. |
| 12 | Aggregation of Benefits: Deferred Member becoming Active Member (pre-2014 membership) | Regulation 10(6)(b) Transitional Regulations | Whether to allow a deferred member who becomes an active member longer than 12 months in which to elect for their pre-2014 deferred benefits to be aggregated with their active member's pension account (but, technically, they would lose the final salary link if they have not made an election under 5(5) Transitional Regulations within twelve months of becoming an active member of 2013 scheme). | Spelthorne Borough Council will only extend the deadline in exceptional circumstances. | The pre-2014 preserved benefits will be kept separate unless the member makes a positive election to aggregate them. The employing authority can agree to a former member having longer than 12 months to choose to combine their pensions. |
| 13 | inward Transfer of Pension Rights | Regulation 100, Pensions Regulations | Whether to allow an employee who has been an active member in their current employment for more than 12 months to ask for the transfer of certain accrued pension rights to be considered. NOTE: Regulation 100(6) of the Pensions Regulations requires that a request must be made within 12 months beginning with the date on which the member first became an active member in an employment or such longer period as the employer and the Administering Authority may allow. The discretion is, therefore, only exercisable if both the Employing Authority and the Administering Authority agree. | Spelthorne Borough Council will only extend the deadline in exceptional circumstances. | Members who have been in the pension scheme for more than twelve months can ask for a transfer -in to be considered - but it will only be investigated if both the employing authority and the administering authority agreed. |
| 14 | Redundancy Payments. | Regulation 5, Compensation Regulations 2006 | Whether to base redundancy pay on actual pay where actual pay exceeds the statutory maximum under the Employment Rights Act 1996 (£571 from April 2022). | Spelthorne Borough Council may pay statutory improved redundancy payments and each case will be considered on its merits and any limits under Regulations. | The employer can base the calculation of a week's pay for redundancy on actual pay if it is higher than the statutory limit (currently £571 from 6 April 2022). Any calculation will be subject to the new and potential Regulations detailed in Regulation 6 and may be reduced accordingly. |

| No. | Area | Regulation | Discretion | Policy Summary | Explanation |
|-----|--------------------------------------|---|--|---|---|
| 15 | Compensation for loss of Employment. | Regulation 6, Compensation Regulations 2006 | <p>Whether to pay compensation to a person whose employment ceases</p> <ul style="list-style-type: none"> - by reason of redundancy; - in the interests of the efficient exercise of the employing authority's functions; or <p>in the case of a joint appointment, because the other holder of the appointment leaves.</p> <p>NOTE: Compensation may not be paid under this Regulation if: - a person's period of membership of the Pension Scheme has been increased under Regulation 12 of the Benefits Regulations 2007 (see above); or - a person has been awarded an additional pension under Regulation 13 of the Benefits Regulations 2007 (see above).</p> <p>In all cases the amount of compensation paid under this Regulation may not exceed 104 week's pay less any redundancy payment payable.</p> <p>In all cases the decision to pay compensation under this Regulation must be made no later than 6 months after the date of termination of the person's employment.</p> | <p>Spelthorne Borough Council will only award compensation for loss of employment in exceptional circumstances.</p> <p>Payments to be agreed by the Chief Executive in consultation with the Leader or the Chief Financial Officer in consultation with the Leader as appropriate.</p> <p>Payments to be agreed by Council for the Chief Executive, Management Team and Statutory Officers.</p> <p>Redundancy payments to be at twice statutory minimum using Government redundancy calculator (to maximum of 60 weeks). To be inclusive of statutory redundancy payments. The policy will be kept under review. The Council retains the right to change the policy at any time. No added years.</p> <p>All redundancy payments to be calculated on the employee's actual week's pay (not including allowances unless agreed as detailed above).</p> <p>Efficiency of the Service a one off lump sum payment, based on the merits of each individual case, up to the maximum of 104 weeks' pay. No added years</p> <p>The Exit Cap Regulations which came into force on 4 November 2020 have been revoked.</p> <p>Further exit pay and pension reforms are expected to be re-introduced (timing not known). Any exit payments with be in line with any regulations and caps in force at the time.</p> | <p>The employing authority can make an award of up to 104 weeks' pay (less any statutory redundancy payment payable). Subject to the maximum regulatory statutory maximum.</p> <p>The Exit Cap Regulations which came into force on 4 November 2020 have been revoked.</p> <p>Further exit pay and pension reforms are expected to be re-introduced (timing not known). Any exit payments with be in line with any regulations and caps in force at the time.</p> |

| No. | Area | Regulation | Discretion | Policy Summary | Explanation |
|-----|-------------------|--|---|---|--|
| 16 | Injury Allowances | 14(1) of the Compensation Regulations 2011 | <p>Scheme employers (LGPS employers), apart from admission bodies, must formulate, publish and keep under review a policy on:</p> <p>1. whether to make an injury award to those who sustain an injury or contract a disease as a result of anything they were required to do in performing the duties of their job and in consequence of which they:</p> <ul style="list-style-type: none">- suffer a reduction in remuneration, or- cease to be employed as a result of an incapacity which is likely to be permanent and which was caused by the injury or disease, or- die leaving a surviving spouse, civil partner or dependent, and <p>2. if the Scheme employer has a policy to make such payments, how it will determine the amount of injury allowance to be paid?</p> | Spelthorne Borough Council will only pay injury allowances in exceptional circumstances | An employing authority may award an injury allowance to employees who contract an injury or illness related to their employment. |

This Policy is effective from 27 February 2020. The Policy will be kept under review. Any future changes to the policy will come into effect one month after the amended policy is agreed and published. The Council retains the right to change the Policy at any time.

Reviewed by Council 23 February 2023

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Council

23 February 2023



| | |
|----------------------------------|---|
| Title | Treasury Management Strategy Statement 2023/24 |
| Purpose of the report | The Council has statutory duty to approve an annual treasury management strategy. The Council may require amendments to the strategy but must ensure that an approved strategy is in place for each financial year. |
| Report Author | Sam Masters, Treasury Management and Capital Accountant (Interim) |
| Wards affected | All Wards |
| Exempt | No |
| Corporate Priority | Community Affordable Housing Recovery Environment Service delivery |
| Recommendations | Council is required to: <ol style="list-style-type: none"> 1. To approve the proposed Treasury Management Strategy for 2023/24 as set out in this report. 2. To note the Treasury Management Practices (TMP) and Schedules |
| Reason for Recommendation | The Treasury Management Strategy is a statutory requirement upon the Council |

1. Introduction

- 1.1 Treasury management is the management of the Council's cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities and the pursuit of optimum performance consistent with those risks.
- 1.2 The prime objective of the Council's investment strategy is to maintain capital security whilst ensuring that there is the necessary liquidity to carry out its business. Within these constraints, the strategy aims to maximise returns.
- 1.3 The borrowing strategy aims to minimise the revenue cost of debt whilst securing the council from revenue pressures in the event of interest rate volatility.
- 1.4 One revenue consequence of borrowing is the statutory requirement to set aside an amount for repayment of debt, known as Minimum Revenue Provision

(MRP). Regulations require the authority to determine annually a principle by which MRP will be determined.

- 1.5 The treasury management strategy aims to protect the council from market-related risks by monitoring interest rates, economic indicators, and UK and overseas government finances. A range of information sources is used to inform economic analysis and forecasts.
- 1.6 This document fulfils the Council's statutory duty under the *Local Government Act 2003* to have regard to the Chartered Institute of Public Finance and Accountancy's *Treasury Management in the Public Services: Code of Practice 2017 Edition* (the CIPFA TM Code), which requires the Council to approve a treasury management strategy before the start of each financial year.
- 1.7 This is a technical report providing necessarily detailed information that the Council is required to have due regard to. Certain key information is appended for the sake of clarity. **Appendix A** provides recent benchmarking of the investment portfolio by the Council's treasury advisors, illustrating performance reporting used by the Council. Background to this report is given at **Appendices B and C**. The MRP Statement is given at **Appendix D**. The Treasury Management Practices (TMP) and Schedules, included at **Appendix E**, set out how this Council will seek to achieve its treasury management policies and objectives and how it will manage and control those activities.

2. Options analysis and proposal

- 2.1 Option 1: The Council has a statutory duty under the *Local Government Act 2003* to approve and publish a treasury management strategy before the start of each financial year. Recommended option to approve the draft Strategy as approval
- 2.2 Option 2: Committee may make recommendations to develop the strategy, as long as those recommendations comply with the CIPFA TM code and are consistent with the statutory regulatory framework, as started above the Committee must ensure a strategy is in place each year to meet its statutory duty.
- 2.3 Option 3: Not approve a Strategy. The Council does not have the option refuse to approve a strategy altogether.

3. Summary position

On 31 December 2022, the Council held £1,096.5m of borrowing, £127.7m of treasury investments and £916.4m of non-treasury investment property. Overall, the Council position is £52.4m net borrowing. This detailed in Table 1 below.

Table 1: Current Investment & Debt Portfolio Position

| As at 31.12.2022 | Actual Portfolio |
|----------------------------------|------------------|
| | £m |
| External Borrowing: | |
| Public Works Loan Board | (1,084.0) |
| Local Authorities (short term) | (12.5) |
| Total Gross External Debt | (1,096.5) |
| Long-Term Investments: | |
| Pooled Fund Investments | 32.7 |
| Funding Circle | 0.4 |
| Short-Term Investments: | |
| Local Authorities | 35.0 |
| Fixed Rate Deposits | 15.0 |
| Money Market Funds | 44.6 |
| Total Investments | 127.7 |
| Net (borrowing)/ investments | (968.8) |

| | |
|--|--------------|
| Non-treasury investments: | |
| Investment property (as at 31Mar22) | 916.4 |

| | |
|------------------------------|---------------|
| Overall net borrowing | (52.4) |
|------------------------------|---------------|

- 3.1 Funding Circle is a peer-to-peer lending platform which provides an alternative borrowing mechanism for small businesses. This investment was made in April 2015 to help diversify the investment portfolio, and as an economic development opportunity enabling the Council to support local businesses where demand exists. Following general review by the Funding Circle fund manager over the COVID period, fund management has changed so that sums from repaid loans are not being reinvested, so the fund is being run down.
- 3.2 **Minimum Revenue Provision (MRP):** Where the Council finances capital expenditure by debt, the Council is required to put aside resources to repay that debt. The amount charged to the revenue budget for the repayment of debt is known as Minimum Revenue Provision (MRP), noting that there has been no statutory minimum since 2008. The Council's Annual MRP Statement is included at Appendix D. It should be noted that the Council repays borrowing each year, and that this is reflected in the MRP.
- 3.3 The underlying need to borrow for capital purposes is measured by the Capital Financing Requirement (CFR), while usable reserves and working capital are the underlying resources available for investment. The Council's current strategy is to maintain borrowing and investments below their underlying levels, also known as internal borrowing. Forecast changes in the CFR, investments and borrowing are shown in Table 2 below.

Table 2: Capital Financing Requirement

| | Actual 31.03.2022 | Estimate 31.03.2023 | Estimate 31.03.2024 | Estimate 31.03.2025 | Estimate 31.03.2026 |
|---|----------------------|------------------------|------------------------|------------------------|------------------------|
| | £m | £m | £m | £m | |
| Opening CFR | 1,128.5 | 1,117.7 | 1,170.0 | 1,201.5 | 1,305.3 |
| In-year movement (below) | (10.8) | 52.3 | 31.5 | 103.8 | 142.2 |
| Closing CFR | 1,117.7 | 1,170.0 | 1,201.5 | 1,305.3 | 1,447.5 |
| Less: External borrowing | (1,117.8) | (1,096.5) | (1,063.7) | (1,191.4) | (1,191.4) |
| Internal borrowing | (0.1) | 73.5 | 137.8 | 113.9 | 256.1 |
| <i>Capital programme:</i> | | | | | |
| Housing & Regeneration | 4.7 | 63.8 | 51.2 | 146.6 | 162.8 |
| Other capital expenditure | 1.3 | 3.4 | 5.6 | 2.1 | 2.3 |
| Total Capital Expenditure | 6.0 | 67.2 | 56.8 | 148.7 | 165.1 |
| <i>Financing:</i> | | | | | |
| Capital Receipts | (0.7) | (0.7) | (3.0) | (3.0) | (3.0) |
| Capital Grants and Contributions | (2.6) | (1.0) | (9.1) | (28.3) | (5.3) |
| Revenue Contributions | (1.2) | (0.8) | (0.8) | (0.8) | (0.8) |
| Net Financing Need | 1.5 | 64.7 | 43.9 | 116.6 | 156.0 |
| Less: Minimum Revenue Provision (MRP) | (12.3) | (12.4) | (12.4) | (12.8) | (13.8) |
| In-year movement in CFR | (10.8) | 52.3 | 31.5 | 103.8 | 142.2 |

- 3.4 The Council has an increasing CFR due to planned Capital Programme expenditure, in particular on the Council's housing delivery and regeneration programme and on service projects such as the new Leisure Centre.
- 3.5 The Authorised Borrowing Limit of £1,450m and Operational Boundary of £1,350m for 2023/24, are considered appropriate for the above projections but will be reviewed and revised as needed to reflect borrowing requirements in future years. As can be seen in the above table the anticipated external borrowing figure falls below both figures.
- 3.6 CIPFA's *Prudential Code for Capital Finance in Local Authorities* recommends that an authority's total debt be lower than its highest forecast CFR over the next three years. Table 2 above shows that the Council expects to comply with this recommendation for 2023/24

Local context - Liability benchmark

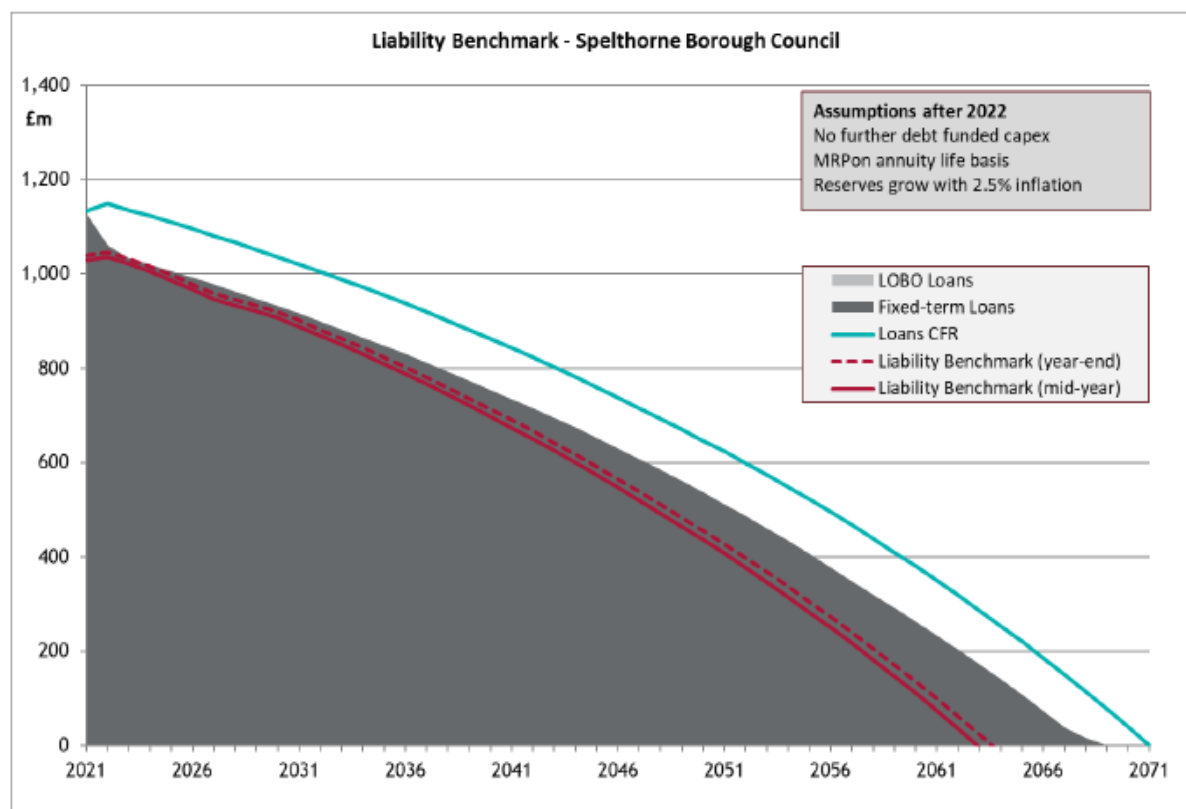
- 3.7 To compare the Council's actual borrowing against an alternative strategy, a liability benchmark (a measure of risk outlined in the CIPFA TM Code and now

required to be reported on for future years) has been calculated showing the lowest risk level of borrowing, as shown at Table 3. This assumes the same forecasts as Table 2 above, but that cash and investment balances are kept to a minimum level of £20m at each year-end to maintain sufficient liquidity but minimise credit risk.

Table 3: Liability benchmark

| | Actual 31.03.2022 | Estimate 31.03.2023 | Estimate 31.03.2024 | Estimate 31.03.2025 | Estimate 31.03.2026 |
|-------------------------|----------------------|------------------------|------------------------|------------------------|------------------------|
| | £m | £m | £m | £m | £m |
| CFR | 1,117.7 | 1,170.0 | 1,201.5 | 1,305.3 | 1,447.5 |
| Balance Sheet resources | (111.0) | (113.0) | (119.0) | (113.0) | (113.0) |
| Minimum investment | 20.0 | 20.0 | 20.0 | 20.0 | 20.0 |
| Liability benchmark | 1,026.7 | 1,077.0 | 1,102.5 | 1,212.3 | 1,354.5 |

- 3.8 The liability benchmark indicates that the required minimum level of borrowing is forecast to be £1,077.0m as at 31 March 2023 after taking into account other resources such as usable reserves and the minimum investment of £20.0m.
- 3.9 Following on from the medium-term forecasts in table 2 above, the longer-term liability benchmark given next shows the level of borrowing that will be required in future years – consistently low at around £0.1m to £0.2m (the gap under the top, green line). The Council will be working with Arlingclose to further develop this modelling to help identify and apply internal resources effectively.



4. Borrowing and Investment Strategies

Borrowing Strategy

- 4.1 The Council currently holds £1,096.5m of loans (Table 1) as part of its strategy for funding previous years' capital programmes. The Council was debt-free before 2016/17, when the decision was taken to make strategic property acquisitions based on the opportunities available. This continues to be the case, with the important caveat that Council has no intention to buy investment assets primarily for yield, and specifically not in the current or next two financial years. This is as set out in the Council's Capital Strategy. The Council's focus is funding its housing and regeneration programme and services expenditure.
- 4.2 The forecast in Table 2 shows that the Council expects borrowing to be a maximum of £1,063.6m in 2023/24. The Council may also borrow additional sums to pre-fund future years' requirements, providing this does not exceed the Council's Authorised Borrowing Limit. This Limit is set at £1,450m to enable the Council to fund housing developments and place-shaping within the Borough.
- 4.3 The revised draft Capital Programme budget for 2023/24 has been set at £45.2m, net of funding, although the programme has been significantly delayed because of the ongoing impact of COVID-19 and inflationary pressures on the cost of materials and borrowing. A proportion of rental income from existing investment property is set aside to increase sinking funds, which contribute towards financing of future property-related costs.
- 4.4 **Objectives:** The Council's chief objective when borrowing money is to strike an appropriately low risk balance between securing low interest costs and achieving certainty over those costs over the period for which funds are required. The flexibility to renegotiate loans should the Council's long-term plans change is a secondary objective.
- 4.5 **Strategy:** Given the significant cuts to public expenditure and in particular to local government funding, the Council's borrowing strategy continues to address the key issue of affordability without compromising the longer-term stability of the debt portfolio.
- 4.6 With short-term interest rates currently much lower than long-term rates, it is likely to be more cost effective in the short-term either to use internal resources, or to borrow short-term loans instead of long-term. By doing so, the Council is able to reduce net borrowing costs (despite foregone investment income) and reduce overall treasury risk.
- 4.7 The benefits of internal and short-term borrowing will be monitored regularly against the potential for incurring additional costs by deferring borrowing into future years when long-term borrowing rates are forecast to rise modestly. Arlingclose will assist the Council with this 'cost of carry' and breakeven analysis, the result of which will help determine whether the Council borrows additional sums at long-term fixed rates in 2023/24 with a view to keeping future interest costs low and gaining long term value for money even if costs are higher in the immediate to short term.
- 4.8 The Council has previously raised the majority of its long-term borrowing from the PWLB, which remains a relatively good option. The Government now prohibits authorities that have 'investments for yield' (which the Council does not intend to have) from accessing PWLB loans.

- 4.9 The Council will consider long-term loans from other sources including banks, pensions and local authorities, and will investigate the possibility of issuing bonds and similar instruments, in order to lower interest costs and reduce over-reliance on one source of funding, in line with the CIPFA TM Code.
- 4.10 Specifically, the Council is working with Arlingclose to identify alternative funding options for potential acquisitions and future development projects, and at options for diversifying the Council's debt to build a portfolio from a number of sources.
- 4.11 The Council will also consider forward-starting loans, where the interest rate is fixed in advance and the cash is received in later periods. This would enable certainty of cost to be achieved without suffering a cost of carry in the intervening period. Forward starting loans would facilitate effective funding of major development projects such as those planned for the property portfolio.
- 4.12 In addition, the Council may borrow short-term when needed to cover unplanned cash-flow shortages.
- 4.13 **Sources of borrowing:** Approved sources of long-term and short-term borrowing are:
- HM Treasury's PWLB lending facility (formerly the Public Works Loan Board)
 - Works Loan Board (PWLB) and any successor body
 - any institution approved for investments (see below)
 - any other bank or building society authorised to operate in the UK
 - any other UK public sector body
 - UK public and private sector pension funds (except Surrey Pension Fund)
 - capital market bond investors
 - UK Municipal Bonds Agency plc and other special purpose companies created to enable local authority bond issues
- 4.14 **Other sources of debt finance:** In addition, capital finance may be raised by the following methods that are not borrowing, but may be classed as other debt liabilities:
- leasing
 - hire purchase
 - Private Finance Initiative
 - sale and leaseback.
- 4.15 **Municipal Bonds Agency:** UK Municipal Bonds Agency plc was established in 2014 by the Local Government Association as an alternative to the PWLB. The Agency plans to issue bonds on the capital markets and lend the proceeds to local authorities. This will be a more complicated source of finance than the PWLB for two reasons: borrowing authorities will be required to provide bond investors with a guarantee to refund their investment in the event that the agency is unable to for any reason; and there will be a lead time of several months between committing to borrow and knowing the interest rate payable. Any decision to borrow from the Agency will therefore be the subject of a separate report to Council.
- 4.16 **LOBOs:** The Council does not hold and has not previously held, LOBO (Lender's Option Borrower's Option) loans, which expose borrowers to an

element of refinancing risk. A LOBO lender has the option to propose an increase in the interest rate at set dates, following which the borrower has the option to either accept the new rate or to repay the loan at no additional cost. These loans do not represent value for money and will not form part of the Council's borrowing strategy.

- 4.17 **Short-term and variable rate loans:** These loans leave the Council exposed to the risk of short-term interest rate rises and are therefore subject to the interest rate exposure limits in the treasury management indicators below. Financial derivatives may be used to manage this interest rate risk.
- 4.18 **Debt rescheduling:** The PWLB allows authorities to repay loans before maturity and either pay a premium or receive a discount according to a set formula based on current interest rates. Other lenders may also be prepared to negotiate premature redemption terms. The Council may take advantage of this and replace some loans with new loans, or repay loans without replacement, where this is expected to lead to an overall cost saving or a reduction in risk.

Investment Strategy

- 4.19 The Council holds significant levels of invested funds representing income received in advance of expenditure plus balances and reserves held. Total long-term investments are £33.1m as at the end of December 2022 (Table 1). This includes £32.7m pooled funds, noting that the COVID-19 crisis resulted in a reduction in the capital value of these holdings as they are primarily property funds. This reduction is expected to be temporary and has since partially recovered.
- 4.20 Invested funds may be increased further if there are significant additional capital receipts and if it is agreed that these are to be invested. Total investments are higher throughout the financial year and are monitored closely and maintained at appropriate levels as part of managing short-term cash-flow requirements of the Council.
- 4.21 **Objectives:** Both the CIPFA TM Code and the DHLUC Guidance require the Council to invest its funds prudently, and to have regard to the security and liquidity of its investments before seeking the highest yield (rate of return). The Council's objective when investing money is to strike an appropriate balance between risk and return, minimising the risk of incurring losses from defaults and the risk of receiving unsuitably low investment income. Where balances are expected to be invested for more than one year, the Council will aim to achieve a total return that is equal or higher than the prevailing rate of inflation, in order to maintain the spending power of the sum invested.
- 4.22 **Strategy:** The Council aims to maximise liquidity of funds to ensure availability for capital expenditure, in line with the Council's significant property and housing service plans.
- 4.23 **Business models:** Under the IFRS 9 standard, accounting for certain investments depends on the Council's "business model" for managing them. The Council aims to achieve value from its internally managed treasury investments by a business model of collecting the contractual cash flows and therefore, where other criteria are also met, these investments will continue to be accounted for at amortised cost.

- 4.24 **Approved counterparties:** The Council may invest its surplus funds with any of the counterparty types in Table 4 below, subject to the cash limits (per counterparty) and the time limits shown.
- 4.25 The cash limits shown have been agreed in conjunction with our treasury advisers, to enable the Council to have sufficient flexibility within the strategy being set to manage funds appropriately as they are received. This can sometimes include holding funds in advance of need in relation to making strategic acquisitions.

Table 4: Approved investment counterparties and limits

| Credit Rating | Government | Banks Secured | Banks Unsecured | Corporates | Registered Providers |
|----------------------|-------------------------|----------------------|------------------------|-------------------|-----------------------------|
| UK Gov | £ Unlimited 50 years | n/a | n/a | n/a | n/a |
| AAA | £10m 50 years | £10m 20 years | £10m 5 years | £5m 20 years | £5m 20 years |
| AA+ | £10m 25 years | £10m 10 years | £10m 5 years | £5m 10 years | £5m 10 years |
| AA | £10m 15 years | £10m 5 years | £10m 4 years | £5m 5 years | £5m 10 years |
| AA- | £10m 10 years | £10m 4 years | £10m 3 years | £5m 4 years | £5m 10 years |
| A+ | £5m 5 years | £10m 3 years | £10m 2 years | £5m 3 years | £5m 5 years |
| A | £5m 5 years | £10m 2 years | £10m 13 months | £5m 2 years | £5m 5 years |
| A- | £5m 5 years | £10m 13 months | £10m 6 months | £5m 13 months | £5m 5 years |
| None | £5m 25 years | n/a | £1m 6 months | £1m 5 years | £5m 5 years |

| | |
|--|--------------------------------------|
| Pooled funds and real estate investment trusts (REITs) | £10m per fund at point of investment |
| Money Market Funds | Unlimited per fund |

This table must be read in conjunction with the notes below.

- 4.26 **Credit Rating:** Investment limits are set by reference to the lowest published long-term credit rating from a selection of external rating agencies. Where available, the credit rating relevant to the specific investment or class of investment is used; otherwise the counterparty credit rating is used. However, investment decisions are never made solely based on credit ratings, and all other relevant factors including external advice will be taken into account.
- 4.27 **Government:** Loans, bonds and bills issued or guaranteed by national governments, regional and local authorities and multilateral development banks. These investments are not subject to bail-in, and there is generally a lower risk of insolvency, although they are not zero risk. Investments with the UK Central Government may be made in unlimited amounts for up to 50 years

- 4.28 **Banks Secured:** Covered bonds, reverse repurchase agreements and other collateralised arrangements with banks and building societies. These investments are secured on the bank's assets, which limits the potential losses in the unlikely event of insolvency, and means that they are exempt from bail-in. Where there is no investment-specific credit rating, but the collateral upon which the investment is secured has a credit rating, the higher of the collateral credit rating and the counterparty credit rating will be used to determine cash and time limits. The combined secured and unsecured investments in any one bank will not exceed the cash limit for secured investments.
- 4.29 **Banks Unsecured:** Accounts, deposits, certificates of deposit and senior unsecured bonds with banks and building societies, other than multilateral development banks. These investments are subject to the risk of credit loss via a bail-in should the regulator determine that the bank is failing or likely to fail. See below for arrangements relating to operational bank accounts.
- 4.30 **Corporates:** Loans, bonds and commercial paper issued by companies other than banks and registered providers. These investments are not subject to bail-in but are exposed to the risk of the company going insolvent. Loans to unrated companies would only be made either following a financial or credit assessment or as part of a diversified pool in order to spread the risk widely.
- 4.31 **Registered Providers:** Loans and bonds issued by, guaranteed by or secured on the assets of Registered Providers of Social Housing and Registered Social Landlords, formerly known as Housing Associations. These bodies are tightly regulated in England by the Regulator of Social Housing. As providers of public services, they retain the likelihood of receiving government support if needed.
- 4.32 **Money Market Funds:** These are pooled funds that offer same-day or short notice liquidity and very low or no price volatility by investing in short-term money markets. They have the advantage over bank accounts of providing wide diversification of investment risks, coupled with the services of a professional fund manager in return for a small fee. Although no sector limit applies to money market funds, the Council will take care to diversify its liquid investments over a variety of providers to ensure access to cash at all times.
- 4.33 **Strategic Pooled Funds:** Bond, equity and property funds offer enhanced returns over the longer term but are more volatile in the short term. These allow the Council to diversify into asset classes other than cash without the need to own and manage the underlying investments. Because these funds have no defined maturity date and are available for withdrawal after a notice period, their performance and continued suitability in meeting the Council's investment objectives will be monitored regularly.
- 4.34 **Real Estate Investment Trusts:** Shares in companies that invest mainly in real estate and pay the majority of their rental income to investors in a similar manner to pooled property funds. As with property funds, REITs offer enhanced returns over the longer term, but are more volatile especially as the share price reflects changing demand for the shares as well as changes in the value of the underlying properties. Investments in REIT shares cannot be withdrawn but can be sold on the stock market to another investor.
- 4.35 **Operational Bank Accounts:** The Council may incur operational exposures, for example through current accounts, collection accounts and merchant acquiring services, to any UK bank with credit ratings no lower than BBB- and with assets greater than £25 billion. These are not classed as investments but

are still subject to the risk of a bank bail-in, and balances will therefore be kept below £500,000 per bank as far as practicably possible, and, where practical issues necessitate, no more than £5m as per Table 4. The Bank of England has stated that in the event of failure, banks with assets greater than £25 billion are more likely to be bailed-in than made insolvent, increasing the chance of the Council maintaining operational continuity.

- 4.36 **Risk Assessment and Credit Ratings:** Credit ratings are obtained and monitored by the Council's treasury advisers, who will notify changes in ratings as they occur. Where an entity has its credit rating downgraded so that it fails to meet the approved investment criteria, then:
- no new investments will be made,
 - any existing investments that can be recalled or sold at no cost will be, and
 - full consideration will be given to the recall or sale of all other existing investments with the affected counterparty.
- 4.37 Where a credit rating agency announces that a credit rating is on review for possible downgrade (also known as "rating watch negative" or "credit watch negative") so that it may fall below the approved rating criteria, then only investments that can be withdrawn on the next working day will be made with that organisation until the outcome of the review is announced. This policy will not apply to negative outlooks, which indicate a long-term direction of travel rather than an imminent change of rating.
- 4.38 **Other information on the security of investments:** The Council understands that credit ratings are good, but not perfect, predictors of investment default. Full regard will therefore be given to other available information on the credit quality of the organisations in which it invests, including credit default swap prices, financial statements, information on potential government support, reports in the quality financial press and analysis and advice from the Council's treasury management adviser. No investments will be made with an organisation if there are substantive doubts about its credit quality, even though it might otherwise meet the above criteria.
- 4.39 When deteriorating financial market conditions affect the creditworthiness of all organisations, as happened in 2008 and 2020, this is not generally reflected in credit ratings, but can be seen in other market measures. In these circumstances, the Council will restrict its investments to those organisations of higher credit quality and reduce the maximum duration of its investments to maintain the required level of security. The extent of these restrictions will be in line with prevailing financial market conditions. If these restrictions mean that insufficient commercial organisations of high credit quality are available to invest the Council's cash balances, then the surplus will be deposited with the UK Government, via the Debt Management Office or invested in government treasury bills for example, or with other local authorities. This will cause investment returns to fall but will protect the principal sum invested.
- 4.40 **Investment Limits:** The maximum that will be lent to any one organisation (other than the UK Government) will be £10 million, to mitigate the risk in the case of a single default. A group of entities under the same ownership will be treated as a single organisation for limit purposes.
- 4.41 Credit risk exposures arising from non-treasury investments, financial derivatives and balances greater than £500,000 in operational bank accounts count against the relevant investment limits.

- 4.42 Limits will also be placed on fund managers, investments in brokers' nominee accounts, foreign countries and industry sectors as shown in Table 5 below. Investments in pooled funds and multilateral development banks do not count against the limit for any single foreign country since the risk is diversified over many countries.

Table 5: Investment limits

| | Cash limit Per Counterparty |
|---|---|
| Any single organisation, except the UK Central Government | £10m each |
| UK Central Government | unlimited |
| Any group of organisations under the same ownership | £25m per group |
| Any group of pooled funds under the same management | £25m per manager at point of investment |
| Negotiable instruments held in a broker's nominee account | £30m per broker |
| Foreign countries | £10m per country |
| Registered Providers | £25m in total |
| Unsecured investments with Building Societies | £10m in total |
| Loans to unrated corporates | £10m in total |
| Money Market Funds | £50m in total |

- 4.43 **Liquidity management:** A cash flow forecast is compiled on a prudent basis to minimise the risk of the Council being forced to borrow on unfavourable terms to meet its financial commitments. The Council has implemented a Treasury Management system and is currently developing the reporting available through that system, such as cash-flow forecasting, which will enable determination of the maximum period for which funds may prudently be committed.
- 4.44 The Council will spread its liquid cash over at least four providers (e.g. bank accounts and money market funds), where cash funds over £20 million are held, to ensure that access to cash is maintained in the event of operational difficulties at any one provider.

Treasury Management Indicators

- 4.45 The Council measures and manages its exposures to treasury management risks using the following indicators.
- 4.46 **Security:** The Council adopts a voluntary measure of its exposure to credit risk of its investment portfolio through regular rating advice from its treasury management adviser and through market information from contacts such as brokers and other councils.
- 4.47 **Liquidity:** The Council has adopted a voluntary measure of its exposure to liquidity risk by monitoring the amount of cash available to meet unexpected payments within a rolling three-month period, without additional borrowing:

| Liquidity risk indicator | Target |
|--------------------------------------|--------|
| Total cash available within 3 months | £20m |

- 4.48 **Interest Rate Exposures:** The Council is exposed principally to risk in terms of its exposure to interest rate movements on its borrowing and investments. The Council is heavily reliant on investment income to support expenditure and has several strategies in place for managing such risk.
- 4.49 The Council's treasury adviser provides analysis of market movements and assists in investment decisions based on their knowledge of current market conditions and interest rate forecasting.
- 4.50 The Council generally invests medium- to long-term at fixed rates. The Council currently has no variable rate investments.
- 4.51 Fixed rate investments and borrowings are those where the rate of interest is fixed for at least 12 months, measured from the start of the financial year or the transaction date if later. All other instruments are classified as variable rate.
- 4.52 **Maturity Structure of Borrowing:** This indicator is set to control the Council's exposure to refinancing risk. We calculate this as the amount of fixed rate borrowing we can have maturing in each period as a percentage of total projected borrowing that is at a fixed rate. The calculation takes fixed rate to be whether the borrowing was taken out at a fixed rate for a fixed period of time, regardless of that length of time. The upper and lower limits on the maturity structure of borrowing are as shown in Table 6.

Table 6: Maturity Structure of Borrowing

| | Upper | Lower |
|-----------------|-------|-------|
| Under 12 Months | 10% | 0% |
| 1 – 2 Years | 15% | 0% |
| 3 – 5 Years | 20% | 0% |
| 6 – 10 Years | 25% | 0% |
| 10 – 20 Years | 50% | 0% |
| 20 – 30 Years | 75% | 0% |
| 30 – 40 Years | 90% | 0% |
| 40 – 50 Years | 100% | 0% |

- 4.53 Time periods start on the first day of each financial year. The maturity of borrowing is the earliest date on which the lender can demand repayment. In the case of PWLB, this is the maturity date.
- 4.54 This indicator allows us to have the percentage of borrowing maturing in each time range shown above, taking into account our current debt profile and

providing an allowance for new borrowing, while having consideration to the Capital Programme.

- 4.55 **Principal Sums Invested for Periods Longer than 364 days:** The purpose of this indicator is to control the Council's exposure to the risk of incurring losses by seeking early repayment of its investments. The limits on the long-term principal sum invested to final maturities beyond the period end are shown in Table 7 below.

Table 7: Principal Limits – Price risk indicator

| | 2023/24 | 2024/25 | 2025/26 | 2026/27 |
|---|---------|---------|---------|---------|
| | £m | £m | £m | £m |
| Limit on principal invested beyond year end | 70 | 70 | 70 | 70 |

- 4.56 **Affordable borrowing limit:** The Council is legally obliged to set an affordable borrowing limit (also termed the authorised limit for external debt). In line with statutory guidance, a lower "operational boundary" is also set as a warning level should debt approach the limit.

Table 8: Prudential Indicators - Authorised limit and operational boundary for external debt

| | 2023/24 | 2024/25 | 2025/26 | 2026/27 |
|----------------------------|---------|---------|---------|---------|
| | £m | £m | £m | £m |
| Authorised borrowing limit | 1,450 | 1,450 | 1,450 | 1,450 |
| Operational boundary | 1,350 | 1,350 | 1,350 | 1,350 |

- 4.57 **Estimates of financing costs to net revenue stream** shown in Table 9 is a measure of the affordability of borrowing. The Council's financing costs relate substantially to borrowing when commercial property was acquired prior to March 2019. As the CIPFA TM Code notes, commercial investments are taken or held primarily for financial return and are not linked to treasury management activity or directly part of delivering services. However, as commercial property was directly related to borrowing costs, Table 10 also shows the net income after costs and contributions to future costs. This illustrates the affordability of the commercial investments.

Table 9: Prudential Indicator - Financing costs to net revenue stream

| | 2023/24 | 2024/25 | 2025/26 | 2026/27 |
|------------------------|---------|---------|---------|---------|
| Net Revenue Stream, £m | 13.6 | 13.7 | 12.6 | 12.2 |
| Financing costs, £m | 39.4 | 39.5 | 39.6 | 39.7 |
| Ratio | 2.9 | 2.9 | 3.1 | 3.2 |

Table 10: Commercial income, related costs and net contributions to future costs+

| | 2023/24 | 2024/25 | 2025/26 | 2026/27 |
|--|------------|---------------|--------------|--------------|
| | £m | £m | £m | £m |
| Commercial income | (46.1) | (49.2) | (53.4) | (54.1) |
| Landlord costs | 7.9 | 8.8 | 6.8 | 6.3 |
| Contribution to sinking funds | 1.0 | 0.8 | 2.9 | 3.7 |
| Financing costs | 39.4 | 39.5 | 39.6 | 39.7 |
| Net income after landlord & financing costs & net contributions to sinking fund | 2.2 | (0.02) | (4.1) | (4.5) |

Related Matters

- 4.58 The CIPFA TM Code requires the Council to include the following in its treasury management strategy.
- 4.59 **Financial Derivatives:** Local authorities have previously made use of financial derivatives embedded into loans and investments both to reduce interest rate risk (e.g. interest rate collars and forward deals) and to reduce costs or increase income at the expense of greater risk (e.g. LOBO loans and callable deposits). The general power of competence in Section 1 of the *Localism Act 2011* removes much of the uncertainty over local authorities' use of standalone financial derivatives (i.e. those that are not embedded into a loan or investment).
- 4.60 The Council will only use standalone financial derivatives (such as swaps, forwards, futures and options) where they can be clearly demonstrated to reduce the overall level of the financial risks that the Council is exposed to. Additional risks presented, such as credit exposure to derivative counterparties, will be taken into account when determining the overall level of risk. Embedded derivatives, including those present in pooled funds and forward-starting transactions, will not be subject to this policy, although the risks they present will be managed in line with the overall treasury risk management strategy.
- 4.61 Financial derivative transactions may be arranged with any organisation that meets the approved investment criteria. The current value of any amount due from a derivative counterparty will count against the counterparty credit limit and the relevant foreign country limit.
- 4.62 In line with the CIPFA TM Code, the Council will seek external advice and will consider that advice before entering into financial derivatives to ensure that it fully understands the implications.
- 4.63 **Markets in Financial Instruments Directive (MIFD):** The Council has opted up to professional client status with its providers of financial services, including advisers, banks, brokers and fund managers, allowing access to a greater range of services but without the greater regulatory protections afforded to individuals and small companies. Given the size and range of the Council's treasury management activities, the Chief Financial Officer believes this to be the most appropriate status.

5. Financial implications

- 5.1 The budget for property investment income in 2023/24 is £46.1m (£38.2 after landlord costs), based on an investment portfolio of £1,049m (purchase cost) at an average interest rate of 4.4%. The budget for debt interest paid in 2023/24 is £25.2m, based on an average debt portfolio of £1,080.1m at an average interest rate of 2.3%. After financing costs, property costs and set asides, it is anticipated that the Council will have a net deficit. This is due to a reducing in rental income. However this appears to be an anomaly and a return to net surpluses is predicted for 2024/25 onwards.

6. Risk considerations

- 6.1 The DHLUC Guidance and the CIPFA TM Code do not prescribe any particular treasury management strategy for local authorities to adopt. The Chief Financial Officer, believes that the above strategy represents an appropriate balance between risk management and cost effectiveness. The strategy has been drawn up in consultation with the Council's independent treasury and investment advisers, to ensure a prudent and robust approach in the strategy.
- 6.2 Some alternative strategies, with their financial and risk management implications, are listed below in Table 11.

Table 11: Alternative strategies

| Alternative | Impact on income and expenditure | Impact on risk management |
|---|--|--|
| Invest in a narrower range of counterparties and/or for shorter times | Lower investment sums resulting in less Interest income | Lower chance of losses from credit related defaults although such losses may be greater Also, less diversity increases risk of losses |
| Invest in a wider range of counterparties and/or for longer times | Interest income will be higher with increased investment sums | Increased risk of losses from credit related defaults, but any such losses may be smaller Increased diversity also decreases the risk of significant loss |
| Borrow additional sums at long-term fixed interest rates (not in advance of need) | Debt interest costs will rise; this is unlikely to be offset by higher investment income | Higher investment balance leading to a higher impact in the event of a default. However long-term interest costs may be more certain |

| Alternative | Impact on income and expenditure | Impact on risk management |
|--|---|---|
| Borrow short-term or variable loans instead of long-term fixed rates | Debt interest costs will initially be lower | Increases in debt interest costs will be broadly offset by rising investment income in the medium term, but long-term costs may be less certain |
| Reduce level of borrowing | Reduced debt interest costs Less income for funding projects Saving on debt interest is likely to exceed lost investment income | Reduced investment balance leading to a lower impact in the event of a default; however long-term interest costs may be less certain Less resources available for the Capital Programme which would need to be reduced |

7. Procurement considerations

Not applicable

8. Legal considerations

The Council has a statutory obligation, under The Local Government Act 2003 to approve and publish its Treasury Management Strategy.

9. Other considerations

Not applicable.

10. Equality and Diversity

Not applicable

11. Sustainability/Climate Change Implications

The Corporate Policy and Resources Committee has agreed the parameters to be used in its Environmental, Social and Governance (ESG) strategy, the strategy has yet to be agreed. One of the intentions of developing and ESG strategy is to enable the Council to transition the investment portfolio to a more sustainable and environmentally sound approach.

12. Timetable for implementation

1st April 23

13. Contact

Sam Masters s.masters@spelthorne.gov.uk

Background papers: None

Appendices:

TMS 2223 - Appx A - Arlingclose Benchmarking

TMS 2223 - Appx B - Context and Background v08 (5 pages)

TMS 2223 - Appx C - Arlingclose forecast (3 pages)

TMS 2223 - Appx D - Annual MRP Statement v03 (2 pages)

TMS 2223 - Appx E - TMP and Schedules (51 pages)



Investment Benchmarking 31 December 2022

Spelthorne

49 English Non-Met Districts Ave

129 LAs Average

| | | | |
|------------------------------|----------------|---------------|---------------|
| Internal Investments | £94.6m | £39.0m | £73.2m |
| Cash Plus & Short Bond Funds | £0.0m | £1.7m | £1.5m |
| Strategic Pooled Funds | £32.9m | £12.4m | £12.6m |
| TOTAL INVESTMENTS | £127.5m | £53.1m | £87.3m |

Security

| | | | |
|---------------------------------------|------|------|------|
| Average Credit Score | 4.96 | 4.42 | 4.41 |
| Average Credit Rating | A+ | AA- | AA- |
| Average Credit Score (time-weighted) | 5.24 | 4.10 | 4.11 |
| Average Credit Rating (time-weighted) | A+ | AA- | AA- |
| Number of Counterparties / Funds | 25 | 13 | 13 |
| Proportion Exposed to Bail-in | 63% | 59% | 60% |

Liquidity

| | | | |
|--------------------------------------|-----|-----|-----|
| Proportion Available within 7 days | 43% | 44% | 49% |
| Proportion Available within 100 days | 70% | 67% | 73% |
| Average Days to Maturity | 22 | 47 | 14 |

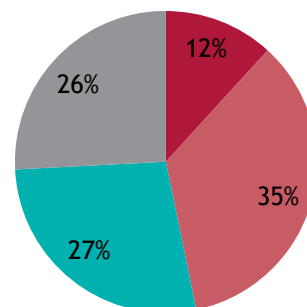
Market Risks

| | | | |
|---------------------------------|------|------|-------|
| Average Days to Next Rate Reset | 36 | 69 | 50 |
| Strategic Fund Volatility | 9.1% | 5.5% | 16.0% |

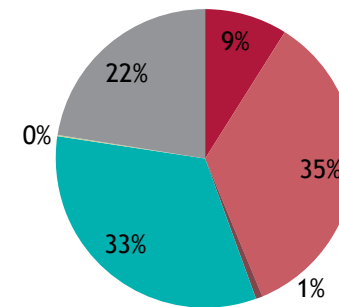
Yield

| | | | |
|--|--------------|--------------|--------------|
| Internal Investment Return | 2.78% | 2.81% | 2.80% |
| Cash Plus Funds - Income Return | - | 0.89% | 0.89% |
| Strategic Funds - Income Return | 4.35% | 3.89% | 3.90% |
| Total Investments - Income Return | 3.19% | 2.98% | 2.93% |
| Cash Plus Funds - Capital Gain/Loss | - | -1.17% | -1.29% |
| Strategic Funds - Capital Gain/Loss | -7.79% | -9.99% | -10.04% |
| Total Investments - Total Return | 1.18% | 0.62% | 1.35% |

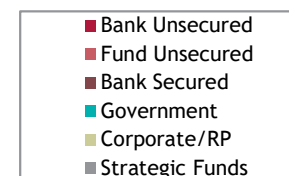
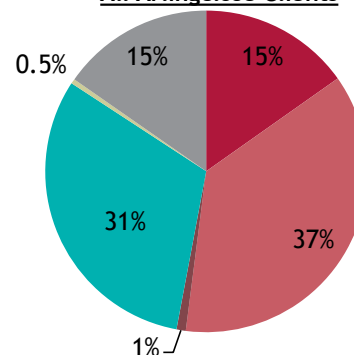
Spelthorne



English Non-Met Districts



All Arlingclose Clients



Notes

- Unless otherwise stated, all measures relate to internally managed investments only, i.e. excluding external pooled funds.
- Averages within a portfolio are weighted by size of investment, but averages across authorities are not weighted.
- Credit scores are calculated as AAA = 1, AA+ = 2, etc.

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Context and Background

1. Spelthorne Borough Council's Context

- 1.1. Treasury Management in public services is defined as:
 - the management of the organisation's borrowing, investments and cash flows, including its banking, money market and capital market transactions
 - the effective control of the risks associated with those activities
 - the pursuit of optimum performance consistent with those risks.
- 1.2. The Council has borrowed and invested substantial sums of money and is consequently exposed to financial risks including the loss of invested funds and the revenue effect of changing interest rates. The successful identification, monitoring and control of financial risk are therefore central to the Council's prudent financial management.
- 1.3. Treasury risk management at the Council is conducted within the framework of the Chartered Institute of Public Finance and Accountancy's *Treasury Management in the Public Services: Code of Practice* (the CIPFA TM Code), which requires the Council to approve a treasury management strategy before the start of each financial year. The 2017 Edition of the CIPFA TM Code, which applies to the 2023/24 TM Strategy report, will be replaced for by the 2021 Edition in December 2021.
- 1.4. This report fulfils the Council's legal obligation under the *Local Government Act 2003* to have regard to the CIPFA TM Code.
- 1.5. The Treasury Management Practices (TMP) and Schedules, included at Appendix E, set out how this Council will seek to achieve its treasury management policies and objectives and how it will manage and control those activities.
- 1.6. The following sections on external context are mainly provided by Arlingclose dated 17 December 2021.

2. External Context

External Context - Economic background

- 2.1. The ongoing impact on the UK from the war in Ukraine, together with higher inflation, higher interest rates, uncertain government policy, and a deteriorating economic outlook, will be major influences on the Authority's treasury management strategy for 2023/24
- 2.2. The Bank of England (BoE) increased Bank Rate by 0.5% to 4% in February 2023. This followed a 0.75% rise in November which was the largest single rate hike since 1989 and the ninth successive rise since December 2021. The December decision was voted for by a 6 3 majority of the Monetary Policy Committee (MPC), with two dissenters voting for a no-change at 3% and one for a larger rise of 0.75%.
- 2.3. The November quarterly Monetary Policy Report (MPR) forecast a prolonged but shallow recession in the UK with CPI inflation remaining elevated at over 10% in the near-term. While the projected peak of inflation is lower than in the August report, due in part to the government's support package for household energy costs, inflation is expected remain higher for longer over the forecast horizon and the economic outlook remains weak, with unemployment projected to start rising.
- 2.4. The UK economy contracted by 0.3% between July and September 2022 according to the Office for National Statistics, and the BoE forecasts Gross Domestic Product

- (GDP) will decline 0.75% in the second half of the calendar year due to the squeeze on household income from higher energy costs and goods prices. Growth is then expected to continue to fall throughout 2023 and the first half of 2024.
- 2.5. CPI inflation is expected to have peaked at around 11% in the last calendar quarter of 2022 and then fall sharply to 1.4%, below the 2% target, in two years' time and to 0% in three years' time if Bank Rate follows the path implied by financial markets at the time of the November MPR (a peak of 5.25%). However, the BoE stated it considered this path to be too high, suggesting that the peak in interest rates will be lower, reducing the risk of inflation falling too far below target. Market rates have fallen since the time of the November MPR.
- 2.6. The labour market remains tight for now, with the most recent statistics showing the unemployment rate was 3.7%. Earnings were up strongly in nominal terms by 6.1% for both total pay and for regular pay but factoring in inflation means real pay for both measures was -2.7%. Looking forward, the November MPR shows the labour market weakening in response to the deteriorating outlook for growth, leading to the unemployment rate rising to around 6.5% in 2025.
- 2.7. Interest rates have also been rising sharply in the US, with the Federal Reserve increasing the range on its key interest rate by 0.5% in December 2022 to 4.25%-4.5%. This rise follows four successive 0.75% rises in a pace of tightening that has seen rates increase from 0.25%-0.50% in March 2022. Annual inflation has been slowing in the US but remains above 7%. GDP grew at an annualised rate of 3.2% (revised up from 2.9%) between July and September 2022, but with official interest rates expected to rise even further in the coming months, a recession in the region is widely expected at some point during 2023.
- 2.8. Inflation rose consistently in the Euro Zone since the start of the year, hitting a peak annual rate of 10.6% in October 2022, before declining to 10.1% in November. Economic growth has been weakening with an upwardly revised expansion of 0.3% (from 0.2%) in the three months to September 2022. As with the UK and US, the European Central Bank has been on an interest rate tightening cycle, pushing up its three key interest rates by 0.50% in December, following two consecutive 0.75% rises, taking its main refinancing rate to 2.5% and deposit facility rate to 2.0%.

External Context - Credit Outlook

- 2.9. Credit default swap (CDS) prices have generally followed an upward trend throughout 2022, indicating higher credit risk. They have been boosted by the war in Ukraine, increasing economic and political uncertainty and a weaker global and UK outlook, but remain well below the levels seen at the beginning of the Covid-19 pandemic.
- 2.10. CDS price volatility was higher in 2022 compared to 2021 and the divergence in prices between ringfenced (retail) and non-ringfenced (investment) banking entities has emerged once again.
- 2.11. The weakening economic picture during 2022 led the credit rating agencies to reflect this in their assessment of the outlook for the UK sovereign as well as several local authorities and financial institutions, revising them from to negative from stable.
- 2.12. There are competing tensions in the banking sector which could impact bank balance sheet strength going forward. The weakening economic outlook and likely recessions in many regions increase the possibility of a deterioration in the quality of banks' assets, while higher interest rates provide a boost to net income and profitability.

- 2.13. However, the institutions on our adviser Arlingclose's counterparty list remain well-capitalised and their counterparty advice on both recommended institutions and maximum duration remain under constant review and will continue to reflect economic conditions and the credit outlook.

External Context – Interest Rate forecast

- 2.14. The Authority's treasury management adviser Arlingclose forecasts that Bank Rate will continue to rise in 2022 and 2023 as the Bank of England attempts to subdue inflation which is significantly above its 2% target.
- 2.15. While interest rate expectations reduced during October and November 2022, multiple interest rate rises are still expected over the forecast horizon despite looming recession. Arlingclose expects Bank Rate to rise to 4.25% by June 2023 under its central case, with the risks in the near- and medium-term to the upside should inflation not evolve as the Bank forecasts and remains persistently higher.
- 2.16. Yields are expected to remain broadly at current levels over the medium-term, with 5-, 10- and 20-year gilt yields expected to average around 3.5%, 3.5%, and 3.85% respectively over the 3-year period to December 2025. The risks for short, medium and longer-term yields are judged to be broadly balanced over the forecast horizon. As ever, there will undoubtedly be short-term volatility due to economic and political uncertainty and events.
- 2.17. A more detailed economic and interest rate forecast provided by Arlingclose is in Appendix A

Revised PWLB Guidance

- 2.18. HM Treasury published further guidance on PWLB borrowing in August 2021 providing additional detail and clarifications predominantly around the definition of an 'investment asset primarily for yield'. The principal aspects of the new guidance are:
- 2.19. Capital expenditure incurred or committed to before 26th November 2020 is allowable even for an 'investment asset primarily for yield'.
- 2.20. Capital plans should be submitted by local authorities via a DELTA return. These open for the new financial year on 1st March and remain open all year. Returns must be updated if there is a change of more than 10%.
- 2.21. An asset held primarily to generate yield that serves no direct policy purpose should not be categorised as service delivery.
- 2.22. Further detail on how local authorities purchasing investment assets primarily for yield can access the PWLB for the purposes of refinancing existing loans or externalising internal borrowing.
- 2.23. Additional detail on the sanctions which can be imposed for inappropriate use of the PWLB loan. These can include a request to cancel projects, restrictions to accessing the PLWB and requests for information on further plans.
- 2.24. The Council will ensure it complies with the new PWLB guidance and will not be purchasing any assets primarily for yield.

3. Changes to PWLB Terms and Conditions from 8 September 2021

- 3.1. The settlement time for a PWLB loan has been extended from two working days (T+2) to five working days (T+5). In a move to protect the PWLB against negative interest rates, the minimum interest rate for PWLB loans has also been set at

0.01% and the interest charged on late repayments will be the higher of Bank of England Base Rate or 0.1%.

- 3.2. Municipal Bonds Agency (MBA): The MBA is working to deliver a new short-term loan solution, available in the first instance to principal local authorities in England, allowing them access to short-dated, low rate, flexible debt. The minimum loan size is expected to be £25 million. Importantly, local authorities will borrow in their own name and will not cross guarantee any other authorities.
- 3.3. If the Authority intends future borrowing through the MBA, it will first ensure that it has thoroughly scrutinised the legal terms and conditions of the arrangement and is satisfied with them.
- 3.4. UK Infrastructure Bank: £4bn has been earmarked for of lending to local authorities by the UK Infrastructure Bank which is wholly owned and backed by HM Treasury. The availability of this lending to local authorities, for which there will be a bidding process, is yet to commence. Loans will be available for qualifying projects at gilt yields plus 0.6%, which is 0.2% lower than the PWLB certainty rate.
- 3.5. Both the CIPFA TM Code and government guidance require the Authority to invest its funds prudently, and to have regard to the security and liquidity of its treasury investments before seeking the optimum rate of return, or yield. The Authority's objective when investing money is to strike an appropriate balance between risk and return, minimising the risk of incurring losses from defaults and the risk of receiving unsuitably low investment income.

4. Treasury Investment

- 4.1. Ultra-low short-dated cash rates which have been a feature since March 2020 when Bank Rate was cut to 0.1% have resulted in the return on sterling low volatility net asset value money market funds (LVNAV MMFs) being close to zero even after some managers have temporarily waived or lowered their fees. At this stage net negative returns are not the central case of most MMF managers over the short-term, and fee cuts or waivers should result in MMF net yields having a floor of zero, but the possibility cannot be ruled out.
- 4.2. Deposit rates with the Debt Management Account Deposit Facility (DMADF) are also largely around zero.

5. Revisions to CIPFA Codes

- 5.1. In February 2021 CIPFA launched two consultations on changes to its Prudential Code and Treasury Management Code of Practice. These followed the Public Accounts Committee's recommendation that the prudential framework should be further tightened following continued borrowing by some authorities for investment purposes. In June, CIPFA provided feedback from this consultation, followed by further consultation from September.
- 5.2. In December 2021, CIPFA issued the revised Codes and Guidance Notes. The changes include:
- 5.3. Clarification that (a) local authorities must not borrow to invest primarily for financial return (b) it is not prudent for authorities to make any investment or spending decision that will increase the Capital Financing Requirement, and so may lead to new borrowing, unless directly and primarily related to the functions of the authority.
- 5.4. Categorising investments as those (a) for treasury management purposes, (b) for service purposes and (c) for commercial purposes.

- 5.5. Defining acceptable reasons to borrow money: (i) financing capital expenditure primarily related to delivering a local authority's functions, (ii) temporary management of cash flow within the context of a balanced budget, (iii) securing affordability by removing exposure to future interest rate rises and (iv) refinancing current borrowing, including replacing internal borrowing.
- 5.6. For service and commercial investments, in addition to assessments of affordability and prudence, an assessment of proportionality in respect of the authority's overall financial capacity (i.e. whether plausible losses could be absorbed in budgets or reserves without unmanageable detriment to local services).
- 5.7. **Prudential Indicators:** New indicator for net income from commercial and service investments to the budgeted net revenue stream.
- 5.8. Inclusion of the liability benchmark as a mandatory treasury management prudential indicator. CIPFA recommends this is presented as a chart of four balances – existing loan debt outstanding; loans CFR, net loans requirement, liability benchmark – over at least 10 years and ideally cover the authority's full debt maturity profile.
- 5.9. Excluding investment income from the definition of financing costs.
- 5.10. Incorporating ESG issues as a consideration within TMP 1 Risk Management.
- 5.11. Additional focus on the knowledge and skills of officers and elected members involved in decision making

6. **DLUHC Improvements to the Capital Finance Framework**

- 6.1. The Government department DLUHC (Department for Levelling Up, Housing and Communities *formerly MHCLG*) published a brief policy paper in July outlining the ways it feels that the current framework is failing and potential changes that could be made. The paper found that "while many authorities are compliant with the framework, there remain some authorities that continue to engage in practices that push the bounds of compliance and expose themselves to excessive risk".
- 6.2. The actions announced include greater scrutiny of local authorities and particularly those engaged in commercial practices; an assessment of governance and training; a consideration of statutory caps on borrowing; further regulations around Minimum Revenue Provision (MRP) and ensuring that DLUHC regulations enforce guidance from CIPFA and the new PWLB lending arrangements.
- 6.3. DLUHC has opened a further consultation on these matters.

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Appendix A - Arlingclose Economic & Interest Rate Forecast - December 2022**Underlying assumptions:**

- The influence of the mini-budget on rates and yields continues to wane following the more responsible approach shown by the new incumbents of Downing Street.
- Volatility in global markets continues, however, as investors seek the extent to which central banks are willing to tighten policy, as evidence of recessionary conditions builds. Investors have been more willing to price in the downturn in growth, easing financial conditions, to the displeasure of policymakers. This raises the risk that central banks will incur a policy error by tightening too much.
- The UK economy is already experiencing recessionary conditions and recent GDP and PMI data suggests the economy entered a technical recession in Q3 2022. The resilience shown by the economy has been surprising, despite the downturn in business activity and household spending. Lower demand should bear down on business pricing power - recent data suggests the UK has passed peak inflation.
- The lagged effect of the sharp tightening of monetary policy, and the lingering effects of the mini-budget on the housing market, widespread strike action, alongside high inflation, will continue to put pressure on household disposable income and wealth. The short- to medium-term outlook for the UK economy remains bleak.
- Demand for labour appears to be ebbing, but not quickly enough in the official data for most MPC policymakers. The labour market remains the bright spot in the economy and persisting employment strength may support activity, although there is a feeling of borrowed time. The MPC focus is on nominal wage growth, despite the huge real term pay cuts being experienced by the vast majority. Bank Rate will remain relatively high(er) until both inflation and wage growth declines.
- Global bond yields remain volatile as investors price in recessions even as central bankers push back on expectations for rate cuts in 2023. The US labour market remains tight and the Fed wants to see persistently higher policy rates, but the lagged effects of past hikes will depress activity more significantly to test the Fed's resolve.
- While the BoE appears to be somewhat more dovish given the weak outlook for the UK economy, the ECB seems to harbour (worryingly) few doubts about the short term direction of policy. Gilt yields will be broadly supported by both significant new bond supply and global rates expectations due to hawkish central bankers, offsetting the effects of declining inflation and growth.

Forecast:

- The MPC raised Bank Rate by 50bps to 3.5% in December as expected, with signs that some members believe that 3% is restrictive enough. However, a majority of members think further increases in Bank Rate might be required. Arlingclose continues to expect Bank Rate to peak at 4.25%, with further 25bps rises February, March and May 2023.
- The MPC will cut rates in the medium term to stimulate a stuttering UK economy, but will be reluctant to do so until wage growth eases. We see rate cuts in the first half of 2024.
- Arlingclose expects gilt yields to remain broadly steady over the medium term, although with continued volatility across shorter time periods.
- Gilt yields face pressures to both sides from hawkish US/EZ central bank policy on one hand to the weak global economic outlook on the other. BoE bond sales and high government borrowing will provide further underlying support for yields.

| | Current | Mar-23 | Jun-23 | Sep-23 | Dec-23 | Mar-24 | Jun-24 | Sep-24 | Dec-24 | Mar-25 | Jun-25 | Sep-25 | Dec-25 |
|----------------------------------|---------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Official Bank Rate | | | | | | | | | | | | | |
| Upside risk | 0.00 | 0.50 | 0.75 | 1.00 | 1.00 | 1.00 | 1.25 | 1.50 | 1.75 | 1.50 | 1.25 | 1.25 | 1.25 |
| Arlingclose Central Case | 3.50 | 4.00 | 4.25 | 4.25 | 4.25 | 4.25 | 4.00 | 3.75 | 3.50 | 3.25 | 3.25 | 3.25 | 3.25 |
| Downside risk | 0.00 | 0.50 | 0.75 | 0.75 | 0.75 | 0.75 | 0.75 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| 3-month money market rate | | | | | | | | | | | | | |
| Upside risk | 0.00 | 0.50 | 0.75 | 1.00 | 1.00 | 1.00 | 1.25 | 1.50 | 1.75 | 1.50 | 1.25 | 1.25 | 1.25 |
| Arlingclose Central Case | 3.00 | 4.40 | 4.40 | 4.40 | 4.35 | 4.30 | 4.25 | 4.00 | 3.75 | 3.50 | 3.40 | 3.40 | 3.40 |
| Downside risk | 0.00 | 0.50 | 0.75 | 0.75 | 0.75 | 0.75 | 0.75 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| 5yr gilt yield | | | | | | | | | | | | | |
| Upside risk | 0.00 | 0.70 | 0.80 | 0.90 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Arlingclose Central Case | 3.43 | 3.60 | 3.80 | 3.80 | 3.80 | 3.70 | 3.60 | 3.50 | 3.40 | 3.30 | 3.30 | 3.30 | 3.30 |
| Downside risk | 0.00 | 0.80 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| 10yr gilt yield | | | | | | | | | | | | | |
| Upside risk | 0.00 | 0.70 | 0.80 | 0.90 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Arlingclose Central Case | 3.47 | 3.50 | 3.60 | 3.60 | 3.60 | 3.60 | 3.50 | 3.50 | 3.50 | 3.50 | 3.50 | 3.50 | 3.50 |
| Downside risk | 0.00 | 0.80 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| 20yr gilt yield | | | | | | | | | | | | | |
| Upside risk | 0.00 | 0.70 | 0.80 | 0.90 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Arlingclose Central Case | 3.86 | 3.85 | 3.85 | 3.85 | 3.85 | 3.85 | 3.85 | 3.85 | 3.85 | 3.85 | 3.85 | 3.85 | 3.85 |
| Downside risk | 0.00 | 0.80 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| 50yr gilt yield | | | | | | | | | | | | | |
| Upside risk | 0.00 | 0.70 | 0.80 | 0.90 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Arlingclose Central Case | 3.46 | 3.60 | 3.60 | 3.60 | 3.60 | 3.60 | 3.60 | 3.60 | 3.60 | 3.60 | 3.60 | 3.60 | 3.60 |
| Downside risk | 0.00 | 0.80 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |

PWLB Standard Rate (Maturity Loans) = Gilt yield + 1.00%

PWLB Certainty Rate (Maturity Loans) = Gilt yield + 0.80%

UKIB Rate (Maturity Loans) = Gilt yield + 0.60%

Minimum Revenue Provision (MRP) Statement 2023/24

Annual MRP Statement

Where the Council finances capital expenditure by debt, it must put aside resources to repay that debt in later years. The amount charged to the revenue budget for the repayment of debt is known as Minimum Revenue Provision (MRP), although there has been no statutory minimum since 2008. The Local Government Act 2003 requires the Council to have regard to the former Ministry of Housing, Communities and Local Government's *Guidance on Minimum Revenue Provision* (the MHCLG Guidance) most recently issued in 2018.

The broad aim of the MHCLG Guidance is to ensure that capital expenditure is financed over a period that is either reasonably commensurate with that over which the capital expenditure provides benefits, or, in the case of borrowing supported by Government Revenue Support Grant, reasonably commensurate with the period implicit in the determination of that grant.

The MHCLG Guidance requires the Council to approve an Annual MRP Statement each year and recommends options for calculating a prudent amount of MRP. The following incorporates options recommended in the Guidance.

- For capital expenditure incurred after 31st March 2008, MRP will be determined by charging the expenditure over the expected useful life of the relevant asset as the principal repayment on an annuity with an annual interest rate equal to the average PWLB rate for the year of expenditure, starting in the year after the asset becomes operational. MRP on purchases of freehold land will be charged over 50 years. MRP on expenditure not related to fixed assets but which has been capitalised by regulation or direction will be charged over 20 years.
- Where former operating leases have been brought onto the balance sheet on 1st April 2022 due to the adoption of the *IFRS 16 Leases* accounting standard, and the asset values have been adjusted for accruals, prepayments, premiums and/or discounts, then the annual MRP charges will be adjusted so that the total charge to revenue remains unaffected by the new standard.
- For capital expenditure loans to third parties that are repaid in annual or more frequent instalments of principal, the Council will make nil MRP, and will instead apply the capital receipts arising from principal repayments to reduce the capital financing requirement. In years where there is no principal repayment, MRP will be charged in accordance with the MRP policy for the assets funded by the loan, including where appropriate, delaying MRP until the year after the assets become

operational. While this is not one of the options in the MHCLG Guidance, it is thought to be a prudent approach since it ensures that the capital expenditure incurred on the loan is fully funded over the life of the assets.

The Council was debt-free before 2016/17, and MRP was not applied until 2017/18. MRP has been determined using finance models for specific major property acquisitions for which PWLB loans were obtained, with principal repayments calculated over 50 years based on the annuity rate applicable at the time of the loan. Capital expenditure incurred will not be subject to an MRP charge until the asset is brought into use.

Spelthorne Borough Council

Treasury Management Practices and Schedules

Contents

Treasury Management Practices, Principles and Schedules (TMPs) set out how this Council will seek to achieve its treasury management policies and objectives, and how it will manage and control those activities.

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Treasury Management Practices

1. Risk management

General Statement

The Chief Finance Officer will design, implement and monitor all arrangements for the identification, management and control of treasury management risk, and will report at least annually on the adequacy and suitability of these arrangements. The Chief Finance Officer will report, as a matter of urgency, the circumstances of any actual or likely difficulty in achieving the Council's objectives in this respect in accordance with the procedures set out in **TMP6 Reporting requirements and management information arrangements**. For each of the following risks, the arrangements will seek to ensure compliance with these objectives as set out in the schedules below:

The following paragraphs cover the main areas of risk:

1. Credit and Counterparty Risk Management
2. Liquidity Risk Management
3. Interest Rate Risk Management
4. Exchange Rate Risk Management
5. Inflation risk management
6. Refinancing Risk Management
7. Legal and Regulatory Risk Management
8. Operational risk including Fraud, Error and Corruption
9. Price risk management
10. ESG considerations

Where this document refers to the Government, this refers to the Department for Housing, Levelling Up and Communities (DHLC), previously called Ministry for Housing, Communities and Local Government (MHCLG).

c. Credit and counterparty risk management

The Council regards a key objective of its treasury management activities to be the security of the principal sums it invests. Accordingly it will ensure that its counterparty lists and limits reflect a prudent attitude towards organisations with which funds may be deposited, and will limit its investment activities to the instruments, methods and techniques set out in TMP4 *Approved investments, methods and techniques*. The Council also recognises the need to have, and will therefore maintain, a formal counterparty policy on those organisations which it may borrow from, or which it may enter into other financing arrangements with.

Schedule:

Credit and counterparty risk is the risk of failure by a third party to meet its contractual obligations to the Council under an investment, borrowing, capital, project or partnership financing, particularly as a result of the third party's diminished creditworthiness, and the resulting detrimental effect on the Council's capital and revenue resources.

| | |
|--|--|
| 1.1 Criteria to be used for creating/managing approved counterparty lists/limits | <p>The Chief Finance Officer is responsible for setting prudent criteria and the Council's treasury advisors will provide guidance and assistance in setting these criteria.</p> <p>The Council's treasury management advisors will advise on credit policy and creditworthiness related issues. The Council will maintain a counterparty list based on its criteria and will monitor and update the credit standing of the institutions on a regular basis. The Council will also take into account information on corporate developments of and market sentiment towards investment counterparties.</p> <p>The current criteria, set out in the Council's Annual Treasury Management Strategy, are agreed by CP&R Committee and approved by Council.</p> |
| 1.2 Approved methodology for changing limits and adding/removing counterparties | <p>The Chief Finance Officer has delegated responsibility to add or delete counterparties and to review limits within the parameters of the criteria detailed above.</p> |
| 1.3 Counterparty list and limits | <p>A full individual listing of counterparties based on the criteria will be maintained. As credit ratings etc. are subject to change without notice, an up-to-date lending list will be maintained on an ongoing basis within the <u>Operations Manual</u>.</p> |
| 1.4 Country, sector and group listings of counterparties and overall limits applied to each, where appropriate | <p>Investments will be displayed so as to show total group exposure, total country exposure and total sector exposure. Group limits have been set for the above, in terms of monetary value, where appropriate.</p> |

| | |
|--|--|
| <p>1.5 Details of credit rating agencies' services and their application</p> | <p>The Council considers the ratings of all 3 main ratings agencies (Standard & Poor's, Moody's and Fitch) when making investment decisions. Credit rating agency information is just one of a range of instruments used to assess creditworthiness of institutions.</p> |
| <p>1.6 Description of the general approach to collecting/using information other than credit ratings for counterparty risk assessment</p> | <p>The Council's Treasury Advisor, currently Arlingclose, provides timely information on counterparties, in terms of credit rating updates and economic summaries. In addition, members of the treasury team read quality financial press for information on counterparties.</p> |

2. Liquidity risk management

The Chief Finance Officer will ensure the Council has adequate though not excessive cash reserves, borrowing arrangements, and overdraft or standby facilities to enable it at all times to have the level of funds available to it which are necessary for the achievement of its business and service objectives.

The Council will only borrow in advance of need where there is a clear business case for doing so and will only do so for the current Capital Programme or to fund future debt maturities, and will do so within approved borrowing limits set by Council.

Schedule:

Liquidity risk is the risk that cash is not available when it is needed, that ineffective management of liquidity creates additional unbudgeted costs, and that the Council's business and service objectives will therefore be compromised.

| | |
|---|---|
| <p>2.1 Cash flow and cash Balances</p> | <p>The Council will aim for effective cash flow forecasting and monitoring of cash balances, will maintain a rolling 3-month cash flow forecast and is developing longer forecast through the TM CSL system.</p> <p>The Treasury Team shall seek to optimise the balance held in the Council's main bank accounts at the close of each working day in order to minimise the amount of bank overdraft interest payable or maximise the amount of interest that can be earned.</p> <p>In order to achieve the maximum return from investments, the target for the Council's bank account daily cash balance is up to £50,000 in, with a maximum limit of a £500,000 credit balance.</p> |
|---|---|

| | |
|---|--|
| <p>2.2 Short term investments</p> | <p>The balance on the Council's General bank account is used to deal with day to day cash flow fluctuations.</p> <p>The Council also uses various other deposit/ notice accounts and Money Market Funds to manage liquidity requirements. These account/ fund counterparties are named on the Council's approved counterparty list. The maximum balance on each of these counterparties is reviewed and set as part of the Council's Treasury Management strategy.</p> |
| <p>2.3 Temporary Borrowing</p> | <p>Temporary borrowing up to 364 days through the money market is available to cover cash flow deficits at any point during the year.</p> <p>At no time will the outstanding total of temporary and long-term borrowing together with any bank overdraft exceed the Prudential Indicator for the Authorised Borrowing Limit agreed by the Council before the start of each financial year.</p> |
| <p>2.4 Bank Overdraft and standby facilities</p> | <p>The Council has an authorised overdraft limit with its bankers, Lloyds Bank, of £50,000 at an agreed rate of 1% over base rate. The facility is used as a contingency when temporary borrowing is difficult or more expensive</p> |

3. Interest rate risk management

The Council will manage its exposure to fluctuations in interest rates with a view to containing its interest costs, or securing its interest revenues, in accordance with the amounts provided in its budgetary arrangements in accordance with *TMP6 Reporting requirements and management information arrangements*.

Schedule

Interest rate risk is the risk that fluctuations in the levels of interest rates create an unexpected or unbudgeted burden on the Council's finances, against which the Council has failed to protect itself adequately.

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| <p>3.1 Minimum/ maximum proportions of fixed/variable rate debt/interest</p> | <p>Borrowing/investments may be at a fixed or variable rate.</p> <p>When funding asset acquisitions on a long-term funding basis, the Council will normally seek to borrow on a fixed rate basis to ensure certainty of financing commitments.</p> <p>In setting its forward Treasury Strategy on an annual basis, the Council will determine the necessary degree of certainty required for its plans and budgets but will, at the same time, allow sufficient flexibility to enable it to benefit from potentially advantageous changes in market conditions and levels of interest rates and also to mitigate the effects of potentially disadvantageous changes.</p> <p>The Council will achieve this by the prudent use of its approved financing and investment instruments, methods and techniques, primarily to create stability and certainty of costs and revenues, but at the same time retaining a sufficient degree of flexibility.</p> |
| <p>3.2 Managing changes to interest rate levels</p> | <p>The main impact of changes in interest rate levels is to monies borrowed and invested at variable rates of interest.</p> <p>The Council will consider matching borrowing at variable rates with investments similarly exposed to changes in interest rates as a way of mitigating any adverse budgetary impact.</p> <p>Interest rate forecasts are provided by the Council's advisors and are closely monitored by the Chief Finance Officer. Variations from original estimates and their impact on the Council's debt and investments are notified to the Corporate Policy & Resources Committee as necessary.</p> <p>For its investments, the Council also considers dealing on forward periods depending on market conditions and options available in the market place.</p> |
| <p>3.3 Details of approved interest rate exposure limits</p> | <p>The upper limit for variable interest rate investments as a proportion of total investments is 100%. In terms of long-term borrowing, the Council can have no more than 100% in variable interest rate borrowings.</p> |

4. Exchange rate risk management

The Council will ensure that it protects itself adequately against the risk of fluctuations in foreign exchange rates creating an unexpected or unbudgeted burden on the Council's finances. It will manage any exposure to fluctuations in exchange rates so as to minimize any detrimental impact on its budgeted income and expenditure levels.

Schedule

The risk that fluctuations in foreign exchange rates create an unexpected or unbudgeted burden on the Council's finances against which the Council has failed to protect itself adequately.

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| <p>4.1 Exchange rate risk management</p> | <p>This Council does not, on a day to day basis, have foreign currency transactions or receipts. Unexpected receipt of foreign currency will be converted to sterling at the earliest opportunity.</p> <p>If the Council has a contractual obligation to make a payment in a currency other than sterling, then forward foreign exchange transactions will be considered, with professional advice.</p> <p>At the present time, statute prevents the Council borrowing in currencies other than Sterling. The Council has also determined that all its investments will be in Sterling.</p> |
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5. Inflation risk management

The Council will keep under review the sensitivity of its treasury assets and liabilities to inflation and will seek to manage the risk accordingly in the context of the whole organisation's inflation exposures.

6. Refinancing risk management

The Council will ensure that its borrowing, private financing and partnership arrangements are negotiated, structured and documented, and the maturity profile of the monies so raised are managed, with a view to obtaining offer terms for renewal and refinancing, if required, which are competitive and as favourable to the organisation as can reasonably be achieved in the light of market conditions prevailing at the time.

It will actively manage its relationships with its counterparties in these transactions in such a manner as to secure this objective, and will avoid over-reliance on any one source of funding if this might jeopardise achievement of the above.

Schedule

The risk that maturing borrowings, capital, project or partnership financings cannot be refinanced on terms that reflect the provisions made by the organisation for those refinancings, both capital and current (revenue), and/or that the terms are inconsistent with prevailing market conditions at the time.

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| <p>6.1 Projected capital investment requirements</p> | <p>Four-year projections are in place for capital expenditure and related financing or funding. Longer term projections will be undertaken for significant capital developments or asset acquisitions. Financing will be from capital receipts, grants or contributions, revenue resources or reserves. Funding will be from internal or external borrowing, as decided.</p> <p>As required by the Prudential Code, the Council will undertake Options Appraisal to evaluate the best capital expenditure financing route.</p> <p>The Council's projected long-term borrowing requirement will be linked to the projected Capital Financing Requirement.</p> |
| <p>6.2 Debt profiling, policies and practices</p> | <p>Any longer-term borrowing will be undertaken in accordance with the Prudential Code and will comply with the Council's Prudential Indicators and the Annual Treasury Management Strategy.</p> <p>The Council will maintain through its own treasury system spreadsheets reliable records of the terms and maturities of its borrowings, capital, project and partnership funding and, where appropriate, plan and successfully negotiate terms for refinancing.</p> <p>Where the lender to the Council is a commercial body the Council will aim for diversification in order to spread risk and avoid over-reliance on a small number of counterparties.</p> |
| <p>6.3 Policy concerning limits on revenue consequences of capital financings</p> | <p>The revenue consequences of financing the capital programme are included in cash flow models, annual revenue estimates and medium-term forecasts.</p> |

7. Legal and regulatory risk management

The Council will ensure that all of its treasury management activities comply with its statutory powers and regulatory requirements. It will demonstrate such compliance, if required to do so, to all parties with whom it deals in such activities. In framing its credit and counterparty policy under *TMP 1 (1) Credit and counterparty risk management*, it will ensure that there is evidence of counterparties' powers, authority and compliance in respect of the transactions they may effect with the Council, particularly with regard to duty of care and fees charged.

The Council recognises that future legislative or regulatory changes may impact on its treasury management activities and, so far as it is reasonably able to do so, will seek to minimise the risk of these impacting adversely on the organisation.

Schedule

The risk that the Council itself, or a third party with which it is dealing in its treasury management activities, fails to act in accordance with its legal powers or regulatory requirements, and that the Council suffers losses accordingly.

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| <p>7.1 References to relevant statutes and regulations</p> | <p>The treasury management activities of the Council shall comply fully with legal statute and the regulations of the Council. These are:</p> <ul style="list-style-type: none"> ▪ CIPFA's Treasury Management Code of Practice 2021 and subsequent amendments ▪ CIPFA Guide for Chief Financial Officers on Treasury Management in Local Authorities ▪ CIPFA Prudential Code for Capital Finance in Local Authorities 2021 and subsequent amendments ▪ CIPFA Standard of Professional Practice on Treasury Management ▪ The Local Government Act 2003 ▪ The Local Authorities (Capital Finance and Accounting) (England) Regulations 2003 SI 2003 No 3146, and subsequent amendments ▪ The Government's statutory Guidance on Minimum Revenue Provision (MRP) updated 2018 ▪ The Government's Guidance on Local Government Investments in England issued March 2004 and amended 2018 ▪ HM Treasury's Guidance Regarding PWLB Lending and the PWLB's new Operating Circular numbered 162 (Nov 2020) ▪ The Local Authorities (Contracting out of Investment Functions) Order 1996 SI 1996 No 1883 ▪ LAAP Bulletins ▪ Code of Practice on Local Authority Accounting in the United Kingdom based on International Financial Reporting Standards (from 2017/18 onwards) ▪ Accounts and Audit Regulations 2017, as amended together with THE GOVERNMENT's Guidance ▪ The Non-Investment Products Code (formerly known as The London Code of Conduct) for principals and broking firms in the wholesale markets ▪ Council's Constitution including:- <ul style="list-style-type: none"> ○ Standing Order relating to Contracts ○ Financial Regulations ○ Scheme of Delegation |
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| <p>7.2 Procedures for evidencing the organisation's powers/ authorities to counterparties</p> | <p>The Council's Financial Regulations contain evidence of the power/ authority to act as required by section 151 of the Local Government Act 1972, under the general direction of the Corporate Policy & Resources Committee.</p> <p>The Council will confirm, if requested to do so by counterparties, the powers and authorities under which the Council effects transactions with them.</p> <p>Where required, the Council will also establish the powers of those with whom they enter into transactions, including any compliance requirements in respect of a duty of care and best practice.</p> |
| <p>7.3 Required information from counterparties concerning their powers/ authorities</p> | <p>Lending shall only be made to institutions as defined by the Council's TM strategy.</p> <p>The Council will only undertake borrowing from approved sources such as the PWLB, organisations such as the European Investment Bank and from commercial banks who are on the Council's list of authorised institutions, thereby minimising legal and regulatory risk. The list of approved sources of borrowing is contained in TMP 4, 1.2.</p> |
| <p>7.4 Statement on political risks and management of the same</p> | <p>Political risk is managed by:</p> <ul style="list-style-type: none"> • adoption of the CIPFA Treasury Management Code of Practice • adherence to Local Code of Corporate Governance and as set out in <i>TMP 12 – Corporate Governance</i> • adherence to the Statement of Professional Practice by the Chief Finance Officer. • the role of the Corporate Policy & Resources Corporate Policy & Resources Committee. |

8. Operational risk including fraud, error and corruption, and contingency management

The Council will ensure that it has identified the circumstances which may expose it to the risk of loss through fraud, error, corruption or other eventualities in its treasury management dealings. Accordingly, it will employ suitable systems and procedures, and will maintain effective contingency management arrangements, to these ends.

Schedule

This is the risk that the Council fails to identify the circumstances in which it may be exposed to the risk of loss through fraud, error, corruption or other eventualities in its treasury management dealings, and fails to employ suitable systems and procedures and maintain effective contingency management arrangements to these ends. It includes the area of risk referred to as operational risk.

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| <p>8.1 Details of systems and procedures to be followed, including Internet services</p> | <p>Segregation of duties minimises the possibility of fraud and loss due to error, and is detailed in <i>TMP5 Organisation, clarity and segregation of responsibilities, and dealing arrangements.</i></p> <p>c. <u>Electronic Banking and Dealing</u> <i>Banking:</i> The Council's online banking service is provided by Lloyds Bank and is subject to separate log-on and password control allowing varying levels of access. Details of transactions and balances are available as required, and the system also holds historic data. Officers with access to the bank's online system are as follows:</p> <ul style="list-style-type: none"> • Deputy Chief Executive (CFO, s151 officer) – Terry Collier • Chief Accountant – Paul Taylor • Treasury Management and Capital Accountant – Prithiva Janaka • Accounting Assistant – John Bradley-Turner • Systems Accountant – Jodie Hawkes • <p>For the purposes of covering for absence:</p> <ul style="list-style-type: none"> • Accountant – Shelley Johnson • Accountant – Ben Hanger <p>Officer access is reviewed at least 6-monthly or as necessary.</p> <p>Procedure notes covering the day-to-day operation of the online banking system and treasury management procedures are documented and included in the Treasury Management system folder.</p> <p>2. <u>Standard Settlement Instructions</u> (SSI) list: a list is maintained of named officers who have the authority to transact loans and investments</p> <ul style="list-style-type: none"> • Brokers and counterparties with whom the Council deals direct are provided a copy of the SSI list. • A list of named officers with authority to borrow from the PWLB and invest with the Debt Management Agency Deposit Facility is also maintained with the PWLB/DMA DF. <p>3. <u>Payment Authorisation:</u></p> <ul style="list-style-type: none"> • Payments can only be minimised by the approved signatories of the Council. The list of signatories has been previously agreed with the Council's bankers. • Inflow and outflow of monies borrowed and invested will only be from the counterparty's bank accounts. • Separate officers will carry out (a) dealing and (b) recording of transactions and disbursements wherever possible. However, this will not always be possible due to staff numbers. |
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| <p>8.2 Verification</p> | <p>Details of loans and investments will be maintained in treasury management spreadsheet which will include fees and brokerage paid.</p> <p>Transactions will be cross-checked against broker notes, counterparty confirmations and PWLB loan schedules by verifying dates, amounts, interest rates, maturity, interest payment dates etc.</p> |
| <p>8.3 Substantiation</p> | <ol style="list-style-type: none"> 1. The Treasury Management system balances are reconciled with financial ledger codes at the end of each month and at the financial year end. 2. Working papers are retained for audit inspection. 3. The bank reconciliation is carried out monthly from the bank statement to the general ledger system, Integra. |
| <p>8.4 Internal Audit</p> | <p>Internal Audit carry out an annual regulatory review of the treasury management function including probity testing. See <i>TMP7 Budgeting_accounting and audit arrangements</i>.</p> |
| <p>8.5 Contingency Management</p> | <ol style="list-style-type: none"> 1. Treasury files are kept on the Council's network. Daily back-ups are maintained corporately by the ICT service. Network backups can be used to restore files and if necessary can be accessed from sites remote from the Council offices. 2. The Council has access to a Treasury Management system on a secure site managed by the Council's TM advisers, Arlingclose. This system is due to be set up during January to March 2020 so that the system's TM tools can be used to facilitate the Council's treasury management. Arlingclose is responsible for integrity and security of that system. As part of implementation of that system, the Council will determine backup measures that can be taken. 3. Electronic Banking System Failure: Daily bank balances for calculating cash flow requirements can be obtained by telephone from the Lloyds Corporate Banking Online (CBO) helpline on 0808 202 1390 by 12inimize12d users, who have security information that will be requested by the bank before sensitive information is provided. 4. CHAPs, Faster Payments, other transfers, stop cheque requests, and so on, can be done directly by the bank. 5. The Accountancy Team maintains an up-to-date Business Continuity Plan |

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| 8.6 Insurance cover details | The Council has Fidelity, Professional Indemnity and Business Interruption cover. Details of the provider and cover are held by the Insurance Officer. |
| 8.7 TM system | The TM 'CS Lucas' system was implemented during 2020 and has been incorporated into the TM function. This is an online facility provided by company CS Lucas, which provides support including system procedure notes. The system will be used to support accounting and management of the council's TM function, but is not, and currently will not, be used for trades or financial transactions. |

8. Market risk and price risk management

The Council will seek to ensure that its stated treasury management policies and objectives will not be compromised by adverse market fluctuations in the value of the principal sums it invests and will accordingly seek to protect itself from the effects of such fluctuations.

Schedule

This is the risk that, through adverse market fluctuations in the value of the principal sums the Council borrows and invests, its stated treasury management policies and objectives are compromised, against which effects it has failed to protect itself adequately.

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| 8.1 Details of approved procedures and limits for controlling exposure to investments whose capital value may fluctuate (gilts, CDs etc) | <p>Investment instruments used by external fund managers, where applicable, may be subject to fluctuation in capital movements and exposed to interest rate risk. To minimise these risks, capital preservation is set as the primary objective and pursuit of investment performance should be commensurate with this objective.</p> <p>Additionally, the following risk control guidelines are set for each fund as part of the fund management agreement to control market risk:</p> <ul style="list-style-type: none"> (a) Maximum weighted average duration of the fund; (b) Maximum permitted exposure to gilts/bonds; (c) Maximum maturity of any instrument. |
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| <p>8.2 Accounting for unrealised gains and losses</p> | <p>The method of accounting for unrealised gains or losses on the valuation of financial assets complies with the Accounting Code of Practice.</p> <p>The Council has made irrevocable election to present changes in the fair values of Pooled Funds equity instruments in other comprehensive income, and not in the surplus or deficit on provision of services. This is because such instruments are long-term strategic investments held by the Council primarily to receive regular dividend income rather than for capital growth or to sell.</p> |
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8. ESG considerations

The Council is keen to pursue Economic, Social and Governance (ESG) issues to help move funds to those that are acceptable and aligned to the Council's ethical and green objectives. The Council is currently doing this through a cross-party working group including councillors and with reference to advice and research by Arlingclose. This area of work is a medium to long term project, to ensure the security of funds held, noting that the funds held by the council contribute to the financial health of the Council.

Treasury Management Practices

2. Performance measurement

The Council is committed to the pursuit of value for money in its treasury management activities, and to the use of performance methodology in support of that aim, within the framework set out in its Treasury Management Policy Statement.

Accordingly, the treasury management function will be the subject of ongoing analysis of the value it adds in support of the Council's stated business and service objectives. It will be the subject of regular examination of alternative methods of service delivery, of the availability of fiscal or other grant or subsidy incentives, and of the scope for other potential improvements. The performance of the treasury management function will be measured using the criteria set out below.

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| 1.1 Policy concerning methods for testing value for money | Best value reviews will include the production of plans to review the way services are provided by <ul style="list-style-type: none"> • Challenging • Comparing performance • Consulting with other users and interested parties • Applying competition principles in order to pursue continuous improvement in the way the Council's functions are exercised, having regard to a combination of value for money, efficiency and effectiveness. |
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| <p>1.2 Policy concerning methods for performance measurement</p> | <ul style="list-style-type: none"> • Performance measurement at this Council is intended to calculate the effectiveness of treasury activity in delivering the strategic objectives set through the Treasury Management Strategy and the Council's Prudential Indicators and to enhance accountability. • Prudential Indicators are local to the Council and are not intended as a comparator between authorities. • The performance review will be made in the light of general trends in interest rates during the year and how the decisions made corresponded with these trends and the Council's agreed strategy, i.e. the Council will avoid hindsight analysis. <p>Any comparison of the Council's treasury portfolio against recognised industry standards, market indices and other portfolios is intended to</p> <ul style="list-style-type: none"> (i) allow the Council the opportunity to assess the potential to add value through changes to the existing ways in which its portfolio is managed and (ii) permit an informed judgement about the merits or otherwise of using new treasury management techniques or instruments. <p>In drawing any conclusions, the Council will bear in mind that the characteristics of its treasury operations may differ from those of other councils, particularly with regard to the position on risk.</p> |
| <p>1.3 Methodology to be applied for evaluating the impact of treasury management decisions</p> | <p>Monitoring of the outcome of treasury management activity against Prudential Indicators approved by the Council will be carried out as part of the budget monitoring reports to the Corporate Policy & Resources Committee on an annual basis.</p> <p>The year-end Annual Treasury Report will also include, as a matter of course, the outturn against the PIs set prior to the commencement of the financial year and any in-year amendments.</p> <p>The Council's Treasury Management advisers review the existing investment portfolio quarterly and all transactions that have occurred in the interim in order to ensure that best practice has been achieved.</p> <p>The Council's Treasury Management advisors compare the performance of the Council's in-house funds against 3-month LIBID cash benchmark, performance by other local authorities and the performance of the externally managed funds is compared. Performance is also compared with funds managed on a similar basis in the local authority fund manager peer group.</p> |

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| <p>1.4 Methodology to be employed for measuring the performance of the Council's treasury management activities</p> | <p>Treasury management activity is reviewed annually against strategy and prevailing economic and market conditions through the Annual Treasury Report to Corporate Policy & Resources Committee.</p> <p>The report will include:</p> <ul style="list-style-type: none"> a) Total debt including average rate and maturity profile b) The effect of new borrowing and/or maturities on the above c) The effect of any debt restructuring on the debt portfolio d) An analysis of any risks inherent within the debt portfolio (e.g. exposure to variable rate; LOBOs in their call period) e) Total investments including average rate, credit and maturity profile f) The effect of new investments/redemptions/maturities on the above g) The rate of return on investments against their indices for internally and externally managed funds h) An analysis of any risks inherent within the investment portfolio (e.g. exposure to market movements in the value of CDs, gilts/bonds, callable deposits in their call period) i) A statement whether the treasury management activity resulted in a breach of the Prudential Indicators and other limits set within treasury strategy. j) Daily bank balances: any major deviations from the target bank balances |
| <p>1.5 Benchmarks and calculation methodology with regard to risk and return</p> | <p>Treasury Management Costs Costs are compared with other Councils within the Surrey Benchmarking statistics.</p> <p>Investment returns are compared to the 3-month LIBID.</p> <ul style="list-style-type: none"> • Internally Managed Investment Returns - total interest accruing during the month or year on average daily balances invested during the calendar month. • Externally Managed Investment Returns - the growth (i.e. increase in value of the fund) in respect of the monthly average value of the fund. <p>Debt Management</p> <ul style="list-style-type: none"> ▪ Average Rate on all external debt ▪ Average Rate on external debt borrowed in financial year ▪ Average Rate on internal borrowing ▪ Average period to maturity of external debt ▪ Average period to maturity of new loans in financial year ▪ Ratio of PWLB and market debt (beginning and end of period) ▪ Ratio of fixed and variable rate debt (beginning and end of period) |

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| <p>1.6 Best value</p> | <p>The treasury management function will be the subject of ongoing analysis of the value it adds in support of the Council's stated corporate and service objectives.</p> <p>When tendering for treasury-related or banking services, the Council adheres to its Standing Orders and Financial Regulations. These require that:</p> <ul style="list-style-type: none"> a) for placing a contract with a value below £75,000, at least 3 quotes and service delivery proposals are generally obtained. b) when placing a contract with a value in excess of £181,302 a tendering process that meets the requirements of the EU procurement procedures (OJEU) is undertaken. c) If necessary, the Council will also consult with other users of similar services as well as with interested parties. d) The Council will also evaluate alternative methods of the availability of fiscal, grant or subsidy initiatives, and service delivery. |
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Treasury Management Practices

3. Decision making and analysis

The Council will maintain full records of its treasury management decisions, and of processes and practices applied in reaching those decisions, both for the purpose of learning from the past and for demonstrating that all reasonable steps were taken to ensure that all issues relevant to those decisions were taken into account at that time. The issues to be addressed and processes and practices to be pursued in reaching decisions are detailed below.

Schedule

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| <p>1.1 Major treasury decisions</p> | <p>As a public service organisation, there is a requirement to demonstrate openness and accountability in treasury management activities. Accordingly, the Council will create and maintain an audit trail of major treasury management decisions which comprise either:</p> <ul style="list-style-type: none"> a) Changes to Prudential Indicators during the course of the financial year b) Options Appraisal to determine a funding decision c) raising a new long-term loan / long-term source of finance d) prematurely restructuring/redeeming an existing long-term loan d) investing longer-term (that is, more than 1 year) f) utilisation of investment instruments which constitute capital expenditure (i.e. loan/share capital in a body corporate) g) leasing h) change in banking arrangements i) appointing/replacing a treasury advisor j) appointing/replacing a fund manager k) any other determined by the Council |
| <p>1.2 Process</p> | <p>The Council's strategy for the application of its treasury policy is set out in the annual Treasury Management Strategy.</p> <p>Based on the Annual Treasury Management Strategy, the Deputy Chief Accountant will prepare monthly for the financing, borrowing and surplus cash requirements of the Council, for the purpose of:</p> <ul style="list-style-type: none"> • applying the strategy on a day to day basis • monitoring the results of the strategy • Recommending amendments to the strategy to the Corporate Policy & Resources Committee where applicable during the course of the year. |

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| <p>1.3 Delegated powers for treasury management</p> | <p>The Chief Finance Officer has delegated powers to carry out the Council's strategy for debt management, capital finance and borrowing, depositing surplus funds and managing the cash flows of the Council.</p> |
| <p>1.4 Issues to be addressed, evaluation, authorisation</p> | <p>In exercising these powers, the Chief Finance Officer and those to whom the treasury activity has been delegated will:</p> <ul style="list-style-type: none"> • have regard to the nature and extent of any associated risks to which the Council may become exposed; • be certain about the legality of the decision reached and that the necessary authority to proceed has been obtained; • be satisfied that the documentation is adequate to deliver the Council's objectives, protect the Council's interests, and to maintain an effective audit trail; • ensure that the perceived credit risk associated with the approved counterparties parties is judged satisfactory and is within agreed limits; • be satisfied that the terms of any transactions have been fully checked against the market, and have been found to be competitive; • follow best practice in implementing the treasury transaction. <p>In exercising Borrowing and Funding decisions, the Chief Finance Officer will:</p> <ul style="list-style-type: none"> • evaluate economic and market factors that may influence the manner and timing of any decision to fund; • consider alternative forms of funding, including use of revenue resources, leasing, joint ventures and private partnerships; • consider the alternative interest rate bases available, the most appropriate periods to fund and repayment profiles; • consider ongoing revenue liabilities created. <p>In exercising investment decisions, the Chief Finance Officer will:</p> <ul style="list-style-type: none"> • Determine that the investment is within the Council's strategy and pre-determined instruments and criteria; • consider the optimum period, in the light of core balances and reserves, cash flow availability and prevailing market conditions; • consider the alternative investment products and techniques available if appropriate. |
| <p>1.5 Processes to be followed</p> | <p>The processes to be followed will be in keeping with <i>TMP 4: Approved, Instruments, Methods and Techniques</i>.</p> |

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| 1.6 Evidence and records to be kept | <p>The Council will maintain a record of all major treasury management decisions, the processes undertaken and the rationale for reaching the decision made. These will allow for an historical assessment of decisions made and verification that any checks and safeguards are indeed in place and operating correctly.</p> <p>Records and working papers will be maintained by the Council both electronically and in relevant files.</p> |
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Treasury Management Practices

4. Approved instruments, methods and techniques

The Council will undertake its treasury management activities by employing only those instruments, methods and techniques detailed in the schedule to this document, and within the limits and parameters defined in **TMP1 Risk Management**.

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| <p>1.1 Approved treasury management activities</p> | <p>The Council is permitted to undertake the following activities:</p> <ul style="list-style-type: none"> ▪ Managing cash-flow ▪ Capital financing ▪ Borrowing including debt restructuring and debt repayment ▪ Lending including redemption of investments ▪ Banking ▪ Leasing ▪ Managing the underlying risk associated with the Council's capital financing and surplus funds activities. <p>The above list is not finite and the Council would, from time to time, consider and determine new financial instruments and treasury management techniques. However, the Council will consider carefully whether the officers have the skills and experience to identify and manage the advantages and risks associated with using the instruments/techniques before undertaking them, more so as some risks may not be wholly or immediately transparent.</p> |
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| <p>1.2 Approved capital financing methods and types/sources of funding</p> | <p><u>On balance sheet</u></p> <ul style="list-style-type: none"> • Public Works Loans Board (PWLB) loans • long term money market loans • temporary money market loans (up to 364 days). • bank overdraft • loans from bodies such as the European Investment Bank (EIB) • Finance Leases • Government and EU Capital Grants • Lottery monies • Other Capital Grants and Contributions • Community Infrastructure Levy • S106 funds <p><u>Internal Resources</u></p> <ul style="list-style-type: none"> • Capital Receipts • Revenue Balances • Use of Reserves <p><u>Off balance sheet</u></p> <ul style="list-style-type: none"> ▪ Operating Leases ▪ Structured Finance <p>The level of debt will be consistent with the Treasury Management Strategy and the Prudential Indicators.</p> |
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| <p>1.4 Approved investment instruments</p> | <p>The Council will determine through its Annual Investment Strategy (AIS) which instruments it will use, giving priority to the security and liquidity (in that order) of its invested monies. The investments will be categorised as ‘Specified’ or ‘Non-Specified’ based on the criteria set out by Government in its Investment Guidance February 2018 (as amended).</p> <p>The Council will determine through the AIS which instruments will be used in-house and which will be used by the appointed external fund manager (where applicable) including the maximum exposure for each category of non-specified investments. Where applicable, the Council’s credit criteria will also apply.</p> <ul style="list-style-type: none"> ▪ Deposits with the UK government, the Debt Management Agency Deposit Facility (DMADF), and UK local authorities ▪ Term deposits with banks and building societies ▪ Certificates of deposit ▪ Callable deposits ▪ Investments in Money Market Funds , i.e. ‘AAA’ liquidity funds with a 60-day Weighted Average Maturity (WAM) ▪ Gilts ▪ Bonds issued by multilateral development banks ▪ Bonds issued by financial institutions guaranteed by the UK government ▪ Sterling denominated bonds by non-UK sovereign governments ▪ Pooled funds, i.e. Collective Investment schemes as defined in SI 2004 No 534 <p>The use of the above instruments by the Council’s external fund managers (where applicable) will be by reference to the fund guidelines contained in the agreement between the Council and the manager.</p> |
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Treasury Management Practices

5. Organisation, clarity and segregation of responsibilities, and dealing arrangements

The Council considers it essential, for the purposes of effective control and monitoring of its treasury management activities, and for the reduction of risk of fraud or error, and for the pursuit of optimum performance, that these activities are structured and managed in a fully integrated manner and that there is at all times clarity of treasury management responsibilities.

The principles on which this will be based is a clear distinction between those charged with setting treasury management policies and those charged with implementing and controlling these policies, particularly with regard to the execution and transmission of funds, the recording and administering of treasury management decisions, and the audit and review of the treasury management function.

If and when the Council intends, as a result of a lack of resources or other circumstances, to depart from these principles, the Chief Finance Officer will ensure that the reasons are properly reported in accordance with TMP6 Reporting requirements and management information arrangements, and the implications properly considered and evaluated.

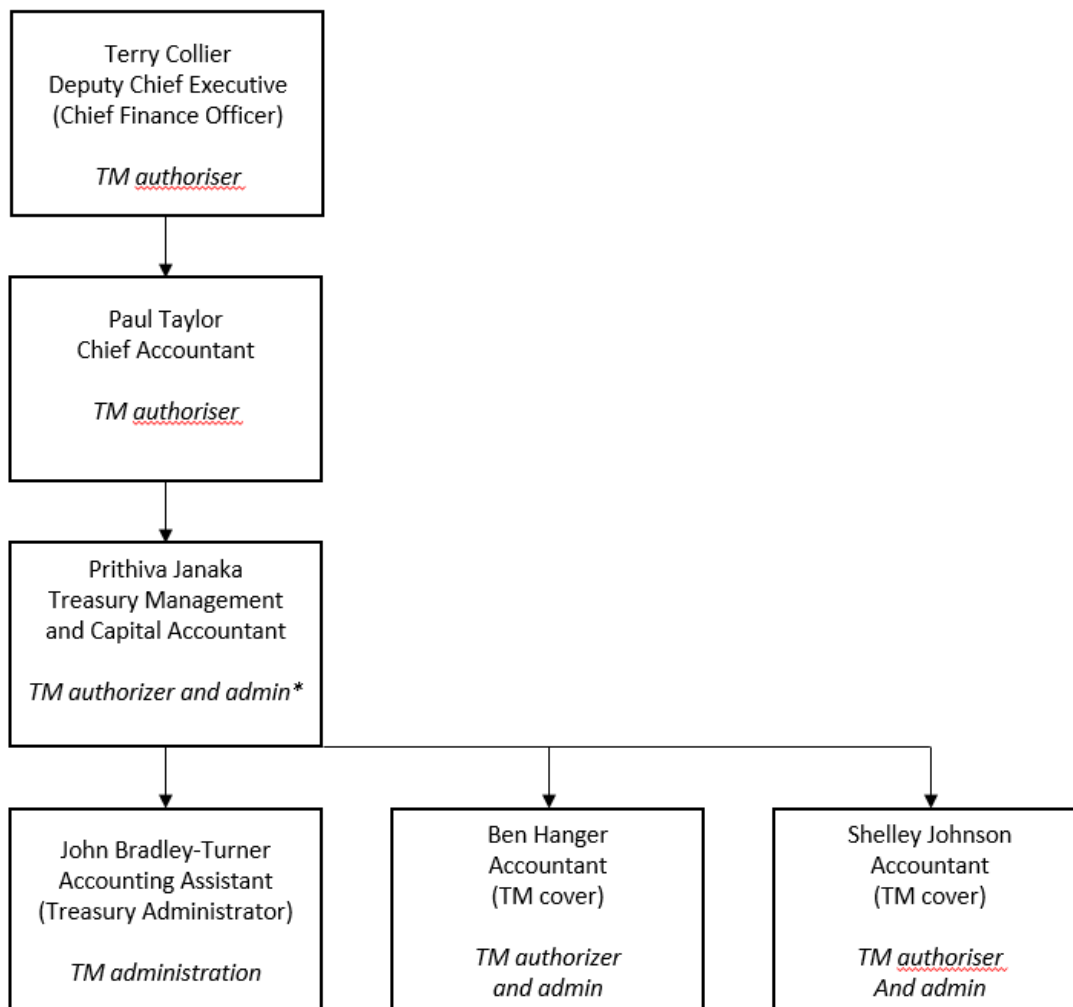
The Chief Finance Officer will ensure that there are clear written statements of the responsibilities for each post engaged in treasury management, and the arrangements for absence cover. The Deputy Chief Executive will also ensure that at all times those engaged in treasury management will follow the policies and procedures set out. The present arrangements are detailed in the schedule below.

The Chief Finance Officer will ensure that there is proper documentation for all deals and transactions, and that procedures exist for the effective transmission of funds. The present arrangements are detailed in the schedule below.

The delegations to the Chief Finance Officer in respect of treasury management are set out in the schedule below. The Chief Finance Officer will fulfill all such responsibilities in accordance with the Council's policy statement and TMPs and, if a CIPFA member, the Standards of Professional Practice on Treasury Management.

Schedule

Organisational chart of the Treasury Management function:



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| <p>1.1 Limits to responsibilities at Executive levels</p> | <p>Full Council:</p> <ul style="list-style-type: none"> receiving and reviewing Prudential Indicators as part of the budget setting process (following receipt by Corporate Policy & Resources Committee) receiving and reviewing reports on treasury management policies, practices and activities (following receipt by Corporate Policy & Resources Committee) <p>The Corporate Policy & Resources Committee:</p> <ul style="list-style-type: none"> approval of amendments to adopted clauses, treasury management policy statement and treasury management practices budget consideration and approval receiving and reviewing external audit reports and acting on recommendations approving the selection of external service providers and agreeing terms of appointment |
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| <p>1.2 Principles and practices concerning segregation of duties</p> | <p>The segregation of duties will be determined by Chief Finance Officer. Segregation of duties exists in that:</p> <ul style="list-style-type: none"> the officer responsible for negotiating and closing treasury management deals are completely separate from the officer with responsibility for recording the transactions in the cash book and completing cheque and bank reconciliations. the officer responsible for negotiating and closing treasury management deals is separate from the officer authorising payments all borrowing/investments decisions must be authorised by the Chief Finance Officer. <p>Additionally, The Council receives bank statements on a daily basis. These are posted independent of the treasury function in order to maintain an adequate separation of duties.</p> |
| <p>1.3 Statement of duties/ responsibilities of each treasury post</p> | <p>The Chief Finance Officer:</p> <ul style="list-style-type: none"> submitting budgets and budget variations recommending clauses, treasury management policy, practices for approval, reviewing the same regularly and monitoring compliance determining Prudential Indicators and Treasury Management Strategy including the Annual Investment Strategy submitting regular treasury management policy reports receiving and reviewing management information reports reviewing the performance of the treasury management function and promoting best value reviews ensuring the adequacy of treasury management resources and skills, and the effective division of responsibilities within the treasury management function ensuring the adequacy of internal audit and liaising with external audit recommending the appointment of external service providers determining long-term capital financing and investment decisions. The Chief Finance Officer has delegated powers to determine and undertake the most appropriate form of borrowing from the approved sources, and to make the most appropriate form of investments in approved instruments. The Chief Finance Officer may delegate their power to borrow and invest to the Chief Accountant, Deputy Chief Accountant, Technical Accountant, Accountants and Accountancy Assistants. |

TMP 5: Organisation, clarity and segregation of responsibilities, and dealing arrangements

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| | <p>The Deputy Chief Accountant:</p> <ul style="list-style-type: none">• execution of transactions• adherence to agreed policies and practices on a day to day basis• maintaining relationships with third parties and external service providers• monitoring performance on a day to day basis• submitting management information reports to the responsible officer• identifying and recommending opportunities for improved practices. <p>The Accounting Assistants:</p> <ul style="list-style-type: none">• execution of transactions• adherence to agreed policies and practices on a day to day basis• maintaining relationships with third parties and external service providers• recording treasury management transactions,• reconciling treasury management transactions with the financial ledger• recording/ reconciling counterparty documentation. |
| <p>1.4 Absence cover arrangements</p> | <p>Cover in the absence of the relevant treasury management officer is provided by:</p> <ul style="list-style-type: none">• Chief Accountant• Deputy Chief Accountant• Accountants as noted in the TM chart above <p>Cover is reviewed at least every 6 months, or as necessary. Full procedure notes are available, detailing the processes required to enable the day to day operation of the treasury management function.</p> |

Dealing

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| <p>1.5 Authorised officers</p> | <p>Responsible officer for borrowing/ investment decisions: Mainly Chief Accountant – Paul Taylor Treasury Management and Capital Accountant – Prithiva Janaka</p> <p>Also Accounting Assistant – John Bradley-Turner Accountant – Shelley Johnson Accountant – Ben Hanger</p> <p>Authorising payments for borrowing/lending: Deputy Chief Executive – Terry Collier Chief Accountant – Paul Taylor Any other Council first signatory</p> <p>Bank payment and ICD portal trade authoriser*: Deputy Chief Executive – Terry Collier Chief Accountant – Paul Taylor Treasury Management and Capital Accountant – Prithiva Janaka Accountant – Shelley Johnson Accountant – Ben Hanger (ICD not bank) Accounting Assistants – John Bradley-Turner</p> <p>Transaction recording*: Accounting Assistants – John Bradley-Turner Treasury Management and Capital Accountant – Prithiva Janaka Accountant – Shelley Johnson Accountant – Ben Hanger</p> <p>* as part of segregation of duties, the authoriser must be separate from the person who sets up the transaction.</p> |
| <p>1.6 Dealing limits</p> | <p>Internally Managed Investments:</p> <ul style="list-style-type: none"> • The maximum for any one investment deal is subject to the lending limits detailed in the Council's Treasury Management Strategy. <p>Externally Managed Investments (where applicable):</p> <ul style="list-style-type: none"> • The maximum amount placed with any single financial institution is determined and formalised through the guidelines contained in the Agreement between the Council and the Manager(s). |
| <p>1.7 List of approved brokers</p> | <p>Brokers used by the Council are named in <i>TMP 11: External Service Providers</i></p> |

TMP 5: Organisation, clarity and segregation of responsibilities, and dealing arrangements

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| 1.8 Policy on brokers' services | It is the Council's policy to utilise the services between at least two brokers. Tradition is usually used because they meet the Council's exact borrowing and lending requirements. However, each Tradition deal is judged against money market rates provided by other brokers to ensure competitiveness is maintained and that the best deal achieved for the Council. |
| 1.9 Policy on taping of conversations | The Council does not tape conversations with brokers but brokers tape conversations with officers of the Council. |
| 1.10 Direct dealing practices | Direct dealing is carried out with institutions subject to counterparty and maturity limits and dealing limits. Prior to undertaking direct dealing, the Council will ensure that each counterparty meets the Council creditworthiness criteria and has been provided with the Council's Standard Settlement Procedures. |
| 1.11 Settlement transmission procedures | <ul style="list-style-type: none"> • settlements are made by CHAPS. • all CHAPS payments relating to settlement transactions (PL3 payment form) require authorisation by 1 authorised signatory. • the details are transmitted by electronic CHAPs to the Council's bankers. • all CHAPS payments made electronically via the bank require 2 authorised signatories |
| 1.12 Documentation requirements | <p>For each deal undertaken a record should be prepared giving details of dealer, amount, period, counterparty, interest rate, dealing date, payments date and broker.</p> <p>Investments:</p> <ul style="list-style-type: none"> • deal ticket authorising the investment • confirmation from the broker • confirmation from the counterparty • Chaps payment transmission document <p>Loans:</p> <ul style="list-style-type: none"> • deal ticket with signature to agree loan • confirmation from the broker • confirmation from PWLB/market counterparty • Chaps payment transmission document for repayment of loan. |
| 1.13 Arrangements concerning the management of counterparty funds | The Council holds several trust funds. The cash in respect of these funds is held in the Council's bank account but transactions are separately coded. Interest is paid on credit balances and calculated on a daily basis at Bank Rate plus 0.50% |

Treasury Management Practices

6. Reporting requirements and management information arrangements

The Council will ensure that regular reports are prepared and considered on the implementation of the treasury management policies; on the effects of decisions taken and transactions executed in pursuit of those policies; on the implications of changes, particularly budgetary, resulting from the regulatory, economic, market or other factors affecting its treasury management activities; and on the performance of the treasury management function.

As a minimum the Corporate Policy & Resources Committee will receive:

- An annual report on the strategy and plan to be pursued in the coming year
- A mid-year review
- An annual report on the performance of the treasury management function, on the effects of the decisions taken and the transactions executed in the past year, and on any circumstances of non-compliance with the Council's Treasury Management Policy Statement and TMPs.

The Corporate Policy & Resources Committee will receive regular monitoring reports on treasury management activities and risks and the Corporate Policy & Resources Committee will have responsibility for the scrutiny of treasury management policies and practices.

The present arrangements and the form of these reports are outlined below.

Schedule

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| <p>1.1 Frequency of executive reporting requirements</p> | <p>The Chief Finance Officer will annually submit budgets and will report on budget variations as appropriate.</p> <p>The Chief Finance Officer will submit the Prudential Indicators and the Treasury Management Strategy and report on the projected borrowing and investment strategy and activity for the forthcoming financial year to the Corporate Policy & Resources Committee and the Council before the start of the year.</p> <p>The Annual Treasury Report will be prepared as soon as practicable after the financial year end and, in all cases, before the end of September.</p> <p>A Mid-Year Treasury Report will be prepared by the Chief Finance Officer which will report on treasury management activities for the first part of the financial year. The report will also provide a forecast for the current year. The Mid-Year Report will be submitted to Corporate Policy & Resources Committee during the year.</p> |
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| <p>1.2 Content of Reporting: 1. Prudential Indicators</p> | <p>The Council will set the following Prudential Indicators, revise if necessary, and following the year end publish actual (where appropriate) in respect of:</p> <ul style="list-style-type: none"> ▪ Financing costs as a proportion of net revenue stream (estimate; actual) ▪ Capital expenditure (estimate; actual) ▪ Incremental impact of capital financing decisions (estimate) ▪ Capital Financing Requirement (estimates; actual) ▪ Authorised limit for external debt ▪ Operational boundary for external debt ▪ Actual external debt ▪ Upper limits on fixed and variable rate interest exposures ▪ Upper and lower limits to maturity structure of fixed rate borrowing ▪ Upper limit to total of principal sums invested longer than 364 days. ▪ Minimum Revenue Provision statement <p>The Prudential Indicators are approved and revised by Corporate Policy & Resources Committee and are integrated into the Council's overall financial planning and budget process.</p> <p>The Corporate Policy & Resources Committee will also receive a copy of this report to carry out its scrutiny role of treasury management.</p> |
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| <p>2. Treasury Management Strategy Statement</p> | <p>The Treasury Management Strategy will include the following:</p> <ul style="list-style-type: none"> • Link to Capital Financing and Treasury Management Prudential Indicators for the current and ensuing 3 years • Strategy for financing new borrowing requirements (if any) and refinancing maturing borrowing (if any) over the next 3 years and for restructuring of debt • the extent to which surplus funds are earmarked for short term requirements • the investment strategy* for the forthcoming year • the minimum to be held in short term/specified investment during the coming year • the interest rate outlook against which the treasury activities are likely to be undertaken. <p>* <i>Investment strategy</i>: Based on the Government's Guidance on Investments, the report will set out</p> <ul style="list-style-type: none"> ▪ the objectives, policies and strategy for managing its investments; ▪ the determination of which Specified and Non-Specified Investments the Council will utilise during the forthcoming financial year based on the Council's economic and investment outlook and the expected level of investment balances; ▪ the limits for the use of Non-Specified Investments. <p>The Corporate Policy & Resources Committee will also receive a copy of this report to carry out its scrutiny role of treasury management.</p> |
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| <p>3. Annual Treasury Report</p> | <p>The Chief Finance Officer will produce an annual report for the Corporate Policy & Resources Committee on all activities of the treasury management function, including the performance of fund managers where applicable, as soon as practicable after year end and in all cases no later than 30 September of the succeeding financial year.</p> <p>The main contents of the report will comprise:</p> <ul style="list-style-type: none"> ▪ confirmation that the Council calculated its budget requirements and set a balanced budget for the financial year; ▪ the prevailing economic environment ▪ a commentary on treasury operations for the year, including their revenue effects; ▪ commentary on the risk implications of treasury activities; undertaken and the future impact on treasury activities of the Council; ▪ compliance with agreed policies/practices and statutory/regulatory requirements; ▪ compliance with Prudential Indicators; ▪ performance measures. <p>The Corporate Policy & Resources Committee will also receive a copy of this report to carry out its scrutiny role of treasury management.</p> |
| <p>4. Mid-Year Treasury Report</p> | <p>The Chief Finance Officer will produce a mid-year report for Corporate Policy & Resources Committee on the borrowing and investment activities of the treasury management function, including performance of fund managers where applicable, for the first six months of the financial year.</p> <p>The main contents of the report will comprise:</p> <ul style="list-style-type: none"> • Economic background • Economic forecast, including interest rates forecast • Treasury Management Strategy Statement update • Performance versus benchmarks • Borrowing information, including premature repayment, new loans information • Information on investments, including current lending list • Prudential indicators relating to treasury management • Governance framework and scrutiny arrangements <p>The Corporate Policy & Resources Committee will also receive a copy of this report to carry out its scrutiny role of treasury management.</p> |

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| 1.3 Content and frequency of management information reports | <p>The Deputy Chief Accountant produces a monthly monitoring report for the Chief Accountant and the Deputy Chief Executive. The Chief Accountant includes this information in quarterly budget monitoring statements for Corporate Policy & Resources CommitteeCorporate Policy & Resources Committee.</p> <p>Members also receive monthly monitoring reports</p> <p>These report includes details of:</p> <ul style="list-style-type: none">• borrowing and investment activity undertaken including forward deals• performance of internal and external investments against benchmark• interest rates and forecasts• extent of compliance with the treasury strategy and reasons for variance (if any)• Prudential Indicator monitoring and compliance |
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Treasury Management Practices

7. Budgeting, accounting and audit arrangements

The Deputy Chief Executive will prepare, and the Council will approve and, if necessary, from time to time amend, an annual budget for treasury management, which will bring together all the costs involved in running the treasury management function, together with associated income. The matter to be included in the budget will at minimum be those required by statute or regulation, together with such information as will demonstrate compliance with **TMP1 Risk management, TMP2 Performance management, and TMP4 Approved instruments, methods and techniques**. The form that the Council's budget will take is set out in the schedule below.

The Deputy Chief Executive will exercise effective controls over this budget and will report upon and recommend any changes required in accordance with **TMP6 Reporting requirements and management information arrangements**.

The Council will account for its treasury management activities, for decisions made and transactions executed, in accordance with appropriate accounting practices and standards, and with statutory and regulatory requirements in force for the time being. The present form of the Council's accounts is set out in the schedule.

The Council will ensure that its auditors and those charged with regulatory review, have access to all the information and papers supporting the activities of the treasury management function as are necessary for the proper fulfilment of their roles, and that such information and papers will demonstrate compliance with external and internal policies and approved practices. The information made available under present arrangements is detailed below.

Schedule

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| <p>1.1 Statutory/regulatory requirements</p> | <p><i>Balanced Budget Requirement</i> The provisions of S32 and S43 of the Local Government Finance Act 1992 require this Council to calculate its budget requirement for each financial year including, among other aspects: (a) the expenditure which is estimated to be incurred in the year in performing its functions and which will be charged to a revenue account and (b) revenue costs which flow from capital financing decisions. S33 of the Act requires the Council to set a council tax sufficient to meet expenditure after taking into account other sources of income.</p> |
| <p>1.2 Proper accounting practice</p> | <p>CIPFA's Code of Practice on Local Authority Accounting in the United Kingdom: A Statement of Recommended Practice (the local authority SORP) constitutes "proper accounting practice under the terms of S21 (2) of the Local Government Act 2003".</p> |

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| <p>1.3 Financial Statements</p> | <p>The Financial Statements comprise:</p> <ul style="list-style-type: none"> ▪ An explanatory foreword ▪ Accounting policies, changes in accounting estimates and errors ▪ Presentation of financial statements ▪ Movement in reserves statement ▪ Comprehensive income and expenditure statement ▪ Balance sheet ▪ Cash flow statement ▪ Collection Fund (England) ▪ Statement of Responsibilities ▪ The Accounting Statements ▪ Additional Financial Statements (Collection Fund) ▪ Notes to the financial statements ▪ Statements reporting reviews of internal controls or internal financial controls ▪ Events after the reporting period ▪ Related party disclosures ▪ Annual Governance Statement |
| <p>1.4 Format of the Council's accounts</p> | <p>The current form of the Council's accounts is available within the Finance Department, Accountancy Section.</p> |
| <p>1.5 Disclosures relating to treasury management</p> | <p>Due regard will be given to the disclosure requirements under CIPFA's Code of Practice on Local Authority Accounting.</p> |

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| <p>1.6 Treasury-related information requirements of external auditors</p> | <p>The following information is specifically requested by the external auditor and should be considered an initial request for information. It is usually followed by more detailed audit testing work which often requires further information and/or explanations from the Council's officers.</p> <p>Information in this context includes internally generated documents including those from the Council's spreadsheets, externally generated documents, observation of treasury management practices which support and explain the operation and activities of the treasury management function.</p> <ul style="list-style-type: none"> ▪ Determination of Affordable Borrowing Limit under Section 3 of the Local Government Act 2003. ▪ Prudential Indicators. ▪ Treasury Management Strategy including Annual Investment Strategy. <p><u>External borrowing:</u></p> <ul style="list-style-type: none"> • New loans borrowed during the year: PWLB certificates / documentation in relation to market loans borrowed (including copy of agreements, schedule of commitments) • Loan maturities. • Compliance with proper accounting practice, regulations and determinations for the amortisation of premiums and discounts arising on loans restructured during the year and previous years. • Analysis of loans outstanding at year end including maturity analysis. • Analysis of borrowing between long- and short-term • Debt management and financing costs <ul style="list-style-type: none"> ▪ calculation of interest paid ▪ actual interest paid ▪ accrued interest • MRP calculation and analysis of movement in the CFR. • Bank overdraft position. • Brokerage/commissions/transaction related costs. |
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| | <p><u>Investments:</u></p> <ul style="list-style-type: none"> • Investment transactions during the year including any transaction-related costs • cash and bank balances at year end • Short-term investments at year end • Long-term investments at year end by asset type, including unrealised gains or losses at year end • calculation of interest received and accrued interest • actual interest received • External fund manager valuations, where applicable, including investment income schedule and movement in capital values, transaction confirmations received • Basis of valuation of investments • Evidence of existence and title to investments |
| | <p><u>Cash Flow</u></p> <ul style="list-style-type: none"> ▪ Reconciliation of the movement in cash to the movement in net debt ▪ Cash inflows and outflows in respect of long-term financing ▪ Cash inflows and outflows in respect of purchase/sale of long-term investments ▪ Net increase/decrease in short-term loans, short-term deposits and other liquid resources <p><u>Other</u></p> <ul style="list-style-type: none"> ▪ Details of treasury-related material events after balance sheet date not reflected in the financial statements. ▪ External advisors'/consultants' charges |
| 1.7 Internal Audit | <p>Internal Audit generally conducts an annual review of the treasury management function and probity testing. The internal auditors will be given access to treasury management information/documentation as required by them.</p> |
| 1.8 Compliance with CIPFA Treasury Management and Prudential Codes | <p>Auditors may require evidence/demonstration of compliance with external and internal treasury management policies and strategy.</p> <p>Any serious breach of the CIPFA Treasury Management Code of Practice recommendations or Prudential Indicators should be brought to the attention of the external auditor.</p> |
| 1.9 Costs for treasury management | <p>The budget for treasury management forms part of the Corporate Services budget.</p> |

Treasury Management Practices

8. Cash and cash flow management

Unless statutory or regulatory requirements demand otherwise, all monies in the hands of the Council will be under control of the Deputy Chief Executive and will be aggregated for cash flow and investment management purposes. Cash flow projections will be prepared on a regular and timely basis, and the Deputy Chief Executive will ensure that they are adequate for the purposes of monitoring compliance with TMP1 (2) Liquidity *Risk management*. The present arrangements for preparing cash flow projections, and their form, are set out in the schedule to this document.

Schedule

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| 1.1 Arrangements for preparing /submitting cash flow statements | <p>Cash flow forecasts are over three time-horizons and are used to inform the Council's borrowing and investment strategy by identifying periods of surplus or shortfall of cash balances. The CS Lucas TM system is being used with a view to replacing spreadsheet forecasting from April 2022.</p> <p>The cash flow forecasts and statements are held at operational level. The accuracy and effectiveness of the cash flows depend on the accuracy of estimating expenditure, income and corresponding time periods.</p> <p>An outline medium-term cash flow model is prepared as part of the budget process, with projections for 3 further years. It is highly summarised and looks mainly at cash flows arising from the capital programme, the in-year capital financing requirement, scheduled loan repayments and long-term investment maturities, and anticipated movements in reserves.</p> <p>A detailed annual cash flow, prepared for the financial year once the budget for the ensuing year has been agreed, identifies major inflows and outflows and is monitored and updated monthly. It is compiled with reference: to the agreed revenue budget and capital programme; to knowledge obtained from the Council's various services that incur the expenditure/ receive the income; as well as to information from previous years.</p> <p>Daily cash flows show forecast and planned movements of cash daily, including the matching of known inflows and payments. This is used as part of the decision-making process for daily cash management.</p> |
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| <p>1.2 Content and frequency of cash flow projections</p> | <p>The detailed annual cash flow model includes the following:</p> <ul style="list-style-type: none"> • Budgeted revenue income and expenditure • Budgeted profiled capital income and expenditure <p>Revenue activities:</p> <p><u>Inflows:</u></p> <ul style="list-style-type: none"> ▪ Revenue Support Grant if applicable ▪ Precepts received ▪ Non-domestic rates receipts ▪ Council tax receipts ▪ Other government grants ▪ Cash for goods and services ▪ Other operating cash receipts <p><u>Outflows:</u></p> <ul style="list-style-type: none"> ▪ Salaries and payments on behalf of employees ▪ Operating cash payments ▪ Housing Benefit paid ▪ Precepts paid ▪ NNDR payments <p>Capital activities including financing</p> <p><u>Inflows:</u></p> <ul style="list-style-type: none"> ▪ Capital grants received ▪ Sale of fixed assets ▪ Other capital cash receipts <p><u>Outflows:</u></p> <ul style="list-style-type: none"> ▪ Purchase of fixed assets ▪ Purchase of long-term investments ▪ Other capital cash payments <p>Financing, Servicing of Finance/Returns on Investments</p> <p><u>Inflows:</u></p> <ul style="list-style-type: none"> ▪ New long-term loans raised ▪ New short-term loans raised ▪ Interest received ▪ Discount on premature repayment of loan <p><u>Outflows:</u></p> <ul style="list-style-type: none"> ▪ Loan repayments ▪ Premiums on premature repayment of loan ▪ Short-term investments ▪ Capital element of finance lease rental payments ▪ Interest paid ▪ Interest element of finance lease rental payments |
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| 1.3 Monitoring, frequency of cash flow updates | <p>The annual cash flow statement is updated quarterly with the actual cash inflows and outflows after taking account of any revisions including those relating to grant income and capital expenditure and will be reconciled with:</p> <ul style="list-style-type: none"> • net RSG and NNDR payments as notified; • county council and police authority precepts as notified; • actual salaries and other employee costs paid from account bank statements; • actual payments to Inland Revenue from general account bank statements; • actual council tax received • actual rent allowances paid • actual housing benefit and grant received from MHCLG; • actual capital programme expenditure and receipts. |
| 1.4 Bank statements procedures | <p>The Council receives bank statements on a daily basis and a daily download of data from its bank. All amounts on the statements are analysed on the bank statement analysis (BSA) and check to source data for example payroll, creditor payment runs. Income transactions are posted independently of the treasury function and are reconciled to the AIM system on a daily basis by the income team.</p> |
| 1.5 Payment scheduling | <p>The Council has a policy of paying suppliers in line with agreed terms of trade and aims to pay suppliers within 28 days of the invoice date. Certificated payments to sub-contractors must be made within 28 days.</p> |
| 1.6 Monitoring debtor/ creditor levels | <p>The Creditors and Income Manager is responsible for monitoring levels of debtors and creditors. Details are passed to the treasury team where necessary to assist in updating the cash flow models.</p> |
| 1.7 Banking of funds | <p>Instructions for the banking of income are set out in Financial Regulations. All monies received will be passed to the cashier and be banked without delay.</p> |
| 1.8 Practices concerning prepayments to obtain benefits | <p>The Council has no formal arrangements in place. Where such opportunities arise, the prepayment would be sought and authorised by the Chief Finance Officer.</p> |

Treasury Management Practices

9. Money laundering

Background

The Proceeds of Crime Act (POCA) 2002 consolidated, updated and reformed criminal law in the UK in relation to money laundering. The principal offences relating to money laundering are:

Concealing, disguising, converting, transferring or removing criminal property from England and Wales, from Scotland or from Northern Ireland

Being concerned in an arrangement which a person knows or suspects facilitates the acquisition, retention use or control of criminal property

Acquiring, using or possessing criminal property.

Other offences include failure to disclose money laundering offences, tipping off a suspect either directly or indirectly, and doing something that might prejudice an investigation.

Organisations pursuing relevant businesses were required to appoint a nominated officer and implement internal reporting procedures; train relevant staff in the subject; establish internal procedures with respect to money laundering; obtain, verify and maintain evidence and records of the identity of new clients and transactions undertaken and report their suspicions.

In December 2007, the UK Government published the Money Laundering Regulations 2007, which replaced the 2003 Regulations. CIPFA believes that public sector organisations should “embrace the underlying principles behind the money laundering legislation and regulations and put in place anti money laundering policies, procedures and reporting arrangements appropriate and proportionate to their activities”.

The Council is alert to the possibility that it may become the subject of an attempt to involve it in a transaction involving the laundering of money. Accordingly, it will maintain procedures for verifying and recording the identity of counterparties and reporting suspicions, and will ensure that staff involved in this are properly trained. The present arrangements, including the name of the officer to whom reports should be made, are detailed in the schedule below.

Schedule

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| 1.1 Anti-money laundering policy | <p>This Council’s policy is to prevent, wherever possible, the organisation and its staff being exposed to money laundering, to identify the potential areas where it may occur and to comply with all legal and regulatory requirements, especially with regard to the reporting of actual or suspected cases.</p> <p>The Council has accepted responsibility to ensure that those of its staff who are most likely to be exposed to money laundering can make themselves fully aware of the law and, where necessary, are suitably trained.</p> |
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| <p>1.2 Nomination of Responsible Officer</p> | <p>(a) The Council has nominated Head of Corporate Governance to be the responsible officer to whom any suspicions relating to transactions involving the Council will be communicated.</p> <p>(b) The responsible officer will be conversant with the requirements of the Proceeds of Crime Act 2002 and will ensure relevant staff are appropriately trained and informed so they are alert for suspicious transactions.</p> <p>(c) The responsible officer will make arrangements to receive and manage the concerns of staff about money laundering and their suspicion of it, to make internal enquiries and to make reports, where necessary, to National Criminal Intelligence Services (NCIS).</p> |
| <p>1.3 Procedures for establishing the Identity of Lenders and Borrowers</p> | <p>(a) In the course of its treasury activities, the Council will only borrow from permitted sources identified in <i>TMP 4 Approved instruments, methods and techniques</i>.</p> <p>(b) The Council will not generally accept loans from individuals.</p> <p>(c) In the course of its treasury activities, the Council will only invest with those counterparties which are on its approved lending list.</p> <p>(d) The identity and authenticity of commercial institutions (banks, building societies and other financial institutions) authorised to carry out borrowing and lending activity in the UK will be checked via the Financial Services Authority's website www.fsa.gov.uk.</p> <p>(e) All receipts/disbursements of funds will be undertaken by BACS or CHAPS settlement.</p> <p>(f) Direct Dealing mandates: The Council will provide (in the case of lending) and obtain (in the case of borrowing) and maintain on file dealing mandates with any new money market counterparty. The mandates should be on letter-headed paper, dated and signed.</p> <p>(g) All banking transactions will only be undertaken by the personnel authorised to operate the Council's banks accounts.</p> |

Treasury Management Practices

10. Training and qualifications

The Council recognises the importance of ensuring that all staff involved in the treasury management function are fully equipped to undertake the duties and responsibilities allocated to them. It will therefore seek to appoint individuals who are both capable and experienced and will provide training for staff to enable them to acquire and maintain an appropriate level of expertise, knowledge and skills. The Deputy Chief Executive will recommend and implement the necessary arrangements.

The Deputy Chief Executive will ensure that Council members tasked with treasury management responsibilities, including those responsible for scrutiny, have access to training relevant to their needs and responsibilities. Those charged with governance are required to recognise their individual responsibility to ensure that they have the necessary skills to complete their role effectively.

The present arrangements are detailed in the schedule below.

Schedule

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| 1.1 Qualifications/ experience for treasury staff | Members of the Treasury Team are required to have suitable experience and qualifications for them to carry out their duties competently and appropriate training is provided where necessary. |
| 1.2 Details of approved training courses | The courses/events the Council would expect its treasury personnel to consider are: <ul style="list-style-type: none"> ▪ Certificate in International Treasury Management – Public Finance, a treasury management qualification offered by the <i>Association of Corporate Treasurers</i> ▪ Training courses for Accounting, Auditing, Best Value/Competition, Budgeting, Capital Finance & Borrowing, Financial Management and Treasury Management run by CIPFA and IPF ▪ Any courses/seminars run by Treasury Management Consultants. ▪ Attending CIPFA Conference ▪ Training attended by those responsible for scrutiny of the treasury function |
| 1.3 Records of training received by treasury staff | Treasury-related training records are maintained by staff with their CPD support, with staff appraisal records by the Chief Accountant and with Human Resources. |

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| 1.4 Records of training received by those charged with governance | Training records are maintained of those people/committees responsible for governance of treasury management. Committee Services provide details of this. |
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Treasury Management Practices

11. Use of external service providers

The Council recognises that responsibility for the treasury management decisions remains with the organisation at all times. It recognises the potential value of employing external providers of treasury management services, in order to acquire access to specialist skills and resources. When it employs such service providers, it will ensure it does so for reasons which will have been submitted to a full evaluation of the costs and benefits. It will also ensure that the terms of their appointment and the methods by which their value will be assessed are properly agreed and documented and reviewed regular. The Council will ensure, where feasible and necessary, that a spread of service providers is used, to avoid over reliance on one or a small number of companies. Where services are subject to formal tender or re-tender arrangements, legislative requirements will always be observed. The monitoring of such arrangements rests with the Deputy Chief Executive. Details of the current arrangements are set out in the schedule below.

Schedule

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| 1.1 Contract threshold | The Council's Financial Regulations require that a formal contract is in place with external service providers. The contract will clearly state the services to be provided and the terms on which they will be provided. |
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| <p>1.2 Details of service providers and procedures and frequency for tendering services</p> | <p>(a) Bankers to the Council Lloyds Bank 25 Gresham Street, London EC2V 7HN Telephone 0808 202 1390 Contract period: From March 2015 Formal agreement in place: Yes</p> <p>(b) Treasury advisor Arlingclose Limited 35 Chiswell Street, London EC1Y 4SE Telephone 08448 808 200 Contract period: Aug 2017 to July 2020 Formal agreement in place: Yes This service may be re-tendered every 3 years</p> <p>(c) Brokers It is considered good practice for the Council to have at least two brokers and to spread business between them.</p> <p>Tradition (UK) Limited Beaufort house, 15 St. Botolph St, London, EC3A 7QX Telephone 0207 422 3500 Contract period: no formal contract Formal agreement in place: No</p> <p>Sterling/ BGC Brokers LP 1 Churchill Place, London, E14 5RD Telephone 020 7894 7742 Contract period: no formal contract Formal agreement in place: No</p> |
| <p>1.3 Regulatory status of services provided</p> | <p>The Council's external service providers are regulated by the Financial Services Authority (FSA) and Bank of England.</p> |

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| <p>1.4 Details of service provided by Treasury Advisor</p> | <p>The Service provided by the Council's treasury advisors is:</p> <p>Financial Strategy and Investment Policy</p> <ul style="list-style-type: none"> • Attend 4 strategy meetings per year and review the Council's financial position in respect of its objectives, strategy, current financial circumstances, assets and liabilities. • Advise on suitable investment strategies to support the Council's financial objectives in the short, medium and longer term. <p>Market Updates and Interest Rate Forecasting</p> <ul style="list-style-type: none"> • Provide regular interest rate forecasts. • Provide regular updates on economic and political changes that may impact the Council's investment strategy. <p>Monitoring and Reporting</p> <ul style="list-style-type: none"> • Provide data on the performance of external fund managers for comparison purposes. • Monitor and report on performance of in-house investments against external fund managers on a quarterly basis. <p>Counterparty Creditworthiness</p> <ul style="list-style-type: none"> • Advise on investment counterparty creditworthiness, including provision of prudent parameters, based on information obtained from leading credit rating agencies (Fitch, Standard and Poors, Moody's). • Provide regular alerts of changes in creditworthiness, monthly reports and analyses. • Check compliance with counterparty creditworthiness policy on a quarterly basis. <p>Training and Documentation</p> <ul style="list-style-type: none"> • Provide training to treasury management staff where necessary, including access to a technical support helpline. • Provide template documents and advice on: <ul style="list-style-type: none"> • Treasury management strategy report • Annual review report • Annual investment strategy <p><i>Future investment of capital receipts</i></p> <p><i>The Council may decide to place funds with external fund managers to provide an element of diversity to the investment portfolio. Part of the service required from our appointed advisor will be to assist and advise on the selection and appointment process and to provide ongoing performance monitoring.</i></p> |
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Treasury Management Practices

12. Corporate governance

The Council is committed to the pursuit of proper corporate governance throughout its business and services, and to establishing the principles and practices by which this can be achieved. Accordingly, the treasury management function and its activities will be undertaken with openness and transparency, honesty, integrity and accountability.

The Council has adopted and implemented the key recommendations of the CIPFA Treasury Management Code of Practice (Revised 2009). This, together with the other arrangements detailed in the schedule to this document, are considered vital to the achievement of proper corporate governance in treasury management, and the Deputy Chief Executive will monitor and, if and when necessary, report upon the effectiveness of these arrangements.

Schedule

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| 1.1 Stewardship responsibilities | The Chief Finance Officer ensures that systems exist to deliver proper financial administration and control and maintaining a framework for overseeing and reviewing the treasury management function. |
| 1.2 List of documents to be made available for public inspection. | <p>The following documents are freely available for public inspection:</p> <ul style="list-style-type: none"> ▪ Annual Statement of Accounts ▪ Budget Book ▪ 4 Year Capital Plan ▪ Treasury Management Policy ▪ Treasury Management Strategy ▪ Budget Monitoring Reports ▪ Annual Treasury Report (Outturn) |
| 1.3 Council's website. | Financial information is additionally available on the Council's website. |
| 1.4 Procedures for consultation with stakeholders. | Members and senior officers of the Council are consulted via reports to the Corporate Policy & Resources Committee and officer/member briefing and training sessions. |
| 1.5 Externally managed funds. | The Council currently has no external fund managers. |

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Council

23 February 2023



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|----------------------------------|---|
| Title | Capital Strategy 2023/24 |
| Purpose of the report | To approve the report |
| Report Author | Sam Masters Treasury Management and Capital Accountant |
| Ward(s) Affected | All Wards |
| Exempt | No |
| Corporate Priority | Community Affordable Housing Recovery Environment Service Delivery |
| Recommendations | <p>Council is asked to approve the recommendations below, as agreed at the Corporate Policy & Resources Committee meeting on 20th February:</p> <ol style="list-style-type: none"> 1. the Capital Strategy as set out in this report 2. that all development and investment projects, along with all significant projects follow the previously approved business case governance process as set out in section 11 of this report 3. that no financing sources, unless stipulated in regulations or necessary agreements, are ring fenced 4. the Council plans to continue its use of capital receipts to fund the costs of eligible proposals (subject to full business cases for each project). 5. the financing of the Capital Programme and revenue implications as set out in section 14 of this report. 6. the financing of the Capital Programme being delegated to the Corporate Policy & Resources Committee to provide sufficient flexibility to allow for the most effective use of Council resources |
| Reason for Recommendation | The Council is required by law to approve before start of each financial year a Capital Strategy for the medium to long term setting out its approach to identifying needs for capital expenditure. managing capital expenditure, financing it, and managing risks associated with delivering capital objectives. |

| | |
|--|--|
| | <p>When long term investment decisions are undertaken, decision makers can rely on clear and informed information. This would include:</p> <ul style="list-style-type: none"> • A long-term view of capital expenditure plans and any financial risks to which the Council is exposed. • Ensuring due regard to the long-term financing, affordability implications and potential risks. • A clear overview of the Council's asset management planning arrangements and any maintenance requirements that have resource and business planning implications. <p>The Capital Strategy will continue to help support informed decision making in the delivery of Spelthorne Borough Council's long-term plans and ambitions.</p> |
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1. Executive Summary

- 1.1 The report sets out the Council's Capital Strategy for 2023/24
- 1.2 The Capital Strategy has been updated to reflect the significant change to strategic approach agreed at Extraordinary Council Meeting (ECM) on 2nd February 2023 which was focused on ensuring the long term financial viability of the Council's housing delivery programme, underpinned by 50 year viability modelling. Whilst some of the analysis and tables in the Strategy are aligned with the proposed Capital Programme for 2023/24, the Strategy is seeking to look longer term in terms of ability of the Council to identify and fund its capital needs. Parallel to this, the Council will be updating its Sinking Funds reserves modelling over the next 50 years.
- 1.3 During the ECM a significant amount of funding was secured from Homes for England totalling some £54.9m. This, along with other capital receipts, grants and contributions, means that circa 27% of the scheme will be funded from non-borrowing sources, up from 6% in 2022/23, greatly reducing the council's reliance on external borrowing. Funding streams total £100.6m.
- 1.4 The proposed Capital Programme, as detailed in Appendix A, proposes a gross budget of £446.4m and a net budget of £345.8m after funding.
- 1.5 The Council's long term capital investment is underpinned by the objectives of the Corporate Plan. Capital proposals are considered within the Council's overall medium to long-term priorities, and the preparation of the Capital Programme is an integral part of the financial planning process. This includes taking full account of the revenue implications of the projects as part of the revenue budget setting process.
- 1.6 In addition to the capital budgets and revenue implications, the report sets out the following:
 - (a) Policy and contextual background
 - (b) The Council's asset base
 - (c) Delivery Strategies
 - (d) Budget setting and prioritisation

- (e) Governance
- (f) Key projects and programmes
- (g) Capital funding
- (h) Risk management

2. Policy and Contextual background

2.1 Spelthorne Borough Council's Corporate Plan 2021 to 2023 provides the starting point for this document, dealing with our five priorities:

- (a) Community
- (b) Affordable Housing
- (c) Recovery
- (d) Environment
- (e) Service Delivery

2.2 The Capital Strategy helps to underpin these plans.

2.3 In 2016, the Council embarked on an ambitious capital programme with a plan to invest over £1bn in investment properties, to generate sufficient funds to:

- (a) Support Council services
- (b) Support the regeneration and transformation of the Borough
- (c) Deliver much needed affordable housing for our younger residents and families in the Borough.

As part of investing for the future success and wellbeing of the population, and all its stakeholders in Spelthorne.

Since 2018/19 the focus of the Capital Strategy has been on a) managing effectively investment assets already acquired but not purchasing any more and b) delivering an ambitious housing (mainly affordable and key worker rental) programme and service capital schemes such as the new Leisure Centre.

2.4 As at the 31 March 2022 the draft unaudited accounts show that the Council had total assets with a net book value as shown in the table below:

| Asset type | £000 |
|------------------------------|------------------|
| Land & Buildings - Municipal | 85,540 |
| Vehicles Plant & Equipment | 1,760 |
| Community Assets | 191 |
| Assets under Construction | 42,220 |
| Heritage Assets | 215 |
| Investment Property | 916,375 |
| Intangibles | 337 |
| Total | 1,046,638 |

- 2.5 The majority of the capital expenditure is planned to be spent on land and buildings to provide affordable and keyworker housing through Knowle Green Estates Ltd. (KGE) the Council's wholly owned subsidiary and temporary accommodation through the Council. Private rental accommodation will be provided at Thameside and Benwell Phase II. The other significant capital scheme is the new Leisure Centre currently under construction with an expected completion in summer 2024.
- 2.6 All the land and building acquisition costs together with all design and construction expenditure incurred prior to completion of the final premises are included in the above table and will move into the appropriate category once the project is completed.
- 2.7 The Council has a planned maintenance budget for these properties.
- 2.8 The COVID-19 pandemic and global economic downturn has impacted on the Council's asset valuations and the investment property portfolio has seen a further decrease of £23.m as at 31 March 2022 (£51.9m as at 31 March 2021). Following on from the Pandemic we are now experiencing a cost of The Council, as a long term holder of assets has no immediate plans to sell off any of its properties and over the long term the value of property has always performed well. However over the short term values have suffered because of the COVID-19 pandemic, inflationary cost and the general economic downturn. However, in line with refreshed Chartered Institute of Public Finance and Accountancy guidance whether considering major investment decisions relating to individual assets as part of the options appraisal process disposal will be considered as one option.

3. Key projects

- 3.1 There are several key projects and programmes that require future capital investments for the Council to achieve its strategic goals and these are shown below:
- (a) Several large-scale developments to deliver 558 apartments as part of our Housing Strategy and commitment to the residents of the Borough, particularly young families.
 - (b) A new leisure centre in Staines-upon-Thames the first of its kind being built in the UK to Passivhaus standards, to deliver a greener building, to protect the wellbeing of our residents over the coming years and making the building carbon neutral.
 - (c) Continued investment in municipal infrastructure, such as local parks.
 - (d) An ongoing investment in digital transformation, where we aim to utilise technology to continue to deliver efficient, good quality services.
- 3.2 Our Capital Programme's delivery objectives continue to take place against a background of financial challenges. The potential impact of the Fair Funding Review could have a significant negative impact on the Council and some difficult decisions lay ahead, as the Council looks to ensure that despite further funding pressures it may encounter it can continue to ensure balanced budgets across all four years of the Outline Budget period.
- 3.3 It is therefore vital that the Council's Capital Strategy delivers a return on investment that is financial, such as capital receipts or new revenue streams, or delivers key strategic priorities

- 3.4 The Capital Strategy is intended to evolve each year, it is a dynamic plan that will respond to threats, opportunities and will change over time. For example the need to invest in Climate Change mitigation and de-carbonisation measures will become increasingly important.
- 3.5 The strategy is set over 5 years but is updated annually and includes short-, medium- and long-term investment revenue streams, or delivers key strategic priorities.

4. Our delivery strategies

- 4.1 The Council's capital programme is categorised into four main areas, the net costs per area and detailed below.
- (a) Regeneration £49.9
 - (b) Affordable and keyworker housing £288.2m
 - (c) Efficiency £1.5m
 - (d) Operational £6.2 m, including decarbonising the Council's service delivery.

| | |
|---|--|
| Ongoing Investment Assets and Regeneration Assets Portfolios <ul style="list-style-type: none"> • Support Council services • Invest in regeneration projects • Provide for the future | Affordable and Keyworker Housing <ul style="list-style-type: none"> • Regeneration of key strategic sites • Provide affordable housing for the residents of SBC |
| Efficiency <ul style="list-style-type: none"> • Produce ongoing revenue savings and additional income • Digital transformation enabling residents to have better access services | Operational <ul style="list-style-type: none"> • Reduce running costs • Greener outcomes • Rationalise property portfolio |

5. Regeneration

For 2023/24 – 2026/27 the Council requires £49.9m to support the regeneration and transformation of the Borough. These are non-housing schemes to transform the built environment.

6. Asset Management Plan

- 6.1 The 2020/21 Asset Management Plan for our current property portfolio is available on the Spelthorne Borough Council's website
<https://www.spelthorne.gov.uk/article/19655/asset-management-plan>

7. Affordable and Keyworker Housing developments

- 7.1 For 2023/24 – 2026/27 the Council requires £288.2m to develop the following properties and deliver 558 apartments based on the Cabinet meetings in February to April 2021 (these number are continuing to evolve) as shown below:

- (a) Oast House – 184 affordable rental apartments
 - (b) Ashford MSCP site– 48 affordable rental apartments
 - (c) Victory Place– 127 key worker and affordable apartments
 - (d) Benwell Phase 1 – 55 private rentals. Apartments (Delivered)
 - (e) Benwell Phase 2 – 39 private rental apartments
 - (f) Thameside – 105 private rental apartments
 - (g) Total - 558 apartments
- 7.2 Upon completion these properties (other than Thameside and Benwell II) will be transferred, at cost to Knowle Green Estates Ltd (KGE) who will own and manage the buildings and tenants.
- 7.3 Going forward, it is Council strategy to continue to build new affordable homes across the Borough, where suitable, affordable premises can be found, this could also include existing houses that are suitable for multiple occupancy.
- 7.4 Each case will be evaluated on its own merits and consider how it assists the Council to achieve its Housing Strategy for residents, in the Borough.
- 8. Knowle Green Estates Ltd (KGE)**
- 8.1 KGE is a wholly owned subsidiary of Spelthorne Borough Council and following a restructure of its property portfolio in the year end 31 March 2020, effectively started from scratch.
- 8.2 The Company has been established to manage each property as mentioned in 7.2 above and is looking at a 50-year time horizon for its properties.
- 8.3 The model approved by the KGE Board is based on the meetings with Cabinet between February and March 2021 and provides most of its apartments for affordable housing.
- 8.4 Affordable Housing tenants will include:
- (a) Key workers, nurses, police, and teachers
 - (b) Younger residents
 - (c) The elderly and vulnerable
- 8.5 There will be a small element of private rental tenants.
- 8.6 The Council is introducing a new Componentisation Policy, in accordance with the CIPFA accounting code, to use different rates of depreciation for each component of the building, e.g., land at 0% and roof 4%, which reflects the different useful economic lives of each component part of the building.
- 8.7 Whilst the initial 50-year projections indicated that KGE would be able to provide substantial revenue contributions to SBC over the period and given the profiling of our tenants, will be operating on a small cash surplus based on the properties being delivered to time and to the number of apartments specified, the impact in 2022 of rising construction inflation, and rising interest rates has required the Council and company to revisit the model to ensure it continues to be financially sustainable
- 8.8 The Extraordinary Council Meeting on 2nd February 2023 considered the viability challenges and agreed a new strategy including seeking to maximise

Homes England grant funding for affordable and key worker units, increasing the number of units to be delivered across the portfolio and a capital injection into KGE.

9. Efficiency

- 9.1 The £1.5m of schemes in this category include improved use of technology to support our car parks and improve the customer experience, as well as investing in IT network storage upgrades and new hardware for improved ways of working.

10. Operational

- 10.1 The Council's operational capital strategy amounting to £6.2m is centred on capital improvement works to the Council's operational asset portfolio. This falls into two main categories:
- (a) Land and Buildings, includes new community assets including toilet facilities, extensions to our day centres and new pavilions in our parks.
 - (b) Infrastructure, this includes new flood defences along the River Thames, replacement refuse vehicles and improvements to the River Ash broad walk improvement.
- 10.2 The main objectives of the operational element of the Capital Strategy are to ensure assets meet health and safety standards, are fit for purpose in terms of statutory guidance and legislation, as well as helping the Council to reduce costs and reduce its environmental footprint.
- 10.3 Another key objective of the operational element is to ensure that the Council continues to invest in its current buildings and long-term assets to avoid incurring significant future costs. As well as our municipal buildings, we have other operational assets, including vehicles, plant, and equipment.
- 10.4 The Council has a scheduled programme of condition surveys which ensures the Council's operational estate is fit for purpose.
- 10.5 Every 5 years on a rolling basis, the Council will review its municipal and land and buildings to identify sites, where there are development opportunities for both the Council and others, such a small strip or parcels of land, as well as, looking to pass over the running of community assets, such as village halls, to the community.

11. Governance

- 11.1 The main forum for reviewing all financial aspects of the Capital Programme is the Corporate Policy & Resources Committee who will make recommendations to Council.
- 11.2 The Development Sub Committee looks after the Council's investment, development and regeneration properties and makes recommendations to the Corporate Policy & Resources Committee
- 11.3 The Corporate Policy & Resources Committee review the strategic direction of the Capital Programme, ensures outcomes are aligned with a viable Business Case and that Value for Money (VfM) is delivered for the Council. It also monitors the expenditure and funding requirements of the capital programme and subsequent revenue impacts.

- 11.4 All business cases will require approval by Corporate Policy & Resources Committee and although development projects may have a budget allocation in the capital programme the approval to draw down the budget will only be obtained via Corporate Policy & Resources Committee approval and will align to the business case stage the project is at.
- 11.5 Assessment of the business cases will ensure that all aspects of a potential schemes are analysed and the impact on all the Borough's stakeholders identified. Therefore, the Council will be able to gain a full understanding on how a specific scheme will comply with the current Corporate Plan, and how it will influence the Council's overall strategy, local business economy, residents, officers, and impact on the resources of the Council.

12. Capital Funding

- 12.1 The Council is required to have a funded capital programme that is affordable, i.e., all capital expenditure should have a source of funding and if that funding source is borrowing, the cost of the borrowing should be built into a balanced revenue budget without adversely impacting on the delivery of services.

- 12.2 The key sources of funding for the Council are:

- (a) Grants, including Homes England
- (b) Contributions
- (c) S106/Community Infrastructure Levy
- (d) Capital Receipts (including principal repayment of loans from KGE and SDS which are accounted for as capital receipts)
- (e) Direct Revenue Funding
- (f) Borrowing

12.3 Grants

- 12.4 These are predominantly government grants and are usually provided to the Council for the specific use of funding either revenue or capital expenditure for certain schemes and programmes, including Disabled Facilities Grant (DFG) can also include Homes England grants. In the future we will want to explore potential for grant funding to support carbon reduction programme. As highlighted the Council is looking to maximise funding from Homes England (potentially in the region of £50m) to help funding the housing delivery programme, this will help reduce the amount of borrowing required to fund these schemes.

12.5 Capital Contributions

- 12.6 In comparison to grants, capital contributions are specific contributions received for projects and are normally provided by the government, external agencies, or private companies, who have a specific output or outcome they would like achieved through the capital works the Council is providing. Quite often, the scope of these projects is dependent on this external funding, without which the Council may decide to reduce the objectives and scope of a scheme.

12.7 Community Infrastructure Levy/ Section 106 Receipts.

- 12.8 Community Infrastructure Levy (CIL) is a planning charge introduced by the Planning Act 2008. The Council started charging CIL in May 2016.

Developers must pay a levy linked to planning applications - this is based on a Council approved policy and charging schedule. The income from this levy is held corporately and the Council decides how to allocate these funds via a Council.

- 12.9 The majority of CIL funding is used to fund strategic infrastructure projects with Surrey County Council. Where practical Council should utilise this resource to fund the capital programme.
- 12.10 S106 differs from CIL, as it is essentially a contract between a developer and the Council and like capital contributions they must be used for specific projects and outcomes rather than a more general objective.

12.11 **Capital Receipts**

- 12.12 Capital receipts are generated from the sale of non-current assets (i.e. strips of land), and apart from special circumstances, can only be used to fund the capital programme.
- 12.13 The Council holds all capital receipts corporately, which ensures they can be used to fund the overall programme; therefore, individual services are not reliant on their ability to generate capital receipts.

Once the schemes in the current housing delivery programme are completed this will mean a more significant stream of capital receipts will be available in future years to help fund the Capital Programme going forward.

12.14 **Direct Revenue Financing**

- 12.15 The Council, can, if it chooses to, fund capital expenditure via its revenue budget. Currently it is making Revenue Contributions to Capital of £750k per annum, the Council will keep under review whether it feels this is the appropriate level. This can be through in year underspends or via general or earmarked revenue reserves. Any funding of the capital programme via revenue resources would have to be considered considering the Council's overall revenue budget and the Medium-Term Financial Plan.

12.16 **Borrowing**

- 12.17 Borrowing can take the form of internal or external borrowing.
- 12.18 **Internal borrowing** is a temporary position where the Council uses its cash balances instead of externally borrowing at that point in time. If not used for internal borrowing, these cash balances would be invested on a medium to long term basis providing the Council with a return on investment. As such there is an opportunity cost associated with internal borrowing that is built into the revenue implications of the capital programme.
- 12.19 The Council's main objective when borrowing externally is to achieve an appropriate balance between securing low interest costs and achieving cost certainty over the period for which funds are required, particularly when dealing with assets under construction, which are funded via the short-term money market, as interest rates are currently cheaper.
- 12.20 **External borrowing** occurs when the Council borrows money from the open market, via financial institutions and investors or the government, via the Public Works Loan Board (PWLB). The current certainty rate at 27th January for 50-year maturity is 4.29%.

- 12.21 In September 2021, the PWLB implemented new lending criteria so that councils focus on housing delivery, regeneration, and service delivery projects rather than invest for a return to support services. The Council intends to only undertake capital expenditure which relates to these categories. SBC must regularly assess how to finance its external borrowing needs and the financial viability of capital projects in their capital programme particularly following the recent increases in the cost of local authorities' borrowing.
- 12.22 The Council have built this into the interest cost as part of the revenue implications of the programme.
- 12.23 Although the Capital Programme may identify a need to borrow to fund capital expenditure, the timing and type of borrowing (internal/external) is dependent on cashflow modelling in line with the Council's Treasury Management Strategy, which is also being presented to Council at this meeting.
- 12.24 As a general principle, SBC will borrow from the short-term money market as the loan interest rates are cheaper than borrowing from PWLB. Although it must be noted that the short-term money market is geared to the bank of England base rate which can be volatile and quick to react to market changes. Whereas the PWLB interest rate is dependent on the more stable Gilts Rate.
- 12.25 The Council's total borrowing requirement based on capital expenditure incurred historically but to be financed is represented by the Capital Financing Requirement (CFR). This is published in the statement of accounts, and as at 31 March 2022 was £1,117.7m.
- 12.26 All capital financing costs, i.e., interest costs and minimum revenue provision must be treated as a revenue cost and built into the Council's MTFP. In essence, the more the Council borrows, the greater the call on the revenue budget which then requires further service savings to be identified to fund this in the longer term. For this reason the Council monitors carefully its borrowing limits and prudential indicators.

12.27 .

13. Capital Programme Funding: 2023/24 to 2026/27

- 13.1 The table below summarises the Council's funding of the proposed Capital Programme as outlined in this report:

| Type of Funding | 2023/24 Estimated £000s | 2024/25 Estimated £000s | 2025/26 Estimated £000s | 2026/27 Estimated £000s | Total |
|--|--|--|--|--|--------------|
| Capital Receipts, CIL and S106 funding | 3,000 | 3,000 | 3,000 | 41,000 | 50,000 |
| External Funding - Disabled Facilities Grant | 973 | 973 | 973 | 973 | 3,892 |
| Homes England Grant | 7,031.4 | 26,504.3 | 4,110 | 17,300 | 3,000 |

| | | | | | |
|---|---------------|----------------|----------------|---------------|----------------|
| Revenue Contributions to capital outlay | 750 | 750 | 750 | 750 | 54,946 |
| Grants & Other Contributions | 1,051.4 | 804.3 | 250 | 250 | 2,356 |
| Borrowing | 43,997 | 116,635 | 156,069 | 15,512 | 332,214 |
| Total | 56,803 | 148,667 | 165,152 | 75,785 | 446,407 |

- 13.2 In total £114.2m (25.5%) of the programme is to be funded via external or internal sources of funding, with the remainder via borrowing (both internal and external).

14. Revenue implications of the programme

- 14.1 A summary of the revenue implications of the Capital Programme is shown below:

| | 2023/24 | 2024/25 | 2025/26 | 2026/27 | Total |
|--|----------------|----------------|----------------|----------------|--------------|
| | £000s | £000s | £000s | £000s | £000s |
| Planned New Borrowing | 43,997 | 116,635 | 156,069 | 15,512 | 332,214 |
| | | | | | |
| Capital Financing Costs - Existing Borrowing | 39,394 | 39,496 | 39,587 | 39,669 | 158,146 |
| | | | | | |
| Commercial Income | (46,129) | (49,233) | (53,389) | (54,120) | (202,871) |
| | | | | | |
| Financed by: | | | | | |
| Net revenue stream | (13,608) | (13,608) | (12,611) | (12,234) | (52,133) |
| Sinking fund net contributions | 1,037 | 875 | 2,891 | 3,668 | 8,471 |
| | (12,571) | (12,733) | (9,720) | (8,566) | (43,662) |

- 14.2 The Council aims to maximise its Balance Sheet assets and as such can utilise cash balances derived from working capital (such items as the appeals provision, reserves, etc.) before it borrows externally to finance the net cost of the capital programme.
- 14.3 Over the four year Capital Programme it is currently estimated that the Council will incur net financial income, through its revenue budget of £52.1m. This is made up of £202.9m of commercial income less financing costs (including Minimum Revenue Provision) of £158.1m.
- 14.4 The revenue costs of the Capital Programme are not uniform across the four years of the capital programme and are subject to significant fluctuations in line with the profiling of capital expenditure and funding (particularly capital receipts).

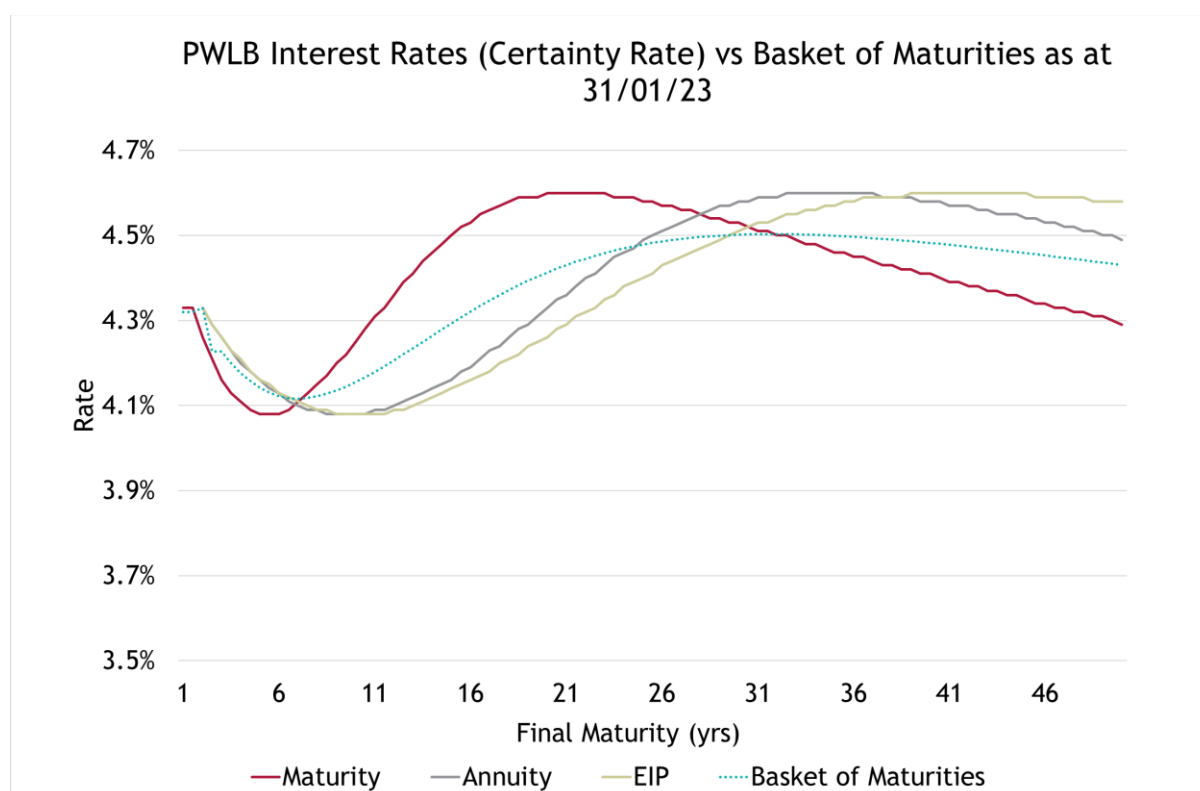
15. Minimum Revenue Provision (MRP)

- 15.1 MRP is applied where the Council must set aside a revenue allocation for provision of debt repayments (borrowing in the capital programme). The Council aligns the majority of its MRP with its annual principal repayments of debt to enable the MRP to be applied on an annual basis, ie the Council is paying its debt down on a year by year basis. MRP replaces other capital charges (e.g., depreciation) in the statement of accounts and has an impact on the Council's bottom line.
- 15.2 MRP will increase in the next few decades as principal repayments increase and interest payments on existing debt falls MRP is sensitive to both expenditure and funding changes.
- 15.3 The Council will continue to balance the use of capital receipts, grants, internal borrowing, and external borrowing to ensure the most efficient use of resources, including the need to fund MRP.

16. Risk Management

- 16.1 Major capital projects require careful management to mitigate the potential risks that can arise. These risks include risk that construction and capital scheme costs will rise and prove higher than estimated and that financing costs are higher than expected. The effective monitoring, management and mitigation of these risks is a key part of managing the capital strategy.
- 16.2 **General Risks**
- 16.3 General risks are those that are faced because of the nature of the major projects being undertaken. Most of these risks are outside of the Council's control, but mitigations have been developed as part of the business planning and governance process.
- 16.4 These risks are set out below along with key mitigations:
- 16.5 **Interest Rate Risk**
- 16.6 The Council is planning to externally borrow £332.2m, less internal sources of finance, as set out in this Capital Strategy over the next four years.
- 16.7 The Council will opt for fixed interest borrowing that matches the useful life of the asset, for purchases of land and buildings, this is 50 years and we are currently able to obtain a rate of 4.29% through PWLB.

- 16.8 The development aspect of each project is funded through the short-term money markets, where interest rates are currently around the 3.5% mark saving the Council significant sums.
- 16.9 The interest on development properties is capitalised, in accordance with the CIPFA Local Authority Accounting (capitalising borrowing costs) Code and rolled up into the total cost price of construction and on completion the short-term funds are repaid and a fixed term loan is taken out with PWLB.
- 16.10 Officers will use the above principles to mitigate our interest risk and also, look at the best options available through PWLB, which could mean that we obtain a basket of loans, including a mixture of annuity and maturity loans over the fifty-year period, in order to mitigate interest rate risk.
- 16.11 In some cases, officers have been able to reduce the total interest charge by significant sums by carefully monitoring the options available at the time of requiring a loan and this is best demonstrated by the chart below.



- 16.12 The chart shows the PWLB rates for Annuity, Maturity and Equal Instalments of Principal (EIP) loans, compared to a basket of maturities.
- 16.13 In the early years a maturity loan is more expensive than an annuity loan in terms of interest charge and cashflow. Around year 33 the benefits change, and a maturity loan becomes cheaper than the annuity loan.
- 16.14 Officers, in consultation with our advisers, will look at each loan and compare the PWLB rates over the next 50 years, to agree the actual loan, which could include a mix (basket) of annuity and maturity loans over the fifty-year term, in order to reduce cash outflow and mitigate interest risk for the Council.
- 16.15 **Inflation Risk**
- 16.16 Construction inflation over and above that budgeted by the council's professionals and advisors, and built into project budgets, could impact on the

affordability of the capital programme. A 1% rise in the cost of the affordable housing programme would increase the cost of the capital programme by approximately £2.8m.

- 16.17 Due to the delays in obtaining planning permission at Ashford Victory Place, we have seen that costs have increased by almost £4m, a 15% rise on the original budget, as building materials increase, the shortage of labour, and longer lead teams take their toll.
- 16.18 If the 15% increase was to be the 'norm' it would increase the gross cost of the capital programme by over £67.0m.
- 16.19 Whilst officers have done everything, they can to inform Council of these potential issues caused by the delays in not progressing our development projects. It is going to be very difficult to mitigate these risks particularly as the time span for guaranteed pricing has reduced considerably over the last few months.
- 16.20 Officers will continue to mitigate through the provision of contingencies, updating estimates regularly as they change and monitoring the impact through governance processes, until these outstanding development projects receive both council and planning approval.
- 16.21 **Legislative Risks**
- 16.22 Change in Law Risk – Capital schemes need to comply with the latest law and regulations, changes in which can impact construction costs and may be retrospective in their nature. This risk is mitigated by awareness of pipeline legislative changes and provision of contingencies.
- 16.23 **Commercial Risks**
- 16.24 The Council's capital programme relies on commercial activity as a key supporting strategy. This involves generation of income from property letting, sales receipts and other revenue/capital financial flows such as land deals with developers. In some cases, the Council commits to large projects, based on assumptions about future asset values and potential income streams. Should market movements mean that these assumptions are inaccurate, then the Council may suffer financially.
- 16.25 To mitigate this risk, the Council relies on expert advice on future asset values in making its decisions.
- 16.26 **Supplier Financial Stability**, construction companies and developers contracting with the Council that experience financial instability pose a significant risk. They may not be able to raise funding to finance operations, and their potential insolvency could lead to a costly process of changing suppliers without any guarantee of remaining within the overall budget. The Council could suffer direct financial loss, and any defects or other issues may not be resolvable as anticipated.
- 16.27 To mitigate this risk, the Council carefully considers the financial robustness of any contractor and requests appropriate financial standing assurance and support wherever possible.
- 16.28 **Transfer Risk**

- 16.29 When the Council plans and delivers projects, it is important to consider the risks associated with the project and whether the Council (or its subsidiaries such as KGE) is the best placed to take on that risk.
- 16.30 A key consideration for major capital schemes is whether these will be developer led or whether the Council will self-develop. For a developer led scheme the developer will take on a significant proportion of the risks associated with the project. However, the developer will price this risk in, so it will come at a cost.
- 16.31 Considerations can include whether there is resource capacity and expertise to take on specific risks in the context of the overall capital programme. The housing subsidiaries are newly incorporated and there may be an initial set-up risk as the company gains experience and embeds its delivery plan.
- 16.32 **Hybrid working** – a key issue with projects and overspending is the lack of communication between colleagues in the same office, with the onset of Hybrid Working, those small conversations had as you pass a colleague in the corridor or whilst having a cup of tea are going to be lost and the likelihood of missing a key element of the project are enhanced.
- 16.33 **Project Risks**, relates to the delivery of capital projects, which in many cases can be controlled, influenced, or directly mitigated in ways other than making contingencies available. These risks would mostly relate to unforeseen project delays and cost increases which could arise from a range of circumstances.
- 16.34 The effective management of these risks is mostly linked to the following strategies:

Project Risks

- (a) Projects are required to maintain a risk register, to ensure effective monitoring.
- (b) **Highlight reporting** - development projects, as an example, create monthly highlight reports to ensure stakeholders are aware of progress and risks of projects on an on-going basis.
- (c) **Appointment of professional teams** - the Development team has recruited and retained the services of experts to provide robust planning and review to advise on financial feasibility and to ensure timely delivery of projects.

Experts also cover key surveying and financial planning roles to give assurance on quality of work and assumptions.

- (d) **Risk of Revenue Write Off** – the Council commits to feasibility studies on many of its significant capital schemes at the point where spend is revenue in nature or when capital spend may be written off, should the scheme in question not progress.

This is managed through careful consideration and approval of all expenditure potentially at risk of revenue write-off. There is a further risk that any projects funded may not yield the required ongoing revenue savings and therefore may need to be written off to revenue.

- 16.35 The Council has an on-going Capital Programme and will continue to invest in capital projects beyond 2026/27 and will therefore need to ensure that funds are set aside for the future cost of borrowing.

17. Financial implications

- 17.1 Financial implications are set out in the main body of this report.

18. Legal considerations

- 18.1 The legal implications for each individual scheme within the capital programme will be considered when approval is sought for that scheme. Each scheme within the capital programme will be approved in accordance with the council's constitution.

19. Equality and Diversity

- 19.1 The Capital programme impacts on all residents across the Borough. In particular, the provision for new housing within the Borough will assist a substantial number of our 3,500 residents, on our housing waiting lists, many of whom are key workers, the young and most vulnerable residents to benefit from our affordable house schemes. Before major new projects and programmes are undertaken, equality impact assessments are undertaken.

20. Sustainability/Climate Change Implications

- 20.1 Each project will be required to provide details of its impact on the sustainability for the Borough and climate. Noting that at present, we are investing over £5.5m into green initiatives and reducing our carbon footprint in our properties, notably, £4m to build the first leisure centre in the United Kingdom to Passivhaus standards and spending £1.5m on heat pumps at our Ashford Victory Place development.

21. Timetable for implementation

- 21.1 The Capital Strategy will need to be approved by Council and can then be issued immediately thereafter.

Background papers: as presented at previous or current meeting(s)
2023/24 to 2026/27 Capital Programme
KGE 50-year projections

| Committee / Service Head | Cost Centre | Description | Category for CFR calc - TMS | Revised Budget 2022-23 | New Growth bids for 2022/23 | New Growth bids for 2023/24 | Adjustments | Revised Total Budget | Budget 2023/24 | 2024/25 | 2025/26 | 2026/27 | Total for 4 Years |
|------------------------------------|-------------|---|-----------------------------|------------------------|-----------------------------|-----------------------------|-------------|----------------------|----------------|-------------|-------------|-------------|-------------------|
| Community Wellbeing & Housing- DFG | | | | | | | | | | | | | |
| | Cost Code | | | | | | | | | | | | |
| Karen Sinclair | 402038261 | Disabled Facilities Mandatory | OthCap | 943,200 | 943,200 | 0 | 0 | 943,200 | 943,200 | 943,200 | 943,200 | 943,200 | 3,772,800 |
| Karen Sinclair | 402048261 | Disabled Facilities Discretion | OthCap | 29,600 | 29,600 | 0 | 0 | 29,600 | 29,600 | 29,600 | 29,600 | 29,600 | 118,400 |
| Karen Sinclair | 402038262 | Grants received from Central Government | Funding | -972,800 | -972,800 | 0 | 0 | -972,800 | -972,800 | -972,800 | -972,800 | -972,800 | -3,891,200 |
| Karen Sinclair | 402038262 | Grants received from Central Government (Growth) | Funding | 0 | 0 | -30,000 | 0 | -30,000 | -30,000 | 0 | 0 | 0 | -30,000 |
| Committee Total | | | | 0 | 0 | -30,000 | 0 | -30,000 | -30,000 | 0 | 0 | 0 | -30,000 |
| Environment & Sustainability | | | | | | | | | | | | | |
| Jackie Taylor | 415038252 | Replacement refuse vehicle | OthCap | 80,000 | 80,000 | 0 | 0 | 80,000 | 80,000 | 0 | 0 | 0 | 80,000 |
| Jackie Taylor | 415038225 | Replacement refuse vehicle - external fund insurance claim | Funding | -45,000 | -45,000 | 0 | 0 | -45,000 | -45,000 | 0 | 0 | 0 | -45,000 |
| Jackie Taylor | 415038252 | Procurement of new food waste vehicles (Growth) | OthCap | 0 | 0 | 400,000 | 0 | 400,000 | 400,000 | 0 | 0 | 0 | 400,000 |
| Jackie Taylor | 415038252 | Lease of seventeen waste & cleansing vehicles (Growth) | OthCap | 0 | 0 | 3,220,000 | 0 | 3,220,000 | 805,000 | 805,000 | 805,000 | 805,000 | 3,220,000 |
| Jackie Taylor | 416068225 | County Transit Site | OthCap | 127,000 | 0 | 0 | 0 | 127,000 | 127,000 | 0 | 0 | 0 | 127,000 |
| Jackie Taylor | 416098252 | Replacement Spelride Bus | OthCap | 100,000 | 0 | 0 | 0 | 100,000 | 100,000 | 0 | 0 | 0 | 100,000 |
| Jackie Taylor | 416208252 | Wheelie Bins (Growth) | OthCap | 50,000 | 50,000 | 0 | 0 | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 200,000 |
| Jackie Taylor | 416088225 | Laleham Park- Portacabins | OthCap | 116,000 | 116,000 | 0 | 0 | 116,000 | 116,000 | 0 | 0 | 0 | 116,000 |
| Jackie Taylor | 416088225 | River Ash Broadwalk | OthCap | 150,000 | 150,000 | 0 | 0 | 150,000 | 150,000 | 0 | 0 | 0 | 150,000 |
| Jackie Taylor | 416088252 | River Ash Broadwalk- Bronzefield Reserve Funding | Funding | -150,000 | -150,000 | 0 | 0 | -150,000 | -150,000 | 0 | 0 | 0 | -150,000 |
| Jackie Taylor | TBC | River Thames Scheme | OthCap | 1,300,000 | 0 | 0 | 0 | 1,300,000 | 1,300,000 | 0 | 0 | 0 | 1,300,000 |
| Heather Morgan | 413148225 | Air Quality | OthCap | 24,500 | 0 | 0 | 0 | 24,500 | 24,500 | 0 | 0 | 0 | 24,500 |
| Committee Total | | | | 1,752,500 | 201,000 | 3,620,000 | 0 | 5,372,500 | 2,957,500 | 855,000 | 855,000 | 855,000 | 5,522,500 |
| Neighbourhood Services | | | | | | | | | | | | | |
| Jackie Taylor | 413028252 | Car Park Management System update in Elmsleigh Surface+MSCP | OthCap | 250,000 | 250,000 | 0 | 0 | 250,000 | 250,000 | 0 | 0 | 0 | 250,000 |
| Jackie Taylor | 413088252 | PCN/Permit/Season Ticket management and issuance management system | OthCap | 50,000 | 50,000 | 0 | 0 | 50,000 | 50,000 | 0 | 0 | 0 | 50,000 |
| Jackie Taylor | TBC | Supply of 5 new CCTV cameras in Shepperton (Growth) | OthCap | 0 | 0 | 35,000 | 0 | 35,000 | 35,000 | 0 | 0 | 0 | 35,000 |
| Committee Total | | | | 300,000 | 300,000 | 35,000 | 0 | 335,000 | 335,000 | 0 | 0 | 0 | 335,000 |
| Corporate Policy & Resources | | | | | | | | | | | | | |
| Marta Inge | 420748225 | Property acquisition for families | HsgReg | 35,000,000 | 35,000,000 | 0 | 0 | 34,527,510 | 5,587,510 | 5,930,000 | 6,120,000 | 16,890,000 | 34,527,510 |
| | 420748225 | Local Authority Housing Fund Grant | HsgReg | 0 | 0 | -1,259,074 | 0 | -1,259,074 | -377,722 | -881,352 | 0 | 0 | -1,259,074 |
| Marta Inge | 420748225 | Recruit an additional Development Manager - Affordable Housing (Growth) | Funding | 0 | 0 | 150,000 | 0 | 600,000 | 150,000 | 150,000 | 150,000 | 150,000 | 600,000 |
| Inge | 420748225 | Funding for the additional Development Manager from Street Acquisitions budget (Growth) | Funding | 0 | 0 | -150,000 | 0 | -600,000 | -150,000 | -150,000 | -150,000 | -150,000 | -600,000 |
| Nick Cummings - Richard Mortimer | 410248225 | Spelthorne Leisure Centre | HsgReg | 48,370,000 | 0 | 0 | 0 | 41,391,144 | 7,253,000 | 23,348,000 | 7,143,000 | 368,628 | 38,112,628 |
| Nick Cummings - Richard Mortimer | 413288225 | Ashford MSCP Residential Scheme | HsgReg | 15,267,000 | 0 | 0 | 3,528,691 | 18,570,044 | 7,428,044 | 7,000,000 | 4,142,000 | 0 | 18,570,044 |
| Nick Cummings - Richard Mortimer | 413288225 | Ashford MSCP Residential Scheme - Homes for England Grant | Funding | 0 | 0 | -4,630,027 | -4,630,027 | -2,778,016 | -2,778,016 | 0 | -1,852,011 | 0 | -4,630,027 |
| Nick Cummings - Richard Mortimer | 420528225 | Whitehouse - Design Fees & Construction Phase B | HsgReg | 3,910,000 | 0 | 0 | 2,325,710 | 5,557,535 | 2,223,014 | 3,334,521 | 0 | 0 | 5,557,535 |
| Nick Cummings - Richard Mortimer | 420528225 | Whitehouse - Design Fees & Construction Phase B - Homes for England Grant | Funding | 0 | 0 | 0 | -1,385,657 | -1,385,657 | -831,394 | -554,263 | 0 | 0 | -1,385,657 |
| Nick Cummings - Richard Mortimer | 420548225 | Thameside House | HsgReg | 54,430,000 | 0 | 0 | 25,286,424 | 77,000,000 | 2,000,000 | 33,000,000 | 37,500,000 | 4,500,000 | 77,000,000 |
| Nick Cummings - Richard Mortimer | 420578225 | Victory Place (Ashford Hospital car park site) | HsgReg | 36,730,000 | 0 | 0 | 1,912,296 | 36,250,000 | 12,000,000 | 18,000,000 | 6,250,000 | 0 | 36,250,000 |
| Nick Cummings - Richard Mortimer | 420578225 | Victory Place (Ashford Hospital car park site) - Homes for England Grant | Funding | 0 | 0 | -10,310,000 | -10,310,000 | -6,200,000 | -6,200,000 | -4,110,000 | 0 | 0 | -10,310,000 |
| Nick Cummings - Richard Mortimer | 420608225 | Oast House | HsgReg | 105,200,000 | 0 | 0 | 33,033,276 | 115,500,000 | 2,000,000 | 38,500,000 | 65,000,000 | 10,000,000 | 115,500,000 |
| Nick Cummings - Richard Mortimer | 420608225 | Oast House - Homes for England Grant | Funding | 0 | 0 | 0 | -23,250,000 | -23,250,000 | 0 | -13,950,000 | 0 | -9,300,000 | -23,250,000 |
| Nick Cummings - Richard Mortimer | 420608225 | Oast House - NHS Funding | Funding | 0 | 0 | 0 | -45,000,000 | -45,000,000 | 0 | 0 | 0 | -35,000,000 | -35,000,000 |
| Nick Cummings - Richard Mortimer | 420638225 | Elmsleigh Centre | HsgReg | 5,350,000 | 0 | 0 | 0 | 5,348,485 | 500,000 | 2,350,000 | 2,498,485 | 0 | 5,348,485 |
| Nick Cummings - Richard Mortimer | 420658225 | William Hill (91/93 High Street) | HsgReg | 6,000,000 | 0 | 0 | 0 | 5,925,800 | 200,000 | 4,225,800 | 1,500,000 | 0 | 5,925,800 |
| Nick Cummings - Richard Mortimer | 420668225 | Totthill MSCP (Growth) | HsgReg | 4,500,000 | 0 | 0 | 77,832,030 | 82,000,000 | 2,500,000 | 5,000,000 | 32,500,000 | 42,000,000 | 82,000,000 |
| Nick Cummings - Richard Mortimer | 420668225 | Totthill MSCP - Homes for England Grant | Funding | 0 | 0 | 0 | -20,000,000 | -20,000,000 | 0 | -12,000,000 | 0 | -8,000,000 | -20,000,000 |
| Nick Cummings - Richard Mortimer | 420678225 | Decathlon Unit | HsgReg | 2,150,000 | 0 | 0 | -2,000,000 | 150,000 | 150,000 | 0 | 0 | 0 | 150,000 |
| Paul Taylor | 436098253 | Centros Upgrade - systems and processes | OthCap | 384,400 | 384,400 | 0 | 0 | 384,400 | 190,000 | 194,400 | 0 | 0 | 384,400 |
| Nick Cummings - Richard Mortimer | 420688225 | Elmsleigh Centre WCs | HsgReg | 60,000 | 60,000 | 0 | 0 | 56,570 | 56,570 | 0 | 0 | 0 | 56,570 |
| Nick Cummings - Richard Mortimer | 420688239 | Elmsleigh Centre WCs | Funding | -40,000 | -40,000 | 0 | 0 | -40,000 | -40,000 | 0 | 0 | 0 | -40,000 |
| Nick Cummings - Richard Mortimer | 420698225 | Ashford Community Centre | HsgReg | 3,500,000 | 3,500,000 | 0 | 0 | 3,500,000 | 3,500,000 | 0 | 0 | 0 | 3,500,000 |
| Nick Cummings - Richard Mortimer | 420708225 | Cedars Rec Toilet block | HsgReg | 250,000 | 250,000 | 0 | 0 | 250,000 | 250,000 | 0 | 0 | 0 | 250,000 |
| Nick Cummings - Richard Mortimer | 420718225 | Greeno Rec | HsgReg | 1,200,000 | 1,200,000 | 0 | 0 | 1,200,000 | 1,200,000 | 0 | 0 | 0 | 1,200,000 |
| Nick Cummings - Richard Mortimer | 420728225 | Manor Park Pavilion | HsgReg | 750,000 | 750,000 | 0 | 0 | 750,000 | 750,000 | 0 | 0 | 0 | 750,000 |
| Nick Cummings - Richard Mortimer | 420738225 | Revelstoke | HsgReg | 400,000 | 400,000 | 0 | 0 | 400,000 | 400,000 | 0 | 0 | 0 | 400,000 |
| Nick Cummings - Richard Mortimer | 420758225 | Benwell II | HsgReg | 0 | 0 | 8,662,000 | 120,607 | 8,662,000 | 2,888,000 | 5,774,000 | 0 | 0 | 8,662,000 |
| Nick Cummings - Richard Mortimer | 426768020 | Sandhills Meadow Bridge - Contribution | HsgReg | 200,000 | 200,000 | 0 | 0 | 200,000 | 200,000 | 0 | 0 | 0 | 200,000 |
| Committee Total | | | | 323,611,400 | 41,704,400 | 7,402,926 | 37,463,350 | 331,748,729 | 41,049,006 | 119,271,106 | 156,691,474 | 21,458,628 | 338,470,214 |
| Regulatory & Administration | | | | | | | | | | | | | |
| Jodie Hawkes | 436098252 | Centro Upgrade | OthCap | 190,000 | 0 | 0 | 0 | 170,495 | 170,495 | 0 | 0 | 0 | 170,495 |
| Alistair Corkish | 436108252 | General Hardware, Software and Mobiles/Tablets (Growth) | OthCap | 50,000 | 50,000 | 25,000 | -33,903 | 25,000 | 25,000 | 0 | 0 | 0 | 25,000 |
| Alistair Corkish | 436148252 | Network Infrastructure | OthCap | 170,000 | 170,000 | 0 | 0 | 170,000 | 170,000 | 0 | 0 | 0 | 170,000 |
| Roy Tilbury | 436268252 | Customer Services Contact Cent | OthCap | 40,000 | 0 | 0 | 0 | 34,463 | 34,463 | 0 | 0 | 0 | 34,463 |
| Roy Tilbury | 436298253 | SharePoint Upgrade | OthCap | 70,000 | 0 | 0 | 0 | 16,485 | 16,485 | 0 | 0 | 0 | 16,485 |
| Alistair Corkish | 436108252 | General Hardware - Homeworking Kit (Growth) | OthCap | 0 | 0 | 46,000 | 0 | 46,000 | 46,000 | 0 | 150,000 | 0 | 196,000 |
| Alistair Corkish | 436108252 | General Hardware - Tablets (Growth) | OthCap | 0 | 0 | 31,000 | 0 | 31,000 | 31,000 | 11,000 | 11,000 | 40,000 | 93,000 |
| Alistair Corkish | 436108252 | General Hardware - Mobiles (Growth) | OthCap | 0 | 0 | 21,000 | 0 | 21,000 | 21,000 | 21,000 | 10,000 | 9,000 | 61,000 |
| Alistair Corkish | 436108252 | Service Delivery Harware Printers (Growth) | OthCap | 0 | 0 | 38,000 | 0 | 38,000 | 38,000 | 0 | 0 | 0 | 38,000 |
| Alistair Corkish | 436108252 | Service Delivery Hardware Infrastructure (Growth) | OthCap | 0 | 0 | 5,000 | 0 | 5,000 | 5,000 | 0 | 350,000 | 0 | 355,000 |
| Sandy Muirhead | 435128252 | SharePoint redesign & Relaunch | OthCap | 155,000 | 0 | 0 | 0 | 155,000 | 155,000 | 0 | 0 | 0 | 155,000 |
| Sandy Muirhead | 435158253 | Corporate EDMS Project | OthCap | 100,000 | 0 | 0 | 0 | 99,045 | 99,045 | 0 | 0 | 0 | 99,045 |
| TBC | TBC | Acquisition of GovTech | OthCap | 0 | 0 | 20,000 | 0 | 20,000 | 20,000 | 0 | 0 | 0 | 20,000 |
| TBC | TBC | website upgrade | OthCap | 0 | 0 | 85,000 | 0 | 85,000 | 85,000 | 0 | 0 | 0 | 85,000 |
| Committee Total | | | | 775,000 | 220,000 | 271,000 | -33,903 | 916,488 | 916,488 | 32,000 | 521,000 | 49,000 | 1,518,488 |
| Total | | | | 326,438,900 | 42,425,400 | 11,298,926 | 37,429,447 | 338,342,717 | 45,227,994 | 120,158,106 | 158,067,474 | 22,362,628 | 345,816,226 |

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Council

23 February 2022



| | |
|----------------------------------|--|
| Title | Estimated 2023/24 to 2026/27 Capital Programme |
| Purpose of the report | To approve the above as recommended by Corporate Policy & Resources Committee at their meeting on 20th February |
| Report Author | Sam Masters, Interim Treasury Management and Capital Accountant |
| Ward(s) Affected | All Wards |
| Exempt | No |
| Corporate Priority | Community Affordable Housing Recovery Environment Service Delivery |
| Recommendations | Council is asked to approve the proposed Capital Programme for 2023/24 to 2026/27. |
| Reason for Recommendation | As part of the 2023/24 budget setting process and to ensure that the Council has a planned approach to its Capital expenditure and that it is financially sustainable. |

1. Key issues

- 1.1 The estimated Capital Programme forms an integral part of the Council's Capital Strategy.
- 1.2 The Council is being asked to approve a multi-year Capital Programme of £446.4m gross and £345.8m net of receipts and grants detailed in Appendix A. Included in the proposed scheme is £70.9m for new projects.
- 1.3 Also included are two estimated multiyear expenditure items for the leasing, and the purchase of, of multiple waste vehicles. These schemes replace prior schemes previously agreed with the exception of an £80k budget for an individual damaged refuse truck with and expected £45k insurance receipt. The new schemes are included to provide a holistic view of the Council's estimated Capital Programme, and to allow officers to plan their medium-term financial strategy. Also included is the River Thames project, which has been preapproved for 2023/24. In total these items amount to £5.0m.
- 1.4 Due to the delays in developing the Council's projects caused by several factors, including, the moratorium, Brexit, supply chain challenges, construction price inflation and shortages of labour, all the Capital Projects have been reviewed by the Budget Managers and reprofiled to reflect the

latest capital monitoring information and expectation of when budgeted expenditure will be incurred, as shown in appendix A.

- 1.5 The aggregate estimated Capital Programme attributable to each committee for 2023/24, before funding is applied, is shown in the table below.

| | 2023/24 | 2024/25 | 2025/26 | 2026/27 | Total |
|-------------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| | Estimated £000s | Estimated £000s | Estimated £000s | Estimated £000s | Estimated £000s |
| Community Wellbeing & Housing - DFG | 972.8 | 972.8 | 972.8 | 972.8 | 3,891.2 |
| Environment & Sustainability | 3,152.5 | 855.0 | 855.0 | 855.0 | 5,717.5 |
| Neighbourhood Services | 335.0 | 0.0 | 0.0 | 0.0 | 335.0 |
| Corporate Policy and Resources | 51,426.1 | 146,806.7 | 162,803.5 | 73,908.6 | 434,945.0 |
| Regulatory & Administration | 916.5 | 32.0 | 521.0 | 49.0 | 1,518.5 |
| Total before funding | 56,802.9 | 148,666.5 | 165,152.3 | 75,785.4 | 446,407.2 |

- 1.6 The largest element of the Capital Programme continues to be the provision of housing for our residents, with a further £69.4m included in the growth bids for 2023/24.
- 1.7 Other elements of the Council's Capital Programme include several smaller initiatives to reduce our carbon footprint and utilising the Green Initiatives Fund set aside by Council last year and various Information Technology (IT) projects such as, equipment refresh, upgrades to systems and improvements to ways of working which will help facilitate efficiencies.
- 1.8 The majority of our Capital Programme is and will continue to be funded by borrowing from the Public Works Loan Board (PWLb), in compliance with the Prudential and Treasury Management Codes and Government guidance and revenue contributions as the Council has very limited capital receipts or capital reserves. Additionally following the February Extraordinary Council Meeting we will be seeking to maximise Homes England grant support for our affordable and key worker housing schemes
- 1.9 Under the Chartered Institute of Public Finance and Accountancy's (CIPFA) Prudential Code regime, councils have a requirement to set out how the financing of their Capital Programme is prudent and affordable and to publish prudential indicators. Any new borrowing would result in a charge to the General Fund for principal and interest on completion of schemes. However, borrowing which relates to residential schemes will be offset by interest and principal repayments from Knowle Green which will be equal to or larger than the payments that is being made by the Council. Along with Homes England

grant support, it is the rental income streams from the residential schemes delivering housing for the borough's residents which makes the financing affordable and prudent for the Council.

- 1.10 If borrowing is not undertaken the programme would need to be financed from additional capital receipts through the selling of assets or a significant revenue contribution to Capital from the services proposing the capital works.
- 1.11 The Council is not currently looking to dispose of any of its properties, which means that future capital receipts will be limited. There will still be a small amount of receipts from the Council's share of Right to Buy, as we come to the end of the contract to improve the resiliency of the Capital Programme, the Council is maintaining its revenue contribution to capital and over time its repair and renewal funds. Borrowing will be undertaken to fund acquisitions for residential and regeneration purposes and developments where future income streams or cashable savings are generated, for example reducing the office footprint.

2. Prudential Indicators (PI)

- 2.1 There are several key indicators to ensure that the Council operates its activities within defined boundaries, which can be seen in Appendix B.

Operational Boundary

- 2.2 The Operational Boundary for External Debt is not a limit and actual borrowing could vary around this boundary for short times during the year. It acts as an early warning indicator to ensure the authorised limit is not breached.
- 2.3 The Operational Boundary links directly to the Council's Capital finance Report (CFR) and estimates of other cashflow requirements. The Council intends to keep the Operational Boundary at £1,350m for 2023/24 through to 2026/27, as detailed in the Treasury Management Strategy Report.

Authorised Limit

- 2.4 Another key indicator is the Authorised Limit which represents the maximum level of borrowing beyond which further external debt is prohibited, without Council approval.
- 2.5 This is a statutory limit determined under Section 3 (1) of the Local Government Act 2003 and it has been set at £1,450m for 2023/24 through to 2026/27, as detailed in the Treasury Management Strategy Report.
- 2.6 Council will approve the Authorised Limit and Operational Boundary via the Treasury Management Strategy Report.

Estimates of financing costs to net revenue stream

- 2.7 This indicator compares the total principal and net interest payments on external debt to the revenue spending of the Council that is funded by government grants and local taxpayer. It is a measure of affordability of borrowing, and is shown in table 2 of Appendix B.
- 2.8 As the Council continues to repay its loans, the interest charge will start to reduce, and the capital repayment element will increase, and therefore the ratio will start to fall over the coming years and highlights the importance of the Council continuing with its policy to build its reserves as well as using the

net investment income to support its service deliver and regeneration programme.

If our net investment income from our property portfolio were included (which was why Council took out the loans) the ratios would be as follows:

| | 2023/24 | 2024/25 | 2025/26 | 2026/27 |
|--|----------------|----------------|----------------|----------------|
| | £m | £m | £m | £m |
| Net Revenue Stream & Investment Portfolio Rent | 59.7 | 62.9 | 66.0 | 66.4 |
| Financing costs | 39.4 | 39.5 | 39.6 | 39.7 |
| Ratio | (0.7) | (0.6) | (0.6) | (0.6) |

Commercial income, related costs, and net contributions to future costs

- 2.9 The Council's commercial income, as shown in table 3 of Appendix C shows a strong net income position after allowing for landlord costs, financing costs and net contributions to the reserves (sinking funds).

3. Financial implications

- 3.1 The planned financing of the 2023/24 proposed Capital Schemes is as follows:

| Type of Funding | 2023/24 Estimated £000s | 2024/25 Estimated £000s | 2025/26 Estimated £000s | 2026/27 Estimated £000s | Total |
|--|--|--|--|--|----------------|
| Capital Receipts, CIL and S106 funding | 3000 | 3000 | 3000 | 41,000 | 50,000 |
| External Funding - Disabled Facilities Grant | 973 | 973 | 973 | 973 | 3,892 |
| Homes for England Grant | 7,031 | 26,504 | 4,110 | 17,300 | 54,946 |
| Revenue Contributions to capital outlay | 750 | 750 | 750 | 750 | 3,000 |
| Grants & Other Contributions | 1051.4 | 804.3 | 250 | 250 | 2,356 |
| Borrowing | 43,997 | 116,635 | 156,069 | 15,512 | 332,214 |
| Total | 56,803 | 148,667 | 165,152 | 75,785 | 446,407 |

It can be noted that over the four year period funding from non-borrowing sources will equate to approximately 26% of the planned expenditure.

4. Equality and Diversity

- 4.1 The provision for new housing within the Borough will assist a substantial number of our 3,500 residents, on our housing waiting lists, many of whom are key workers, the young and most vulnerable residents to benefit from our affordable house schemes.

5. Sustainability/Climate Change Implications

- 5.1 The Council will be investing more than £40m in the development of the first leisure centre in the United Kingdom to be built to the exacting Passivhaus standards (with £4m of the cost relating to achieving the Passivhaus standards), which will be a reduce our carbon footprint to nil, for this building. Further, at Victory Place keyworker and affordable housing residential scheme, we are investing an additional £1.5m for air source heat pumps to reduce the impact the development will have on the environment.

6. Timetable for implementation

- 6.1 Schemes included in the Capital Programme are programmed to commence in 2023/24 and will be monitored monthly by officers to ensure that any slippage of schemes is identified at an early date and the programme is adjusted accordingly.
- 6.2 Bimonthly reports are also provided to the Development Subcommittee for discussion and review.
- 6.3 Any schemes incomplete at the end of March 2022 may be incorporated as part of the revised programme for 2023/24.
- 6.4 Quarterly reports are prepared by the Finance Team as part of the Capital monitoring process, to show the status of the schemes and presented to Committees and Council the expected variance from the approved budget., along with the appropriate narrative.

Background papers: N/A

Appendices:

A - 2023/24 to 2026/27 Capital Programme

B – Prudential Indicators.

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| | | | Category for CFR calc - TMS | Revised Budget 2022-23 | New Growth bids for 2022/23 | New Growth bids for 2023/24 | Adjustments | Revised Total Budget | Budget 2023/24 | 2024/25 | 2025/26 | 2026/27 | Total for 4 Years |
|------------------------------------|-----------------|---|-----------------------------|------------------------|-----------------------------|-----------------------------|-------------|----------------------|----------------|-------------|-------------|-------------|-------------------|
| Committee / Service Head | Cost Centre | Description | | | | | | | | | | | |
| Community Wellbeing & Housing- DFG | | | | | | | | | | | | | |
| | Cost Code | | | | | | | | | | | | |
| Karen Sinclair | 402038261 | Disabled Facilities Mandatory | OthCap | 943,200 | 943,200 | 0 | 0 | 943,200 | 943,200 | 943,200 | 943,200 | 943,200 | 3,772,800 |
| Karen Sinclair | 402048261 | Disabled Facilities Discretion | OthCap | 29,600 | 29,600 | 0 | 0 | 29,600 | 29,600 | 29,600 | 29,600 | 29,600 | 118,400 |
| Karen Sinclair | 402038262 | Grants received from Central Government | Funding | -972,800 | -972,800 | 0 | 0 | -972,800 | -972,800 | -972,800 | -972,800 | -972,800 | -3,891,200 |
| Karen Sinclair | 402038262 | Grants received from Central Government (Growth) | Funding | 0 | 0 | -30,000 | 0 | -30,000 | -30,000 | 0 | 0 | 0 | -30,000 |
| | Committee Total | | | 0 | 0 | -30,000 | 0 | -30,000 | -30,000 | 0 | 0 | 0 | -30,000 |
| Environment & Sustainability | | | | | | | | | | | | | |
| Jackie Taylor | 415038252 | Replacement refuse vehicle | OthCap | 80,000 | 80,000 | 0 | 0 | 80,000 | 80,000 | 0 | 0 | 0 | 80,000 |
| Jackie Taylor | 415038225 | Replacement refuse vehicle - external fund insurance claim | Funding | -45,000 | -45,000 | 0 | 0 | -45,000 | -45,000 | 0 | 0 | 0 | -45,000 |
| Jackie Taylor | 415038252 | Procurement of new food waste vehicles (Growth) | OthCap | 0 | 0 | 400,000 | 0 | 400,000 | 400,000 | 0 | 0 | 0 | 400,000 |
| Jackie Taylor | 415038252 | Lease of seventeen waste & cleansing vehicles (Growth) | OthCap | 0 | 0 | 3,220,000 | 0 | 3,220,000 | 805,000 | 805,000 | 805,000 | 805,000 | 3,220,000 |
| Jackie Taylor | 416068225 | County Transit Site | OthCap | 127,000 | 0 | 0 | 0 | 127,000 | 127,000 | 0 | 0 | 0 | 127,000 |
| Jackie Taylor | 416098252 | Replacement Spelride Bus | OthCap | 100,000 | 0 | 0 | 0 | 100,000 | 100,000 | 0 | 0 | 0 | 100,000 |
| Jackie Taylor | 416208252 | Wheelie Bins (Growth) | OthCap | 50,000 | 50,000 | 0 | 0 | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 200,000 |
| Jackie Taylor | 416088225 | Laleham Park- Portacabins | OthCap | 116,000 | 116,000 | 0 | 0 | 116,000 | 116,000 | 0 | 0 | 0 | 116,000 |
| Jackie Taylor | 416088225 | River Ash Broadwalk | OthCap | 150,000 | 150,000 | 0 | 0 | 150,000 | 150,000 | 0 | 0 | 0 | 150,000 |
| Jackie Taylor | 416088252 | River Ash Broadwalk - Bronzefield Reserve Funding | Funding | -150,000 | -150,000 | 0 | 0 | -150,000 | -150,000 | 0 | 0 | 0 | -150,000 |
| Jackie Taylor | TBC | River Thames Scheme | OthCap | 1,300,000 | 0 | 0 | 0 | 1,300,000 | 1,300,000 | 0 | 0 | 0 | 1,300,000 |
| Heather Morgan | 413148225 | Air Quality | OthCap | 24,500 | 0 | 0 | 0 | 24,500 | 24,500 | 0 | 0 | 0 | 24,500 |
| | Committee Total | | | 1,752,500 | 201,000 | 3,620,000 | 0 | 5,372,500 | 2,957,500 | 855,000 | 855,000 | 855,000 | 5,522,500 |
| Neighbourhood Services | | | | | | | | | | | | | |
| Jackie Taylor | 413028252 | Car Park Management System update in Elmsleigh Surface+MSCP | OthCap | 250,000 | 250,000 | 0 | 0 | 250,000 | 250,000 | 0 | 0 | 0 | 250,000 |
| Jackie Taylor | 413088252 | PCN/Permit/Season Ticket management and issuance management system | OthCap | 50,000 | 50,000 | 0 | 0 | 50,000 | 50,000 | 0 | 0 | 0 | 50,000 |
| Jackie Taylor | TBC | Supply of 5 new CCTV cameras in Shepperton (Growth) | OthCap | 0 | 0 | 35,000 | 0 | 35,000 | 35,000 | 0 | 0 | 0 | 35,000 |
| | Committee Total | | | 300,000 | 300,000 | 35,000 | 0 | 335,000 | 335,000 | 0 | 0 | 0 | 335,000 |
| Corporate Policy & Resources | | | | | | | | | | | | | |
| Marta Inge | 420748225 | Property acquisition for families | HsgReg | 35,000,000 | 35,000,000 | 0 | 0 | 34,527,510 | 5,587,510 | 5,930,000 | 6,120,000 | 16,890,000 | 34,527,510 |
| | 420748225 | Local Authority Housing Fund Grant | HsgReg | 0 | 0 | -1,259,074 | 0 | -1,259,074 | -377,722 | -881,352 | 0 | 0 | -1,259,074 |
| Marta Inge | 420748225 | Recruit an additional Development Manager - Affordable Housing (Growth) | Funding | 0 | 0 | 150,000 | 0 | 600,000 | 150,000 | 150,000 | 150,000 | 150,000 | 600,000 |
| Inge | 420748225 | Funding for the additional Development Manager from Street Acquisitions budget (Growth) | Funding | 0 | 0 | -150,000 | 0 | -600,000 | -150,000 | -150,000 | -150,000 | -150,000 | -600,000 |
| Nick Cummings - Richard Mortimer | 410248225 | Spelthorne Leisure Centre | HsgReg | 48,370,000 | 0 | 0 | 0 | 41,391,144 | 7,253,000 | 23,348,000 | 7,143,000 | 368,628 | 38,112,628 |
| Nick Cummings - Richard Mortimer | 413288225 | Ashford MSCP Residential Scheme | HsgReg | 15,267,000 | 0 | 0 | 3,528,691 | 18,570,044 | 7,428,044 | 7,000,000 | 4,142,000 | 0 | 18,570,044 |
| Nick Cummings - Richard Mortimer | 413288225 | Ashford MSCP Residential Scheme - Homes for England Grant | Funding | 0 | 0 | -4,630,027 | -4,630,027 | -2,778,016 | -2,778,016 | 0 | -1,852,011 | 0 | -4,630,027 |
| Nick Cummings - Richard Mortimer | 420528225 | Whitehouse - Design Fees & Construction Phase B | HsgReg | 3,910,000 | 0 | 0 | 2,325,710 | 5,557,535 | 2,223,014 | 3,334,521 | 0 | 0 | 5,557,535 |
| Nick Cummings - Richard Mortimer | 420528225 | Whitehouse - Design Fees & Construction Phase B - Homes for England Grant | Funding | 0 | 0 | 0 | -1,385,657 | -1,385,657 | -831,394 | -554,263 | 0 | 0 | -1,385,657 |
| Nick Cummings - Richard Mortimer | 420548225 | Thameside House | HsgReg | 54,430,000 | 0 | 0 | 25,286,424 | 77,000,000 | 2,000,000 | 33,000,000 | 37,500,000 | 4,500,000 | 77,000,000 |
| Nick Cummings - Richard Mortimer | 420578225 | Victory Place (Ashford Hospital car park site) | HsgReg | 36,730,000 | 0 | 0 | 1,912,296 | 36,250,000 | 12,000,000 | 18,000,000 | 6,250,000 | 0 | 36,250,000 |
| Nick Cummings - Richard Mortimer | 420578225 | Victory Place (Ashford Hospital car park site) - Homes for England Grant | Funding | 0 | 0 | -10,310,000 | -10,310,000 | -6,200,000 | -6,200,000 | 4,110,000 | 0 | 0 | -10,310,000 |
| Nick Cummings - Richard Mortimer | 420608225 | Oast House | HsgReg | 105,200,000 | 0 | 0 | 33,033,276 | 115,500,000 | 2,000,000 | 38,500,000 | 65,000,000 | 10,000,000 | 115,500,000 |
| Nick Cummings - Richard Mortimer | 420608225 | Oast House - Homes for England Grant | Funding | 0 | 0 | 0 | -23,250,000 | -23,250,000 | 0 | -13,950,000 | 0 | -9,300,000 | -23,250,000 |
| Nick Cummings - Richard Mortimer | 420608225 | Oast House - NHS Funding | Funding | 0 | 0 | 0 | -45,000,000 | -45,000,000 | 0 | 0 | 0 | -35,000,000 | -35,000,000 |
| Nick Cummings - Richard Mortimer | 420638225 | Elmsleigh Centre | HsgReg | 5,350,000 | 0 | 0 | 0 | 5,348,485 | 500,000 | 2,350,000 | 2,498,485 | 0 | 5,348,485 |
| Nick Cummings - Richard Mortimer | 420658225 | William Hill (91/93 High Street) | HsgReg | 6,000,000 | 0 | 0 | 0 | 5,925,800 | 200,000 | 4,225,800 | 1,500,000 | 0 | 5,925,800 |
| Nick Cummings - Richard Mortimer | 420668225 | Totthill MSCP (Growth) | HsgReg | 4,500,000 | 0 | 0 | 77,832,030 | 82,000,000 | 2,500,000 | 5,000,000 | 32,500,000 | 42,000,000 | 82,000,000 |
| Nick Cummings - Richard Mortimer | 420668225 | Totthill MSCP - Homes for England Grant | Funding | 0 | 0 | 0 | -20,000,000 | -20,000,000 | 0 | -12,000,000 | 0 | -8,000,000 | -20,000,000 |
| Nick Cummings - Richard Mortimer | 420678225 | Decathlon Unit | HsgReg | 2,150,000 | 0 | 0 | 0 | 150,000 | 150,000 | 0 | 0 | 0 | 150,000 |
| Paul Taylor | 436098253 | Centros Upgrade - systems and processes | OthCap | 384,400 | 384,400 | 0 | 0 | 384,400 | 190,000 | 194,400 | 0 | 0 | 384,400 |
| Nick Cummings - Richard Mortimer | 420688225 | Elmsleigh Centre WCs | HsgReg | 60,000 | 60,000 | 0 | 0 | 56,570 | 56,570 | 0 | 0 | 0 | 56,570 |
| Nick Cummings - Richard Mortimer | 420688239 | Elmsleigh Centre WCs | Funding | -40,000 | -40,000 | 0 | 0 | -40,000 | -40,000 | 0 | 0 | 0 | -40,000 |
| Nick Cummings - Richard Mortimer | 420698225 | Ashford Community Centre | HsgReg | 3,500,000 | 3,500,000 | 0 | 0 | 3,500,000 | 3,500,000 | 0 | 0 | 0 | 3,500,000 |
| Nick Cummings - Richard Mortimer | 420708225 | Cedars Rec Toilet block | HsgReg | 250,000 | 250,000 | 0 | 0 | 250,000 | 250,000 | 0 | 0 | 0 | 250,000 |
| Nick Cummings - Richard Mortimer | 420718225 | Greeno Rec | HsgReg | 1,200,000 | 1,200,000 | 0 | 0 | 1,200,000 | 1,200,000 | 0 | 0 | 0 | 1,200,000 |
| Nick Cummings - Richard Mortimer | 420728225 | Manor Park Pavilion | HsgReg | 750,000 | 750,000 | 0 | 0 | 750,000 | 750,000 | 0 | 0 | 0 | 750,000 |
| Nick Cummings - Richard Mortimer | 420738225 | Revelstoke | HsgReg | 400,000 | 400,000 | 0 | 0 | 400,000 | 400,000 | 0 | 0 | 0 | 400,000 |
| Nick Cummings - Richard Mortimer | 420758225 | Benwell II | HsgReg | 0 | 0 | 8,662,000 | 120,607 | 8,662,000 | 2,888,000 | 5,774,000 | 0 | 0 | 8,662,000 |
| Nick Cummings - Richard Mortimer | 426768020 | Sandhills Meadow Bridge - Contribution | HsgReg | 200,000 | 200,000 | 0 | 0 | 200,000 | 200,000 | 0 | 0 | 0 | 200,000 |
| | Committee Total | | | 323,611,400 | 41,704,400 | 7,402,926 | 37,463,350 | 331,748,729 | 41,049,006 | 119,271,106 | 156,691,474 | 21,458,628 | 338,470,214 |
| Regulatory & Administration | | | | | | | | | | | | | |
| Jodie Hawkes | 436098252 | Centro Upgrade | OthCap | 190,000 | 0 | 0 | 0 | 170,495 | 170,495 | 0 | 0 | 0 | 170,495 |
| Alistair Corkish | 436108252 | General Hardware, Software and Mobiles/Tablets (Growth) | OthCap | 50,000 | 50,000 | 25,000 | -33,903 | 25,000 | 25,000 | 0 | 0 | 0 | 25,000 |
| Alistair Corkish | 436148252 | Network Infrastructure | OthCap | 170,000 | 170,000 | 0 | 0 | 170,000 | 170,000 | 0 | 0 | 0 | 170,000 |
| Roy Tilbury | 436268252 | Customer Services Contact Cent | OthCap | 40,000 | 0 | 0 | 0 | 34,463 | 34,463 | 0 | 0 | 0 | 34,463 |
| Roy Tilbury | 436298253 | SharePoint Upgrade | OthCap | 70,000 | 0 | 0 | 0 | 16,485 | 16,485 | 0 | 0 | 0 | 16,485 |
| Alistair Corkish | 436108252 | General Hardware - Homeworking Kit (Growth) | OthCap | 0 | 0 | 46,000 | 0 | 46,000 | 46,000 | 0 | 150,000 | 0 | 196,000 |
| Alistair Corkish | 436108252 | General Hardware - Tablets (Growth) | OthCap | 0 | 0 | 31,000 | 0 | 31,000 | 31,000 | 11,000 | 11,000 | 40,000 | 93,000 |
| Alistair Corkish | 436108252 | General Hardware - Mobiles (Growth) | OthCap | 0 | 0 | 21,000 | 0 | 21,000 | 21,000 | 21,000 | 10,000 | 9,000 | 61,000 |
| Alistair Corkish | 436108252 | Service Delivery Hardware Printers (Growth) | OthCap | 0 | 0 | 38,000 | 0 | 38,000 | 38,000 | 0 | 0 | 0 | 38,000 |
| Alistair Corkish | 436108252 | Service Delivery Hardware Infrastructure (Growth) | OthCap | 0 | 0 | 5,000 | 0 | 5,000 | 5,000 | 0 | 350,000 | 0 | 355,000 |
| Sandy Muirhead | 435128252 | SharePoint redesign & Relaunch | OthCap | 155,000 | 0 | 0 | 0 | 155,000 | 155,000 | 0 | 0 | 0 | 155,000 |
| Sandy Muirhead | 435158253 | Corporate EDMS Project | OthCap | 100,000 | 0 | 0 | 0 | 99,045 | 99,045 | 0 | 0 | 0 | 99,045 |
| TBC | TBC | Acquisition of GovTech | OthCap | 0 | 0 | 20,000 | 0 | 20,000 | 20,000 | 0 | 0 | 0 | 20,000 |
| TBC | TBC | website upgrade | OthCap | 0 | 0 | 85,000 | 0 | 85,000 | 85,000 | 0 | 0 | 0 | 85,000 |
| | Committee Total | | | 775,000 | 220,000 | 271,000 | -33,903 | 916,488 | 916,488 | 32,000 | 521,000 | 49,000 | 1,518,488 |
| Total | | | | 326,438,900 | 42,425,400 | 11,298,926 | 37,429,447 | 338,342,717 | 45,227,994 | 120,158,106 | 158,067,474 | 22,362,628 | 345,816,226 |

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Table 1: Prudential Indicators - Authorised Limit and Operational Boundary

The Authorised Limit for External Debt sets the maximum level of external borrowing that the Council can incur. It reflects the level of borrowing which, while not desirable, could be afforded in the short-term, however it is not sustainable. It is the Council's expected maximum borrowing need with headroom for unexpected cashflow. The limit also provides scope for the Council to borrow in advance of need.

The Operational Boundary for External Debt is not a limit and actual borrowing could vary around this boundary for short times during the year. It acts as an early warning indicator to ensure the authorised limit is not breached.

| | 2023/24 | 2024/25 | 2025/26 | 2026/27 |
|----------------------------|---------|---------|---------|---------|
| | £m | £m | £m | £m |
| Authorised borrowing limit | 1,450 | 1,450 | 1,450 | 1,450 |
| Operational boundary | 1,350 | 1,350 | 1,350 | 1,350 |

Table 2: Financing Costs to Net Revenue Stream.

This is a measure of the affordability of borrowing. The Council's financing costs relate substantially to borrowing when commercial property was acquired prior to March 2019. As the CIPFA TM Code notes, commercial investments are taken or held primarily for financial return and are not linked to treasury management activity nor do they form part of delivering direct services. However, as commercial property was directly related to borrowing costs, Table 3 also shows the net income after costs and contributions to future costs. This illustrates the affordability of the commercial investments.

| | 2023/24 | 2024/25 | 2025/26 | 2026/27 |
|------------------------|---------|---------|---------|---------|
| Net Revenue Stream, £m | 13.6 | 13.7 | 12.6 | 12.2 |
| Financing costs, £m | 39.4 | 39.5 | 39.6 | 39.7 |
| Ratio | 2.9 | 2.9 | 3.1 | 3.2 |

Table 3: Commercial Income, Related Costs and Contributions to Sinking Funds

| | 2023/24 | 2024/25 | 2025/26 | 2026/27 |
|--|------------|---------------|--------------|--------------|
| | £m | £m | £m | £m |
| Commercial income | (46.1) | (49.2) | (53.4) | (54.1) |
| Landlord costs | 7.9 | 8.8 | 6.8 | 6.3 |
| Contribution to sinking funds | 1.0 | 0.8 | 2.9 | 3.7 |
| Financing costs | 39.4 | 39.5 | 39.6 | 39.7 |
| Net income after landlord & financing costs & net contributions to sinking fund | 2.2 | (0.02) | (4.1) | (4.5) |

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Council

23 February 2023



| | |
|----------------------------------|--|
| Title | <i>Fees and Charges Report 2023/24 – This report is subject to the decision made at the Corporate Policy & Resources Committee meeting on 20 February 2023</i> |
| Purpose of the report | To make a decision |
| Report Author | <i>Paul Taylor Chief Accountant</i> |
| Ward(s) Affected | All Wards |
| Exempt | No |
| Corporate Priority | Community Affordable housing Recovery Environment Service delivery |
| Recommendations | Council is asked to approve the proposed fees and charges for 2023/24 as set out in Appendix A to H. |
| Reason for Recommendation | <i>Council approved Fees & Charges are an important source of income for the authority each year and are a key importance in balancing the Budget.</i> |

1. Summary of the report

- 1.1 The Council is asked to approve the proposed Fees and Charges for 2023/24 as set out in Appendix A to F for each Committee.

2. Key issues

- 2.1 The Council generates 22% of its gross income to support frontline services through fees & charges, and it is a significant part of the Council budget and assists the Council to deliver a balanced budget.
- 2.2 Corporate Policy & Resources Committee (CPRC) requested that the following minimum increases in Fees and Charges be applied for 2023/24:
- (a) 5% increase on discretionary fees and charges
 - (b) Maximum charged for all statutory fees and charges
- 2.3 The general view amongst Officers is that, in the current exceptional economic and social conditions, some difficult decisions need to be made today, rather than leave them to become significant decisions in later years. With inflation at 10.5% for the twelve months to 31 December 2022, and our proposed Council Tax increase limited to 2.9% in real terms the Council is

already at a disadvantage. A 5% increase represents an increase well below current inflation levels.

- 2.4 The Council must perform a balancing act between maximising additional income that can be generated through fees and charges and setting fee levels which are sustainable whilst not adversely impacting on volume of transactions with our residents and local businesses in the Borough.
- 2.5 By setting the annual increase in fees and charges below the current average interest rate, the Council is looking to ease the pressure on local residents and businesses and make up the shortfall in real income, by encouraging residents and local businesses to use the Council's service and therefore increase the volume of sales.
- 2.6 All 2023/24 fees and charges proposed by Budget Managers were reviewed by the Senior Management Team and Group Heads in the context of the services concerned and the mandate received from Council.
- 2.7 Individual Committees subsequently discussed and reviewed the draft proposed fees and charges relating to the services under their remit, and apart from Car Parks Officers have indicated that they are not proposing to increase prices due to the current lack of demand to use each car park.

Also, at the Community Wellbeing and Housing Committee meeting in January, despite 20%+ food inflation, they voted to support recommending that Meals on Wheels charges are not increased in 2023-24, the remaining Committees all complied with the mandate from CP&RC.
- 2.8 Following on from the Pandemic, the Council in common with many households, businesses and organisations in our Borough and across the UK have faced the highest raises in inflation since the mid 1980's, under what is commonly referred to as the Cost of Living crisis, with inflation averaging 10.5% for the 12 months to 31 December 2022, the Council estimated that an additional £1.2m would be incurred and this would adversely impact on the 2022/23 and 2023/24 budgets.
- 2.9 No additional funding to support the Council's current and future Fees and Charges has been forthcoming, to assist with the impact of the Cost of Living crisis on the Council's Fees and Charges.
- 2.10 In respect of the economic climate, all areas are being monitored through the 2023/24 budget monitoring process to assess the actual income compared to budgets. Management Team can view their sales, fees, and charges in real terms via our integrated financial systems and receive a quarterly report on the major income areas highlighting the current position against that for the previous year. Car parking is one key area where income and customer numbers have still not returned to pre-pandemic levels.
- 2.11 As a result of this, the Council is proposing no increase in our car parking fees, and in many Council owned car parks we will still provide the first hour free of charge, to encourage people to shop in our towns, this reflects the Council's desire to help local retailers and the business community.
- 2.12 It should be noted that in exceptional circumstances discounted pricing may be considered where an activity supports a strategic priority of the Council to the benefit of a particular community group. Please refer to our new Corporate Plan <https://www.spelthorne.gov.uk/corporateplan>

2.13 The Council will be investing more time in reviewing the Fees and Charges for all the Council's services to ensure that all areas make charges for services provided and appropriately reflect the costs of provision. In this way, users of such services are charged for those services, and Council Taxpayers are not subsidising those services.

2.14 The detailed schedule of proposed fees and charges effective from 1 April 2023 is shown in the 2023/24 fees and charges document detailed in Appendix A to F .

2.15 Therefore, 2023/24 is going to be another challenging year for the Council.

3. Options Analysed

3.1 Following guidance from Corporate Policy & Resources Committee in September, every Committee has reviewed and considered each fee and charge and apart from the items in 2.7 below, considered the proposal to increase fees and charges by a minimum of 5% for the discretionary and to charge the maximum for statutory fees and charges, as the only option.

4. Financial implications

4.1 It is anticipated that the additional fees and charges income will increase in 2023/24 by approximately £200,000 based on the fees and charges contained within Appendix A and B.

4.2 The fees and charges income will increase between 0% and 5% depending on the service, full details in Appendix A to F.

4.3 The total potential income from municipal rents, fees and charges to be incorporated into the 2023/24 budget will be approximately £8.0m.

4.4 It has been assumed that there will be no Government support for offsetting ongoing impact of COVID-19 on fees and charges income during 2023/24.

5. Risk considerations

5.1 In the event that Council does not approve the Fees and Charges for 2023/24 by 31 March 2023, at the latest, the Council will not be able to impose the Fees and Charges on the users of our service.

5.2 Reduced fee income combined with other financial pressures facing the Council could have an impact on the Council's ability to deliver services to its residents and communities.

6. Procurement considerations

6.1 There are none.

7. Legal considerations

7.1 Please note that for Statutory Fees and Charges, the price is set centrally.

8. Other considerations

8.1 The Fees and Charges list, levy a reasonable charge on the people who use the services.

9. Equality and Diversity

9.1 The Fees and Charges list, levy a reasonable charge on the people who use the services, where the Council becomes aware that a proposed increase in a fee or charge will have an impact on a particular cohort of residents, it will

consider undertaking a quality impact assessment before implementing a proposed increase.

10. Sustainability/Climate Change Implications

10.1 There is no impact

10.2 Detail how the proposal will support/impact sustainability/climate change issues.

11. Timetable for implementation

11.1 If agreed by Council, the fees and charges proposed are to be implemented from 1 April 2023.

12. Contact

12.1 Paul Taylor Chief Accountant – p.taylor@spelthorne.gov.uk

Background papers: Various reports to each Committee between September 2022 and January 2023, as disclosed in the agenda and minutes of each meeting.

Appendices:

Appendix A – Corporate Policy & Resources Committee.

Appendix B – Administration Committee.

Appendix C – Community Wellbeing & Housing Committee.

Appendix D – Economic Development Committee.

Appendix E – Environment and Sustainability Committee

Appendix F – Neighbourhood Services & Enforcement Committee

Fees and Charges

2023/24



Printed Date: 09/02/2023

Last modified: 09/02/2023

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

Corporate Policy and Resources

Asset Management

Property Fees

Work charges (general fees)

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

Work charges (third sector fees)

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|---|--------|----------------|----------------|-----|---------------|
| Entering into a new Lease | 1,497 | 395.00 | 414.75 | S | Discretionary |
| Licence Renewal (substantially new terms) | 1,501 | 168.00 | 176.40 | S | Discretionary |
| Consent under Lease (assignment, alterations etc.) | 1,503 | 211.00 | 221.57 | S | Discretionary |
| New Wayleave, Easement etc. | 1,504 | 263.00 | 276.15 | S | Discretionary |
| Disposal of Council land (at third party's request) | 1,506 | 790.00 | 829.50 | S | Discretionary |
| Lease Renewal (substantially same terms as before) | 1,500 | 237.00 | 248.85 | S | Discretionary |

Fees and Charges

Printed Date: 09/02/2023 Last modified: 09/02/2023

| | | | | | |
|--|-------|--------|--------|---|---------------|
| Regularisation of encroachment | 1,505 | 263.00 | 276.15 | S | Discretionary |
| Entering into a new Licence | 1,498 | 211.00 | 221.55 | S | Discretionary |
| Lease Renewal (substantially new terms) | 1,499 | 316.00 | 331.80 | S | Discretionary |
| Licence Renewal (substantially same terms as before) | 1,502 | 131.00 | 137.55 | S | Discretionary |

Fees and Charges

2023/24



Printed Date: 09/02/2023

Last modified: 09/02/2023

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

Regulatory Administrative Comm

Electoral Registration

Electoral Registration

Statutory Fees

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

Land Charges

Land Charges

Copying Charges

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

Fees and Charges

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Service Fees

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|---|--------|----------------|----------------|-----|-----------|
| g) Full Search Fees | 1,248 | 0.00 | 264.10 | S | Statutory |
| f) Personal Search Con29 Component data per question | 1,247 | 2.04 | 2.15 | S | statutory |
| a) Con29R Enhanced (New service - provision of additional documentation) | 1,682 | 204.00 | 210.00 | S | statutory |
| b) Con29R Surrey County Council Search Fee (payable in addition to the fees above on all full searches completed) | 611 | 49.20 | 54.60 | S | statutory |
| c) Additional Parcel (Con29) | 613 | 21.60 | 23.40 | S | statutory |
| d) Each Con 29 'O' Optional Enquiry | 614 | 22.20 | 23.40 | S | statutory |
| e) Each Additional Enquiry/Solicitors Question | 615 | 24.00 | 24.60 | S | statutory |
| g) Full Search Fees | 1,721 | | 264.10 | S | Statutory |

Legal Fees

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

Commercial Organisations

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|---|--------|----------------|----------------|-----|---------------|
| A. Lettings and renewals (£0-£50,000 yearly rental income) | 1,545 | 1,845.00 | 1,940.00 | S | Discretionary |
| B. Lettings and renewals (£50,000 - £300,000 yearly rental income) | 1,546 | 2,635.00 | 2,770.00 | S | Discretionary |
| C. Lettings and renewals (£300,000 - £750,000 yearly rental income) | 1,547 | 4,216.00 | 4,430.00 | S | Discretionary |
| D. Lettings and renewals (> £750,000 yearly rental income) | 1,548 | 6,324.00 | 6,640.00 | S | Discretionary |
| E. Rent Deposit Agreement | 1,549 | 1,318.00 | 1,385.00 | S | Discretionary |
| F. Deed of Variation | 1,550 | 1,581.00 | 1,660.00 | S | Discretionary |
| G. Licence to Assign | 1,551 | 1,581.00 | 1,660.00 | S | Discretionary |
| H. Licence to Alter | 1,552 | 1,845.00 | 1,940.00 | S | Discretionary |
| I. Licence to Sublet | 1,553 | 2,108.00 | 2,215.00 | S | Discretionary |
| J. Tenancy at Will | 1,554 | 369.00 | 390.00 | S | Discretionary |
| K. Easement or Wayleave | 1,555 | 1,845.00 | 1,940.00 | S | Discretionary |
| L. Licences | 1,556 | 791.00 | 830.00 | S | Discretionary |
| M. Surrender | 1,557 | 1,845.00 | 1,940.00 | S | Discretionary |

Fees and Charges

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Commercial Organisations - Hourly rates

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--|--------|----------------|----------------|-----|---------------|
| D. Trainee/ Paralegal | 1,287 | 190.00 | 200.00 | S | Discretionary |
| C. Solicitor/ Legal Executive with less than 4 years experience | 1,289 | 248.00 | 260.00 | S | Discretionary |
| B. Solicitor/ Legal Executive with between 4 to 8 years experience | 1,290 | 279.00 | 295.00 | S | Discretionary |
| A. Solicitor/ Legal Executive with over 8 years experience | 1,291 | 353.00 | 370.00 | S | Discretionary |

Community Groups

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|---|--------|----------------|----------------|-----|---------------|
| A. Lettings and renewals | 1,558 | 553.00 | 580.00 | S | Discretionary |
| B. Rent Deposit Agreement | 1,559 | 264.00 | 280.00 | S | Discretionary |
| C. Deed of Variation | 1,560 | 369.00 | 390.00 | S | Discretionary |
| D. Licence to Assign | 1,561 | 369.00 | 390.00 | S | Discretionary |
| E. Licence to Alter | 1,562 | 369.00 | 390.00 | S | Discretionary |
| F. Licence to Sublet | 1,563 | 369.00 | 390.00 | S | Discretionary |
| G. Tenancy at Will | 1,564 | 158.00 | 165.00 | S | Discretionary |
| H. Easement or Wayleave | 1,565 | 553.00 | 580.00 | S | Discretionary |
| I. Licences | 1,566 | 237.00 | 250.00 | S | Discretionary |
| J. Grazing Licences (grants and renewals) | 1,567 | 158.00 | 165.00 | S | Discretionary |
| K. Surrender | 1,568 | 369.00 | 390.00 | S | Discretionary |

Community Groups - Hourly rates

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--|--------|----------------|----------------|-----|---------------|
| D. Trainee/ Paralegal | 1,296 | 90.00 | 95.00 | S | Discretionary |
| C. Solicitor/ Legal Executive with less than 4 years experience | 1,298 | 11.00 | 115.00 | S | Discretionary |
| B. Solicitor/ Legal Executive with between 4 to 8 years experience | 1,299 | 132.00 | 140.00 | S | Discretionary |
| A. Solicitor/ Legal Executive with over 8 years experience | 1,300 | 153.00 | 160.00 | S | Discretionary |

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Fees and Charges

2023/24



Printed Date: 09/02/2023

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

Community Wellbeing & Housing

Day Centres

Greeno & Fordbridge Centres (Community Use)

Committee/Meeting Rooms

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|----------------------------|--------|----------------|----------------|-----|---------------|
| Mon-Fri Evening (per hour) | 558 | 14.20 | 14.90 | E | Discretionary |
| Saturday (per hour) | 561 | 16.30 | 17.10 | E | Discretionary |

Large Hall

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|---|--------|----------------|----------------|-----|---------------|
| Mon-Fri Evening (per hour) | 551 | 21.50 | 22.60 | E | Discretionary |
| Saturday Day Time Rates before 6.00 PM (per hour) | 553 | 25.75 | 27.00 | E | Discretionary |
| Saturday Evening after 6.00 PM (per hour) | 554 | 43.00 | 45.20 | E | Discretionary |
| Sunday (per hour) | 555 | 43.00 | 45.20 | E | Discretionary |

Quiet Lounge

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|---|--------|----------------|----------------|-----|---------------|
| Mon-Fri Evening (per hour) | 562 | 14.20 | 14.90 | E | Discretionary |
| Saturday Day Time Rates before 6.00 PM (per hour) | 564 | 21.95 | 23.00 | E | Discretionary |
| Saturday Evening after 6.00 PM (per hour) | 565 | 26.75 | 28.10 | E | Discretionary |

Greeno & Fordbridge Centres (Semi Commercial Use e.g. Weight Watchers and Dance Classes)

Large Hall

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|---|--------|----------------|----------------|-----|---------------|
| Saturday Day Time Rates before 6.00 PM (per hour) | 1,223 | 32.65 | 34.30 | E | Discretionary |

Fees and Charges

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| | | | | | |
|---|-------|-------|-------|---|---------------|
| Saturday Evening after 6.00 PM (per hour) | 1,224 | 56.20 | 59.00 | E | Discretionary |
| Sunday (per hour) | 1,225 | 56.75 | 59.60 | E | Discretionary |
| Mon - Fri Evening (per hour) | 1,222 | 29.95 | 31.40 | E | Discretionary |

Older Peoples Services

Membership Fees

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|---------------------------|--------|----------------|----------------|-----|---------------|
| SBC Resident | 603 | 16.50 | 17.30 | S | Discretionary |
| Non SBC Resident | 604 | 25.00 | 26.30 | S | Discretionary |
| Joint Day Centre/Spelride | 959 | 25.00 | 26.30 | S | Discretionary |

OPAL Group (High Needs)

Attendance Fees (Daily Charge)

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|-----------------------|--------|----------------|----------------|-----|---------------|
| Fordbridge Day Centre | 1,691 | 40.00 | 42.00 | O | Discretionary |
| Greeno Day Centre | 1,692 | 40.00 | 42.00 | O | Discretionary |

Staines Community Centres (Community Use)

Upstairs meeting room

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|-----------------------------|--------|----------------|----------------|-----|---------------|
| Mon-Fri Evening (per hour) | 1,435 | 14.15 | 14.90 | E | Discretionary |
| Saturday Daytime (per hour) | 1,436 | 16.30 | 17.10 | E | Discretionary |
| Saturday Evening (per hour) | 1,437 | 26.75 | 28.10 | E | Discretionary |
| Sunday all day (per hour) | 1,438 | 26.75 | 28.10 | E | Discretionary |

Upstairs or downstairs area

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|-----------------------------|--------|----------------|----------------|-----|---------------|
| Sunday all day (per hour) | 1,434 | 37.85 | 39.70 | E | Discretionary |
| Mon-Fri Evening (per hour) | 1,431 | 17.85 | 18.70 | E | Discretionary |
| Saturday Evening (per hour) | 1,433 | 37.85 | 39.70 | E | Discretionary |
| Saturday Daytime (per hour) | 1,432 | 23.65 | 24.80 | E | Discretionary |

Fees and Charges

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Staines Community Centres (Semi-Commercial Use)

Upstairs meeting room

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|-----------------------------|--------|----------------|----------------|-----|---------------|
| Mon-Fri Evening (per hour) | 1,443 | 19.45 | 20.40 | E | Discretionary |
| Saturday Daytime (per hour) | 1,444 | 21.95 | 23.00 | E | Discretionary |
| Saturday Evening (per hour) | 1,445 | 37.20 | 39.10 | E | Discretionary |
| Sunday all day (per hour) | 1,446 | 37.20 | 39.10 | E | Discretionary |

Upstairs or downstairs area

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|-----------------------------|--------|----------------|----------------|-----|---------------|
| Sunday all day (per hour) | 1,442 | 47.75 | 50.10 | E | Discretionary |
| Mon-Fri Evening (per hour) | 1,439 | 23.65 | 24.80 | E | Discretionary |
| Saturday Daytime (per hour) | 1,440 | 26.75 | 28.10 | E | Discretionary |
| Saturday Evening (per hour) | 1,441 | 47.75 | 50.10 | E | Discretionary |

Health and Safety

Health and Safety

Health And Safety At Work Act 1974

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--|--------|----------------|----------------|-----|---------------|
| Officer Statement Of Facts - hourly rate | 314 | 66.00 | 70.00 | O | Discretionary |

Homelessness

Homelessness

Bed & Breakfast

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|---|--------|----------------|----------------|-----|-----------|
| Charge Is Maximum Eligible For Housing Benefit (2 Bed Rate, Per Week, Per Individual) | 550 | 288.46 | 288.46 | O | Statutory |
| Charge Is Maximum Eligible For Housing Benefit (4 Bed Rate, Per Week, Per Individual) | 1,320 | 413.01 | 413.01 | O | Statutory |

Meals On Wheels

Fees and Charges

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Luncheon Clubs

Service Fees

Charge Per Meal

| Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--------|----------------|----------------|-----|---------------|
| 609 | 4.00 | 4.20 | O | Discretionary |

Meals on Wheels

Service Fees

Charge for Sandwich

Charge Per Meal

| Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--------|----------------|----------------|-----|---------------|
| 1,683 | 1.80 | 1.90 | 0 | Discretionary |
| 608 | 4.00 | 4.20 | O | Discretionary |

Public Health

Water Testing Charges

Private water supply

Analysing a sample taken during monitoring of Group B parameters and monitoring under regulation 11,= office hourly rate PLUS all associated external sampling, laboratory and reporting costs

| Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--------|----------------|----------------|-----|-----------|
| 1,034 | 63.50 | 63.50 | O | Statutory |

b) Risk Assessment (each assessment) = officer hourly rate, PLUS all associated costs for commissioning appropriately trained and competent specialists

| | | | | |
|-------|-------|-------|---|-----------|
| 1,028 | 63.50 | 63.50 | O | Statutory |
|-------|-------|-------|---|-----------|

c) Investigation (per investigation) = officer hourly rate, PLUS all associated costs for commissioning competent specialists (including sampling, laboratory analysis, risk assessment and engineering

| | | | | |
|-------|-------|-------|---|-----------|
| 1,029 | 63.50 | 63.50 | O | Statutory |
|-------|-------|-------|---|-----------|

d) Granting an Authorisation (per authorisation) = officer hourly rate, PLUS all associated external costs

| | | | | |
|-------|-------|-------|---|-----------|
| 1,030 | 63.50 | 63.50 | O | Statutory |
|-------|-------|-------|---|-----------|

e) Analysing a Sample Taken Under Regulation 10 (for parameters referred to in paragraph (1)(a) to (e) of that regulation) = officer hourly rate, PLUS all associated external sampling, laboratory and reporting costs

| | | | | |
|-------|-------|-------|---|-----------|
| 1,032 | 63.50 | 63.50 | O | Statutory |
|-------|-------|-------|---|-----------|

f) Analysing a Sample Taken during monitoring of Group A parameters = officer hourly rate, PLUS all associated external sampling, laboratory and reporting costs

| | | | | |
|-------|-------|-------|---|-----------|
| 1,033 | 63.50 | 63.50 | O | Statutory |
|-------|-------|-------|---|-----------|

a) Private water supply sample (each visit)= officer hourly rate plus PLUS all associated external sampling, laboratory and reporting costs

| | | | | |
|-------|--------|--------|---|-----------|
| 1,027 | 100.00 | 100.00 | O | Statutory |
|-------|--------|--------|---|-----------|

Fees and Charges

2023/24



Printed Date: 09/02/2023

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

Economic Development

Staines Market

Markets

Staines High Street

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|---------------------------------------|--------|----------------|----------------|-----|---------------|
| Permanent Pitch (Wednesday) | 1,253 | 43.00 | 45.00 | S | Discretionary |
| Causal Pitch (Wednesday) | 108 | 48.00 | 50.00 | S | Discretionary |
| Casual Pitch (Saturday) | 109 | 54.00 | 57.00 | S | Discretionary |
| Permanent Pitch (Saturday) | 110 | 48.00 | 50.00 | S | Discretionary |
| Permanent Pitch (Friday) | 111 | 43.00 | 45.00 | S | Discretionary |
| Casual Pitch (Friday) | 1,252 | 48.00 | 50.00 | S | Discretionary |
| Ad Hoc Rentals (Price on Application) | 1,425 | | | S | Discretionary |

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Fees and Charges

2023/24



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

Environment & Sustainability

Planning Development Control

A) Pre-Application Charges

a) Householder Applications - Advice (Written)

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|---|--------|----------------|----------------|-----|---------------|
| Householder advice on acceptability of a proposal | 1,249 | 95.00 | 100.00 | S | Discretionary |

b) Householder Applications - Other

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|---|--------|----------------|----------------|-----|---------------|
| Site Visit and advice on historic buildings | 1,251 | 180.00 | 189.00 | S | Discretionary |

bb) Trees

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|---|--------|----------------|----------------|-----|---------------|
| Site visit and advice on trees - householder | 1,250 | 110.00 | 116.00 | S | Discretionary |
| Site visit and advice on trees - development site | 1,673 | 350.00 | 368.00 | S | Discretionary |

c) Planning Investigation/Research - Commercial Organisations Only

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--|--------|----------------|----------------|-----|---------------|
| Investigation/ Research Requiring Office Based Work Only Per Hr | 666 | 240.00 | 252.00 | S | Discretionary |
| Investigation/ Research Requiring Both Office And Site Based Work Per Hr | 667 | 300.00 | 315.00 | S | Discretionary |

d) Planning Investigation/Research - Service Fees

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|------------------------|--------|----------------|----------------|-----|---------------|
| High Hedge Legislation | 665 | 685.00 | 690.00 | S | Discretionary |

e) Written Advice (Initial advice plus one additional response)

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--|--------|----------------|----------------|-----|---------------|
| 01) Single New Dwelling/Replacement Dwelling | 1,303 | 310.00 | 326.00 | S | Discretionary |
| 02) Minor Proposals - 2 - 3 dwellings) | 780 | 474.00 | 498.00 | S | Discretionary |

Fees and Charges

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| | | | | | |
|--|-------|--------|--------|---|---------------|
| 05) Dropped kerbs - confirmation whether planning permission required | 1,322 | 68.50 | 72.00 | S | Discretionary |
| 06) Advertisements, per advertisement | 1,422 | 135.00 | 142.00 | S | Discretionary |
| 07) Other Miscellaneous developments (as agreed by the Planning Development Management) | 1,423 | 150.00 | 160.00 | S | Discretionary |
| 02b) Larger Minor Proposal (4-9 dwellings) or up to 1000 sq m commercial/other new build | 1,672 | 948.00 | 995.00 | S | Discretionary |

f) Meetings (charge per meeting)

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|---|--------|----------------|----------------|-----|---------------|
| 08) Planning Performance Agreements for major/complex proposals (Terms to be agreed) | 1,454 | | | S | Discretionary |
| 07) Advertisements | 1,424 | 390.00 | 395.00 | S | Discretionary |
| 01) Single New Dwelling/Replacement Dwelling | 1,304 | 384.00 | 398.00 | S | Discretionary |
| 05) Strategic Proposals (25 -49 dwellings or 2,000- 10,000sq m commercial floor space) | 774 | 0.00 | 3,720.00 | S | Discretionary |
| 06) Strategic Proposals (+50 dwellings or +10,000 sq m commercial) | 775 | 0.00 | 5,720.00 | S | Discretionary |
| 03) Major Proposal 10 - 24 dwellings or 1,000 - 2,000 sq m commercial floor space | 776 | | 2,430.00 | S | Discretionary |
| 02) Minor Proposal (2-3 dwellings) | 777 | 650.00 | 682.00 | S | Discretionary |
| 02b) Large Minor Proposal (4-9 dwellings) or up to 1000 sq m commercial/other new build | 1,671 | 1,265.00 | 1,328.00 | S | Discretionary |

B) Planning Application Fees

a) Household Development

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|---|--------|----------------|----------------|-----|-----------|
| Alteration/Addition To Existing Dwelling | 669 | 206.00 | 206.00 | S | Statutory |
| Alteration/Addition To Two Or More Existing Dwellings | 670 | 407.00 | 407.00 | S | Statutory |
| Erection Of Outbuildings, Fences Etc Within Curtilage Of A Dwelling | 671 | 206.00 | 206.00 | S | Statutory |

b) Outline Applications

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--|--------|----------------|----------------|-----|-----------|
| The site area exceeds 2.5 hectares (and an additional £115 for each 0.1 hectare in excess of 2.5 hectares, subject to a maximum in total of £125,000;) | 672 | 11,432.00 | 11,432.00 | S | Statutory |
| The site area does not exceed 2.5 hectares: for each 0.1 hectare of the site area | 673 | 462.00 | 462.00 | S | Statutory |

c) Full Applications And Reserved Matters

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--|--------|----------------|----------------|-----|-----------|
| Erection Of Dwellings Per Dwelling Created Up To A Max of 50 Dwellings | 674 | 462.00 | 462.00 | S | Statutory |
| Where the number of dwellinghouses to be created by the development exceeds 50 (and an additional £115 for each dwellinghouse in excess of 50 up to a maximum total fee of £250,000) | 675 | 22,859.00 | 22,859.00 | S | Statutory |

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d) Erection Of Buildings Other Than Dwellings, Agricultural Buildings, Glasshouses (

Where the floor space created is more than 3750m² (with £115 for each additional 75m² in excess of 3750m² subject to a maximum fee of £250,000)

Where the floor space created is between 75m² and 3750m²

Where floor space does not exceed 40m²

Where the floor space created is between 40m² and 75m²

No new floor space

| Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--------|----------------|----------------|-----|-----------|
| 676 | 22,859.00 | 22,859.00 | S | Statutory |
| 677 | 462.00 | 462.00 | S | Statutory |
| 678 | 234.00 | 234.00 | S | Statutory |
| 679 | 462.00 | 462.00 | S | Statutory |
| 680 | 234.00 | 234.00 | S | Statutory |

e) Erection Of Other Agricultural Buildings On Land Used For Purposes Of Agricultur

Where the gross floor space exceeds 4215m² £19,049 (and an additional £115 for each 75m² in excess of 4215 up to a maximum fee of £250,000)

Where the gross floor space exceeds 465m² but does not exceed 540m²

Where the gross floor space exceeds 540m² but does not exceed 4215m² £385 for the first 540m² and an additional £385 for each 75m² in excess of 540m²

Where the gross floor space does not exceed 465m²

| Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--------|----------------|----------------|-----|-----------|
| 683 | 22,859.00 | 22,859.00 | S | Statutory |
| 684 | 462.00 | 462.00 | S | Statutory |
| 685 | 462.00 | 462.00 | S | Statutory |
| 686 | 96.00 | 96.00 | S | Statutory |

f) Erection Of Glasshouses Used For Purposes In Agriculture

Where the gross floor space does not exceed 465m²

Where the gross floor space exceeds 465m²

| Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--------|----------------|----------------|-----|-----------|
| 681 | 96.00 | 96.00 | S | Statutory |
| 682 | 2,580.00 | 2,580.00 | S | Statutory |

g) Erection, Alteration Or Replacement Of Plant And Machinery

Where the site area exceeds 5 hectares £19,049 (an additional £115 for each 0.1 hectares in excess of 5 hectares subject to a maximum of £250,000)

Where the site area does not exceed 5 hectares, £385 for each 0.1 hectare of the site area

| Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--------|----------------|----------------|-----|-----------|
| 687 | 22,859.00 | 22,859.00 | S | Statutory |
| 688 | 462.00 | 462.00 | S | Statutory |

h) Applications other than Building Works

Car Parks, Service Roads Or Other Accesses (Existing Uses Only)

| Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--------|----------------|----------------|-----|-----------|
| 704 | 234.00 | 234.00 | S | Statutory |

i) Exploratory Drilling For Oil Or Natural Gas

where the site area does not exceed 7.5 hectares, £423 for each 0.1 hectare of site area

where the site area exceeds 7.5 hectares, £31,725 (with an additional £126 for each 0.1 hectares in excess of 7 hectares up to a maximum fee of £250,000)

| Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--------|----------------|----------------|-----|-----------|
| 699 | 508.00 | 508.00 | S | Statutory |
| 1,273 | 38,070.00 | 38,070.00 | S | Statutory |

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j) Operations For Winning And Working Of Minerals

| | | | | | |
|--|------------------------|--------------------------------|--------------------------------|---------------------|-------------------------|
| where the site area exceed 15 hectares, £29,112 (and an additional £115 for each 0.1 hectares in excess of 15 hectares up to a maximum of £65,000) | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
| | 1,274 | 34,934.00 | 34,934.00 | S | Statutory |
| where the site area does not exceed 15 hectares, £195 for each 0.1 hectare of the site area | 701 | 234.00 | 234.00 | S | Statutory |

k) The carrying out of any operations not coming within any of the above categories

| | | | | | |
|---|------------------------|--------------------------------|--------------------------------|---------------------|-------------------------|
| £195 for each 0.1 hectare of the site area, subject to a maximum of £1,690 | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
| | 703 | 234.00 | 234.00 | S | Statutory |
| For Non-Compliance With Conditions , Including Retention Of Temporary Building (If Not As A Revision) | 705 | 234.00 | 234.00 | S | Statutory |

l) Change Of Use Of Building To Use As One Or More Separate Dwellings - change of

| | | | | | |
|--|------------------------|--------------------------------|--------------------------------|---------------------|-------------------------|
| Where the change of use is to use as 50 or fewer dwelling houses £385 per new dwelling | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
| | 1,275 | 462.00 | 462.00 | S | Statutory |
| where the change of use is to use as more than 50 dwelling houses, £19,049 (and an additional £115 for each dwelling house in excess of 50, up to a maximum fee of £250,000) | 1,276 | 22,859.00 | 22,859.00 | S | Statutory |

m) Change Of Use Of Building To Use As One Or More Separate Dwellings - In all oth

| | | | | | |
|--|------------------------|--------------------------------|--------------------------------|---------------------|-------------------------|
| Where the change of use is to use as 50 or fewer dwelling houses £385 per new dwelling | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
| | 1,277 | 462.00 | 462.00 | S | Statutory |
| where the change of use is to use as more than 50 dwelling houses, £19,049 (and an additional £115 for each dwelling house in excess of 50, up to a maximum fee of £250,000) | 1,278 | 22,859.00 | 22,859.00 | S | Statutory |

n) The use of land for: a) the disposal of refuse or waste materials; b) the deposit of n

| | | | | | |
|--|------------------------|--------------------------------|--------------------------------|---------------------|-------------------------|
| Where the site area does not exceed 15 hectares, £195 for each 0.1 hectares of the site area | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
| | 1,279 | 234.00 | 234.00 | S | Statutory |
| Where the site area exceeds 15 hectares, £29,112 (and an additional £115 for each 0.1 hectare in excess of 15 hectares, subject to a maximum fee of £65,000) | 1,280 | 34,934.00 | 34,934.00 | S | Statutory |

o) Other Changes Of Use

| | | | | | |
|---|------------------------|--------------------------------|--------------------------------|---------------------|-------------------------|
| Other Changes Of Use (Except Waste Or Minerals) | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
| | 710 | 462.00 | 462.00 | S | Statutory |

p) Concessionary Fees and Exemptions

| | | | | | |
|--|------------------------|--------------------------------|--------------------------------|---------------------|-------------------------|
| 01) Works To Improve The Disabled Person Access To A Public House, Or To Improve His Access, Safety, Health Or Comfort At His Dwelling House | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
| | 689 | 0.00 | 0.00 | S | Statutory |
| 02) Applications By Parish etc. Councils (Advertisement Applications Also) - Half the normal fee | 690 | 0.00 | 0.00 | S | Statutory |
| 03) Applications Required Because Of The Removal Of Permitted Development Rights By A Condition Or By Article 4 Direction | 691 | 0.00 | 0.00 | S | Statutory |
| 04) Playing Fields (For Sports Clubs) | 692 | 462.00 | 462.00 | S | Statutory |

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| | | | | | |
|---|-----|--------|--------|---|-----------|
| 07) Revised / Fresh Application For Development (Or Advertisement_ Of Same Character Or Description Within 12 Months Of Expiry Of Statutory 8 Weeks Period Where Applicant Has Appealed To Secretary Of State On The Grounds Of Non-Determination | 693 | 0.00 | 0.00 | S | Statutory |
| 05) Revised Or Fresh Application For Development Of The Same Character Or Description Within 12 Months Of Receiving Permission | 694 | 0.00 | 0.00 | S | Statutory |
| 08) Duplicate Applications Made By The Same Applicant Within 28 Days - Normal fee for both applications | 695 | 0.00 | 0.00 | S | Statutory |
| 09) Alternative Applications For One Site. Highest Of Fees Applicable For Each Alternative And A Sum Equal To Half The Rest. | 696 | 0.00 | 0.00 | S | Statutory |
| 10) Development Crossing Planning Authority Boundaries, Requiring Several Applications - Only 1 Fee Is Paid For The Authority Having The Larger Site, But Calculated For The Whole Scheme And Subject To Special Ceiling. | 697 | 0.00 | 0.00 | S | Statutory |
| 11) Reserved Matters Where The Applicants Earlier Reserved Matters Applications Have Incurred Total Fees Equalling That For A Full Application For Entire Scheme | 698 | 462.00 | 462.00 | S | Statutory |
| 06) Exemptions For Applications Following A Refusal, Withdrawn Application etc., Are Available On The Same Basis As For Planning Applications | 723 | 0.00 | 0.00 | S | Statutory |

q) Applications In Relation To Permission In Principle

£402 for each 0.1 hectare of the site area

| Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--------|----------------|----------------|-----|-----------|
| 1,219 | 402.00 | 402.00 | S | Statutory |

r) Advertisements

Advertisements Relating To The Business On The Premises

Advance Signs Directing The Public To A Business

Other Advertisements

| Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--------|----------------|----------------|-----|-----------|
| 717 | 132.00 | 132.00 | S | Statutory |
| 718 | 132.00 | 132.00 | S | Statutory |
| 719 | 462.00 | 462.00 | S | Statutory |

s) Fees For Applications For Certificates Of Lawful Use Or Development

For Existing Use Or Development - The Amount That Would Be Payable In Respect Of An Application For Planning Permission

For Proposed Use Or Development - Half The Amount That Would Be Payable In Respect Of An Application For Planning Permission

Lawful not to comply with any condition

| Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--------|----------------|----------------|-----|-----------|
| 720 | | | S | Statutory |
| 722 | | | S | Statutory |
| 1,428 | 234.00 | 234.00 | S | Statutory |

t) Miscellaneous Applications

Notification of Demolition under the General Development Order

Notification of Agricultural Or Forestry Development Or Demolition Under The General Development Order

Notification of Telecommunication Development Under The General Development Order

| Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--------|----------------|----------------|-----|-----------|
| 1,281 | 96.00 | 96.00 | S | Statutory |
| 712 | 96.00 | 96.00 | S | Statutory |
| 713 | 462.00 | 462.00 | S | Statutory |

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u) Confirmation of Compliance with planning condition attached to Planning Permiss

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|---|--------|----------------|----------------|-----|-----------|
| Per Condition for a householder application | 978 | 34.00 | 34.00 | S | Statutory |
| Per condition for all other types of application | 979 | 116.00 | 116.00 | S | Statutory |
| Application or removal or variation of a condition following grant of planning permission | 1,429 | 234.00 | 234.00 | S | Statutory |

v) Requests for Non Material Amendments

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|-------------|--------|----------------|----------------|-----|-----------|
| Others | 782 | 234.00 | 234.00 | S | Statutory |
| Householder | 783 | 34.00 | 34.00 | S | Statutory |

w) Hazardous Substances Consent

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|---|--------|----------------|----------------|-----|-----------|
| Applications Where Twice The Controlled Quantity Of Substance Is Not Exceeded | 714 | 250.00 | 250.00 | S | Statutory |
| Applications For Removal Of Conditions And Continuation Of An Existing Consent | 716 | 200.00 | 200.00 | S | Statutory |
| Applications Where Twice The Controlled Quantity Of Substances Will Be Exceeded | 715 | 400.00 | 400.00 | S | Statutory |

x) Fees For Certain Applications Under The General Permitted Development Order

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|---|--------|----------------|----------------|-----|-----------|
| 01) Part 4 Class CA (Provision of a temporary state-funded school on "vacant commercial land") | 1,509 | 96.00 | 96.00 | S | Statutory |
| 02) Part 4 Class E (temporary use of land or building for the purposes of "commercial film making") | 1,510 | 96.00 | 96.00 | S | Statutory |
| 03) Part 7 Class C (erection of a "collection facility" within the curtilage of a shop) | 1,511 | 96.00 | 96.00 | S | Statutory |
| 04) Part 14 Class J (Installation of solar panels on a non-domestic building) | 1,512 | 96.00 | 96.00 | S | Statutory |

C) Planning Miscellaneous Fees

a) Photocopying Charges For Current Applications

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--------------------------------|--------|----------------|----------------|-----|---------------|
| 02) A4 - Each Subsequent Sheet | 655 | 1.10 | 1.15 | S | Discretionary |
| 03) A3 - First Sheet | 656 | 4.60 | 4.85 | S | Discretionary |
| 04) A3 - Each Subsequent Sheet | 657 | 1.30 | 1.37 | S | Discretionary |
| 05) A2 - First Sheet | 658 | 21.00 | 22.13 | S | Discretionary |
| 06) A2 - Each Subsequent Sheet | 659 | 3.15 | 3.30 | S | Discretionary |
| 07) A1 - First Sheet | 660 | 21.00 | 22.13 | S | Discretionary |
| 08) A1 - Each Subsequent Sheet | 661 | 4.20 | 4.40 | S | Discretionary |

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| | | | | | |
|--------------------------------|-----|-------|-------|---|---------------|
| 09) A0 - First Sheet | 662 | 21.00 | 22.13 | S | Discretionary |
| 10) A0 - Each Subsequent Sheet | 663 | 5.70 | 6.00 | S | Discretionary |
| 01) A4 - First Sheet | 654 | 3.60 | 3.80 | S | Discretionary |

b) Service Fees

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|---|--------|----------------|----------------|-----|---------------|
| Planning Decision Notice and copies of TPO's (Each) | 651 | 32.00 | 33.70 | S | Discretionary |

c) Publicity Schedule Of Planning Proposals

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|------------|--------|----------------|----------------|-----|---------------|
| Paper Copy | 664 | 110.00 | 116.00 | S | Discretionary |
| By email | 1,282 | 0.00 | 0.00 | S | Discretionary |

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Fees and Charges

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

Neighbourhood Services

Abandoned Vehicles

Abandoned Vehicles

Collection Fee

Collection And Disposal From Private Property

| Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--------|----------------|----------------|-----|---------------|
| 106 | 130.00 | 136.50 | O | Discretionary |

Miscellaneous

Collection Fee

Supermarket Trolleys - Collection Charge Per Trolley

| Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--------|----------------|----------------|-----|---------------|
| 750 | 80.00 | 84.00 | S | Discretionary |

Allotments

Allotments

Rental

With Piped Water (Per 25.29Sq Meter Per Annum)

| Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--------|----------------|----------------|-----|---------------|
| 37 | 16.15 | 17.00 | O | Discretionary |

Without Piped Water (Per 25.29Sq Meter Per Annum)

| | | | | |
|----|-------|-------|---|---------------|
| 38 | 12.80 | 13.40 | O | Discretionary |
|----|-------|-------|---|---------------|

Gate Key Deposit

| | | | | |
|----|-------|-------|---|---------------|
| 39 | 22.15 | 23.30 | O | Discretionary |
|----|-------|-------|---|---------------|

Building Control

Fees and Charges

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Building Control

Building Control

Sale Of Approval Notices

| Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--------|----------------|----------------|-----|---------------|
| 357 | 24.00 | 26.00 | S | Discretionary |

Building Control Research

Historical Research Per Hr (Inc 4 Copies)

| Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--------|----------------|----------------|-----|---------------|
| 359 | 75.00 | 80.00 | S | Discretionary |

Additional Copies of Documents/Notices

| | | | | |
|-----|-------|-------|---|---------------|
| 360 | 30.00 | 32.00 | S | Discretionary |
|-----|-------|-------|---|---------------|

Charges For Certain Small Buildings And Extensions - Additional Charge (Non Part P

01 Extensions Under 10m2 (single storey)

| Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--------|----------------|----------------|-----|---------------|
| 1,074 | 300.00 | 323.00 | S | Discretionary |

02 Extensions 10m2 - 40m2 (single storey)

| | | | | |
|-------|--------|--------|---|---------------|
| 1,075 | 300.00 | 323.00 | S | Discretionary |
|-------|--------|--------|---|---------------|

03 Extensions 40m2 - 100m2 (single storey)

| | | | | |
|-------|--------|--------|---|---------------|
| 1,076 | 300.00 | 323.00 | S | Discretionary |
|-------|--------|--------|---|---------------|

04 Two storey extension not exceeding 40m2

| | | | | |
|-------|--------|--------|---|---------------|
| 1,077 | 300.00 | 323.00 | S | Discretionary |
|-------|--------|--------|---|---------------|

05 Two storey extension 40m2 - 100m2

| | | | | |
|-------|--------|--------|---|---------------|
| 1,078 | 300.00 | 323.00 | S | Discretionary |
|-------|--------|--------|---|---------------|

06 Two storey extension 100m2 to 200m2

| | | | | |
|-------|--------|--------|---|---------------|
| 1,080 | 300.00 | 323.00 | S | Discretionary |
|-------|--------|--------|---|---------------|

07 Loft conversion without dormers (max 60m2)

| | | | | |
|-------|--------|--------|---|---------------|
| 1,081 | 300.00 | 323.00 | S | Discretionary |
|-------|--------|--------|---|---------------|

08 Loft conversion that includes a dormer or changes to roof line (max 60m2)

| | | | | |
|-------|--------|--------|---|---------------|
| 1,082 | 300.00 | 323.00 | S | Discretionary |
|-------|--------|--------|---|---------------|

09 Erection or extension of a non exempt domestic detached garage or carport up to 100m2

| | | | | |
|-------|--------|--------|---|---------------|
| 1,083 | 300.00 | 323.00 | S | Discretionary |
|-------|--------|--------|---|---------------|

10 Erection of a single storey domestic garage extension or carport up to 100m2

| | | | | |
|-------|--------|--------|---|---------------|
| 1,084 | 300.00 | 323.00 | S | Discretionary |
|-------|--------|--------|---|---------------|

11 Conversion of a domestic garage to habitable rooms (max 40m2)

| | | | | |
|-------|--------|--------|---|---------------|
| 1,085 | 300.00 | 323.00 | S | Discretionary |
|-------|--------|--------|---|---------------|

12 Alterations to extend or create a basement up to 100m2

| | | | | |
|-------|--------|--------|---|---------------|
| 1,086 | 300.00 | 323.00 | S | Discretionary |
|-------|--------|--------|---|---------------|

Charges For Certain Small Buildings And Extensions - Building Notice Charge (Note

08 Loft conversion that includes a dormer or changes to roof line (max 60m2)

| Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--------|----------------|----------------|-----|---------------|
| 1,048 | 997.00 | 1,072.00 | S | Discretionary |

09 Erection or extension of a non exempt domestic detached garage or carport up to 100m2

| | | | | |
|-------|--------|--------|---|---------------|
| 1,049 | 558.00 | 600.00 | S | Discretionary |
|-------|--------|--------|---|---------------|

10 Erection of a single storey domestic garage extension or carport up to 100m2

| | | | | |
|-------|--------|--------|---|---------------|
| 1,050 | 662.00 | 712.00 | S | Discretionary |
|-------|--------|--------|---|---------------|

11 Conversion of a domestic garage to habitable rooms (max 40m2)

| | | | | |
|-------|--------|--------|---|---------------|
| 1,051 | 784.00 | 843.00 | S | Discretionary |
|-------|--------|--------|---|---------------|

12 Alterations to extend or create a basement up to 100m2

| | | | | |
|-------|----------|----------|---|---------------|
| 1,052 | 1,535.00 | 1,650.00 | S | Discretionary |
|-------|----------|----------|---|---------------|

05 Two storey extension 40m2 - 100m2

| | | | | |
|-----|----------|----------|---|---------------|
| 232 | 1,515.00 | 1,629.00 | S | Discretionary |
|-----|----------|----------|---|---------------|

06 Two storey extension 100m2 to 200m2

| | | | | |
|-------|----------|----------|---|---------------|
| 1,046 | 1,796.00 | 1,931.00 | S | Discretionary |
|-------|----------|----------|---|---------------|

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| | | | | | |
|---|-------|----------|----------|---|---------------|
| 07 Loft conversion without dormers (max 60m2) | 1,047 | 841.00 | 904.00 | S | Discretionary |
| 00 No Fee Required i.e. Cavity Wall | 227 | 0.00 | 0.00 | S | Discretionary |
| 01 Extensions Under 10m2 (single storey) | 228 | 704.00 | 757.00 | S | Discretionary |
| 02 Extensions 10m2 - 40m2 (single storey) | 229 | 1,019.00 | 1,095.00 | S | Discretionary |
| 03 Extensions 40m2 - 100m2 (single storey) | 230 | 1,197.00 | 1,287.00 | S | Discretionary |
| 04 Two storey extension not exceeding 40m2 | 231 | 1,197.00 | 1,287.00 | S | Discretionary |

Charges For Certain Small Buildings And Extensions - Inspection Charge

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--|--------|----------------|----------------|-----|---------------|
| 08 Loft conversion that includes a dormer or changes to roof line (max 60m2) | 1,055 | 697.00 | 772.00 | S | Discretionary |
| 09 Erection or extension of a non exempt domestic detached garage or carport up to 100m2 | 1,056 | 358.00 | 400.00 | S | Discretionary |
| 02 Extensions 10m2 - 40m2 (single storey) | 222 | 719.00 | 795.00 | S | Discretionary |
| 03 Extensions 40m2 - 100m2 (single storey) | 223 | 897.00 | 987.00 | S | Discretionary |
| 04 Two storey extension not exceeding 40m2 | 224 | 897.00 | 987.00 | S | Discretionary |
| 05 Two storey extension 40m2 - 100m2 | 225 | 1,215.00 | 1,329.00 | S | Discretionary |
| 00 No Fee Required i.e. Cavity Wall | 220 | 0.00 | 0.00 | S | Discretionary |
| 01 Extensions Under 10m2 (single storey) | 221 | 504.00 | 557.00 | S | Discretionary |
| 12 Alterations to extend or create a basement up to 100m2 | 1,059 | 1,235.00 | 1,350.00 | S | Discretionary |
| 11 Conversion of a domestic garage to habitable rooms (max 40m2) | 1,058 | 484.00 | 543.00 | S | Discretionary |
| 06 Two storey extension 100m2 to 200m2 | 1,053 | 1,496.00 | 1,631.00 | S | Discretionary |
| 07 Loft conversion without dormers (max 60m2) | 1,054 | 541.00 | 604.00 | S | Discretionary |
| 10 Erection of a single storey domestic garage extension or carport up to 100m2 | 1,057 | 462.00 | 512.00 | S | Discretionary |

Charges For Certain Small Buildings And Extensions - Plan Charge

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--|--------|----------------|----------------|-----|---------------|
| 08 Loft conversion that includes a dormer or changes to roof line (max 60m2) | 1,062 | 300.00 | 300.00 | S | Discretionary |
| 09 Erection or extension of a non exempt domestic detached garage or carport up to 100m2 | 1,063 | 200.00 | 200.00 | S | Discretionary |
| 10 Erection of a single storey domestic garage extension or carport up to 100m2 | 1,064 | 200.00 | 200.00 | S | Discretionary |
| 06 Two storey extension 100m2 to 200m2 | 1,060 | 300.00 | 300.00 | S | Discretionary |
| 07 Loft conversion without dormers (max 60m2) | 1,061 | 300.00 | 300.00 | S | Discretionary |
| 11 Conversion of a domestic garage to habitable rooms (max 40m2) | 1,065 | 200.00 | 300.00 | S | Discretionary |
| 12 Alterations to extend or create a basement up to 100m2 | 1,066 | 300.00 | 300.00 | S | Discretionary |

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| | | | | | |
|--|-----|--------|--------|---|---------------|
| 00 No Fee Required i.e. Cavity Wall | 213 | 0.00 | 0.00 | S | Discretionary |
| 01 Extensions Under 10m2 (single storey) | 214 | 200.00 | 200.00 | S | Discretionary |
| 02 Extensions 10m2 - 40m2 (single storey) | 215 | 300.00 | 300.00 | S | Discretionary |
| 03 Extensions 40m2 - 100m2 (single storey) | 216 | 300.00 | 300.00 | S | Discretionary |
| 04 Two storey extension not exceeding 40m2 | 217 | 300.00 | 300.00 | S | Discretionary |
| 05 Two storey extension 40m2 - 100m2 | 218 | 300.00 | 300.00 | S | Discretionary |

Charges For Certain Small Buildings And Extensions - Regularisations (Note 2)

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--|--------|----------------|----------------|-----|---------------|
| 11 Conversion of a domestic garage to habitable rooms (max 40m2) | 1,072 | 980.00 | 1,054.00 | O | Discretionary |
| 12 Alterations to extend or create a basement up to 100m2 | 1,073 | 1,918.00 | 2,062.00 | O | Discretionary |
| 06 Two storey extension 100m2 to 200m2 | 1,067 | 2,245.00 | 2,413.00 | O | Discretionary |
| 07 Loft conversion without dormers (max 60m2) | 1,068 | 1,052.00 | 1,131.00 | O | Discretionary |
| 08 Loft conversion that includes a dormer or changes to roof line (max 60m2) | 1,069 | 1,246.00 | 1,339.00 | O | Discretionary |
| 09 Erection or extension of a non exempt domestic detached garage or carport up to 100m2 | 1,070 | 697.00 | 749.00 | O | Discretionary |
| 10 Erection of a single storey domestic garage extension or carport up to 100m2 | 1,071 | 827.00 | 889.00 | O | Discretionary |
| 00 No Fee Required i.e. Cavity Wall | 234 | 0.00 | 0.00 | O | Discretionary |
| 01 Extensions Under 10m2 (single Storey) | 235 | 880.00 | 946.00 | O | Discretionary |
| 02 Extensions 10m2 - 40m2 (single Storey) | 236 | 1,274.00 | 1,370.00 | O | Discretionary |
| 03 Extensions 40m2 - 100m2 (single storey) | 237 | 1,497.00 | 1,609.00 | O | Discretionary |
| 04 Two storey extension not exceeding 40m2 | 238 | 1,497.00 | 1,609.00 | O | Discretionary |
| 05 Two storey extension 40m2 - 100m2 | 239 | 1,893.00 | 2,035.00 | O | Discretionary |

Street Numbering & Re-Numbering

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|---|--------|----------------|----------------|-----|---------------|
| b) Single Property | 363 | 102.00 | 110.00 | O | Discretionary |
| c) 2-5 Properties | 364 | 144.00 | 155.00 | O | Discretionary |
| d) 6-10 Properties | 365 | 203.00 | 218.00 | O | Discretionary |
| e) 11 Plus Properties (£100 plus an additional £2 per property up to a max of £300) | 366 | 203.00 | 218.00 | O | Discretionary |
| a) Renaming Property Per Property | 367 | 63.00 | 68.00 | O | Discretionary |

Domestic Alterations to a Single Building - Building Notice Charge

Fees and Charges

Printed Date: 09/02/2023

Last modified: 09/02/2023

Electrical work (non competent persons scheme)

Any electrical work

| Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--------|----------------|----------------|-----|---------------|
| 1,115 | 423.00 | 455.00 | S | Discretionary |

Internal alterations, installation of fittings (not electrical) and/or structural alterations

02 Estimated cost exceeding £5,000 and up to £25,000

| Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--------|----------------|----------------|-----|---------------|
| 1,110 | 717.00 | 771.00 | S | Discretionary |

03 Estimated cost exceeding £25,001 and up to £50,000

| | | | | |
|-------|--------|----------|---|---------------|
| 1,111 | 939.00 | 1,009.00 | S | Discretionary |
|-------|--------|----------|---|---------------|

04 Estimated cost exceeding £50,001 and up to £75,000

| | | | | |
|-------|----------|----------|---|---------------|
| 1,112 | 1,459.00 | 1,568.00 | S | Discretionary |
|-------|----------|----------|---|---------------|

01 Estimated cost less than £5,000

| | | | | |
|-------|--------|--------|---|---------------|
| 1,109 | 456.00 | 490.00 | S | Discretionary |
|-------|--------|--------|---|---------------|

Renovation of thermal element

Renovation of thermal element to a single dwelling

| Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--------|----------------|----------------|-----|---------------|
| 1,108 | 456.00 | 490.00 | S | Discretionary |

Underpinning

Underpinning (POA)

| Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--------|----------------|----------------|-----|---------------|
| 1,107 | 0.00 | 0.00 | S | Discretionary |

Window replacement (non competent persons scheme)

Per installation up to 20 windows

| Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--------|----------------|----------------|-----|---------------|
| 1,113 | 259.00 | 278.00 | S | Discretionary |

Per installation over 20 windows

| | | | | |
|-------|--------|--------|---|---------------|
| 1,114 | 379.00 | 407.00 | S | Discretionary |
|-------|--------|--------|---|---------------|

Domestic Alterations to a Single Building - Inspection Charge

Electrical work (non competent persons scheme)

Any electrical work (Inc in Plan Charge)

| Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--------|----------------|----------------|-----|---------------|
| 1,105 | 0.00 | 0.00 | S | Discretionary |

Internal alterations, installation of fittings (not electrical) and/or structural alterations

01 Estimated cost less than £5,000 (Inc in Plan Charge)

| Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--------|----------------|----------------|-----|---------------|
| 1,099 | 0.00 | 0.00 | S | Discretionary |

02 Estimated cost exceeding £5,000 and up to £25,000 (Inc in Plan Charge)

| | | | | |
|-------|--------|--------|---|---------------|
| 1,100 | 417.00 | 471.00 | S | Discretionary |
|-------|--------|--------|---|---------------|

03 Estimated cost exceeding £25,001 and up to £50,000

| | | | | |
|-------|--------|--------|---|---------------|
| 1,101 | 639.00 | 709.00 | S | Discretionary |
|-------|--------|--------|---|---------------|

04 Estimated cost exceeding £50,001 and up to £75,000

| | | | | |
|-------|----------|----------|---|---------------|
| 1,102 | 1,159.00 | 1,268.00 | S | Discretionary |
|-------|----------|----------|---|---------------|

Renovation of thermal element

| Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--------|----------------|----------------|-----|---------|
|--------|----------------|----------------|-----|---------|

Fees and Charges

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| | | | | | |
|---|-------|------|------|---|---------------|
| Renovation of thermal element to a single dwelling (Inc in Plan Charge) | 1,098 | 0.00 | 0.00 | S | Discretionary |
|---|-------|------|------|---|---------------|

Underpinning

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|-------------------------------------|--------|----------------|----------------|-----|---------------|
| Underpinning (Price on Application) | 1,097 | 0.00 | 0.00 | S | Discretionary |

Window replacement (non competent persons scheme)

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--|--------|----------------|----------------|-----|---------------|
| Per installation up to 20 windows (Inc in Plan Charge) | 1,103 | 0.00 | 0.00 | S | Discretionary |
| Per installation over 20 windows (Inc in Plan Charge) | 1,104 | 0.00 | 0.00 | S | Discretionary |

Domestic Alterations to a Single Building - Plan Charge

Electrical work (non competent persons scheme)

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|---------------------|--------|----------------|----------------|-----|---------------|
| Any electrical work | 1,095 | 423.00 | 455.00 | S | Discretionary |

Internal alterations, installation of fittings (not electrical) and/or structural alterations

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|---|--------|----------------|----------------|-----|---------------|
| 01 Estimated cost less than £5,000 | 1,089 | 456.00 | 490.00 | S | Discretionary |
| 02 Estimated cost exceeding £5,000 and up to £25,000 | 1,090 | 300.00 | 300.00 | S | Discretionary |
| 03 Estimated cost exceeding £25,001 and up to £50,000 | 1,091 | 300.00 | 300.00 | S | Discretionary |
| 04 Estimated cost exceeding £50,001 and up to £75,000 | 1,092 | 300.00 | 300.00 | S | Discretionary |

Renovation of thermal element

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--|--------|----------------|----------------|-----|---------------|
| Renovation of thermal element to a single dwelling | 1,088 | 456.00 | 490.00 | S | Discretionary |

Underpinning

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--------------------|--------|----------------|----------------|-----|---------------|
| Underpinning (POA) | 1,087 | 0.00 | 0.00 | S | Discretionary |

Window replacement (non competent persons scheme)

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|-----------------------------------|--------|----------------|----------------|-----|---------------|
| Per installation up to 20 windows | 1,093 | 259.00 | 278.00 | S | Discretionary |
| Per installation over 20 windows | 1,094 | 379.00 | 407.00 | S | Discretionary |

Domestic Alterations to a Single Building - Regularisation Charge

Fees and Charges

Printed Date: 09/02/2023

Last modified: 09/02/2023

Electrical work (non competent persons scheme)

Any electrical work

| Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--------|----------------|----------------|-----|---------------|
| 1,125 | 528.00 | 568.00 | O | Discretionary |

Internal alterations, installation of fittings (not electrical) and/or structural alterations

01 Estimated cost less than £5,000

| Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--------|----------------|----------------|-----|---------------|
| 1,119 | 570.00 | 613.00 | O | Discretionary |

02 Estimated cost exceeding £5,000 and up to £25,000

| | | | | |
|-------|--------|--------|---|---------------|
| 1,120 | 896.00 | 963.00 | O | Discretionary |
|-------|--------|--------|---|---------------|

03 Estimated cost exceeding £25,001 and up to £50,000

| | | | | |
|-------|----------|----------|---|---------------|
| 1,121 | 1,174.00 | 1,262.00 | O | Discretionary |
|-------|----------|----------|---|---------------|

04 Estimated cost exceeding £50,001 and up to £75,000

| | | | | |
|-------|----------|----------|---|---------------|
| 1,122 | 1,823.00 | 1,960.00 | O | Discretionary |
|-------|----------|----------|---|---------------|

Renovation of thermal element

Renovation of thermal element to a single dwelling

| Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--------|----------------|----------------|-----|---------------|
| 1,118 | 570.00 | 613.00 | O | Discretionary |

Underpinning

Underpinning (POA)

| Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--------|----------------|----------------|-----|---------------|
| 1,117 | 0.00 | 0.00 | O | Discretionary |

Window replacement (non competent persons scheme)

Per installation up to 20 windows

| Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--------|----------------|----------------|-----|---------------|
| 1,123 | 325.00 | 349.00 | O | Discretionary |

Per installation over 20 windows

| | | | | |
|-------|--------|--------|---|---------------|
| 1,124 | 474.00 | 510.00 | O | Discretionary |
|-------|--------|--------|---|---------------|

Non Domestic Alterations - Inspection Charge

Alterations not described elsewhere including structural alterations and installation c

01 Estimated cost up to £5,000 (Included in Plan Charge)

| Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--------|----------------|----------------|-----|---------------|
| 1,194 | 0.00 | 0.00 | S | Discretionary |

02 Estimated cost exceeding £5,000 and up to £25,000

| | | | | |
|-------|--------|--------|---|---------------|
| 1,195 | 468.00 | 526.00 | S | Discretionary |
|-------|--------|--------|---|---------------|

03 Estimated cost exceeding £25,000 and up to £50,000

| | | | | |
|-------|--------|--------|---|---------------|
| 1,196 | 854.00 | 941.00 | S | Discretionary |
|-------|--------|--------|---|---------------|

04 Estimated cost exceeding £50,000 and up to £100,000

| | | | | |
|-------|----------|----------|---|---------------|
| 1,197 | 1,121.00 | 1,231.00 | S | Discretionary |
|-------|----------|----------|---|---------------|

05 Estimated cost exceeding £100,000 and up to £150,000

| | | | | |
|-------|----------|----------|---|---------------|
| 1,198 | 1,330.00 | 1,456.00 | S | Discretionary |
|-------|----------|----------|---|---------------|

06 Installation of a Mezzanine floor up to 500m2

| | | | | |
|-------|--------|--------|---|---------------|
| 1,199 | 888.00 | 977.00 | S | Discretionary |
|-------|--------|--------|---|---------------|

Office / Shop fit out

01 Floor area up to 500m2

| Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--------|----------------|----------------|-----|---------------|
| 1,200 | 537.00 | 600.00 | S | Discretionary |

Fees and Charges

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| | | | | | |
|--|-------|--------|--------|---|---------------|
| 02 Floor area 500m2 to1000m2 | 1,201 | 888.00 | 977.00 | S | Discretionary |
| 03 Change of use of a Building (charged in addition to the above works)(Included in Plan Charge) | 1,202 | 0.00 | 0.00 | S | Discretionary |

Renovation of thermal element

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|---|--------|----------------|----------------|-----|---------------|
| 01 Estimated cost up to £50,000 (Included in Plan Charge) | 1,191 | 0.00 | 0.00 | S | Discretionary |
| 02 Estimated cost exceeding £50,001 and up to £100,000 | 1,192 | 363.00 | 413.00 | S | Discretionary |
| 03 Estimated cost exceeding £100,001 and up to £250,000 | 1,193 | 468.00 | 526.00 | S | Discretionary |

Window replacement (non competent persons scheme).

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|---|--------|----------------|----------------|-----|---------------|
| Per installation up to 20 windows (Included in Plan Charge) | 1,189 | 0.00 | 0.00 | S | Discretionary |
| Per installation over 20 windows (Included in Plan Charge) | 1,190 | 0.00 | 0.00 | S | Discretionary |

Non Domestic Alterations - Plan Charge

Alterations not described elsewhere including structural alterations and installation c

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|---|--------|----------------|----------------|-----|---------------|
| 03 Estimated cost exceeding £25,000 and up to £50,000 | 1,182 | 300.00 | 300.00 | S | Discretionary |
| 04 Estimated cost exceeding £50,000 and up to £100,000 | 1,183 | 350.00 | 350.00 | S | Discretionary |
| 05 Estimated cost exceeding £100,000 and up to £150,000 | 1,184 | 350.00 | 350.00 | S | Discretionary |
| 06 Installation of a Mezzanine floor up to 500m2 | 1,185 | 300.00 | 300.00 | S | Discretionary |
| 01 Estimated cost up to £5,000 | 1,180 | 530.00 | 550.00 | S | Discretionary |
| 02 Estimated cost exceeding £5,000 and up to £25,000 | 1,181 | 300.00 | 300.00 | S | Discretionary |

Office / Shop fit out

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|---|--------|----------------|----------------|-----|---------------|
| 01 Floor area up to 500m2 | 1,186 | 300.00 | 300.00 | S | Discretionary |
| 02 Floor area 500m2 to1000m2 | 1,187 | 300.00 | 300.00 | S | Discretionary |
| 03 Change of use of a Building (charged in addition to the above works) | 1,188 | 300.00 | 300.00 | S | Discretionary |

Renovation of thermal element

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|---|--------|----------------|----------------|-----|---------------|
| 01 Estimated cost up to £50,000 | 1,177 | 493.00 | 530.00 | S | Discretionary |
| 02 Estimated cost exceeding £50,001 and up to £100,000 | 1,178 | 300.00 | 300.00 | S | Discretionary |
| 03 Estimated cost exceeding £100,001 and up to £250,000 | 1,179 | 300.00 | 300.00 | S | Discretionary |

Fees and Charges

Printed Date: 09/02/2023

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Window replacement (non competent persons scheme).

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|-----------------------------------|--------|----------------|----------------|-----|---------------|
| Per installation up to 20 windows | 1,175 | 259.00 | 278.00 | S | Discretionary |
| Per installation over 20 windows | 1,176 | 379.00 | 407.00 | S | Discretionary |

Non Domestic Alterations - Regularisation Charge

Alterations not described elsewhere including structural alterations and installation c

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|---|--------|----------------|----------------|-----|---------------|
| 06 Installation of a Mezzanine floor up to 500m2 | 1,213 | 1,485.00 | 1,596.00 | O | Discretionary |
| 01 Estimated cost up to £5,000 | 1,208 | 663.00 | 713.00 | O | Discretionary |
| 02 Estimated cost exceeding £5,000 and up to £25,000 | 1,209 | 960.00 | 1,032.00 | O | Discretionary |
| 03 Estimated cost exceeding £25,000 and up to £50,000 | 1,210 | 1,443.00 | 1,551.00 | O | Discretionary |
| 04 Estimated cost exceeding £50,000 and up to £100,000 | 1,211 | 1,839.00 | 1,977.00 | O | Discretionary |
| 05 Estimated cost exceeding £100,000 and up to £150,000 | 1,212 | 2,100.00 | 2,258.00 | O | Discretionary |

Office / Shop fit out

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|---|--------|----------------|----------------|-----|---------------|
| 01 Floor area up to 500m2 | 1,214 | 1,046.00 | 1,124.00 | O | Discretionary |
| 02 Floor area 500m2 to 1000m2 | 1,215 | 1,485.00 | 1,596.00 | O | Discretionary |
| 03 Change of use of a Building (charged in addition to the above works) | 1,216 | 300.00 | 325.00 | O | Discretionary |

Renovation of thermal element

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|---|--------|----------------|----------------|-----|---------------|
| 01 Estimated cost up to £50,000 | 1,205 | 617.00 | 663.00 | O | Discretionary |
| 02 Estimated cost exceeding £50,001 and up to £100,000 | 1,206 | 828.00 | 890.00 | O | Discretionary |
| 03 Estimated cost exceeding £100,001 and up to £250,000 | 1,207 | 960.00 | 1,032.00 | O | Discretionary |

Window replacement (non competent persons scheme).

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|-----------------------------------|--------|----------------|----------------|-----|---------------|
| Per installation up to 20 windows | 1,203 | 325.00 | 349.00 | O | Discretionary |
| Per installation over 20 windows | 1,204 | 474.00 | 510.00 | O | Discretionary |

Non Domestic Extensions and New Build - Inspection Charge

Fees and Charges

Printed Date: 09/02/2023

Last modified: 09/02/2023

All Other Use Classes

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|---|--------|----------------|----------------|-----|---------------|
| 01 Floor Area not exceeding 10m2 | 1,167 | 652.00 | 723.00 | S | Discretionary |
| 02 Floor area exceeding 10m2 but not exceeding 40m2 | 1,168 | 798.00 | 884.00 | S | Discretionary |
| 03 Floor area exceeding 40m2 but not exceeding 100m2 | 1,169 | 1,059.00 | 1,165.00 | S | Discretionary |
| 04 Floor area exceeding 100m2 but not exceeding 200m2 | 1,170 | 1,410.00 | 1,542.00 | S | Discretionary |

Assembly and Recreational Use & Other Residential (Institution and Other)

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|---|--------|----------------|----------------|-----|---------------|
| 02 Floor area exceeding 10m2 but not exceeding 40m2 | 1,144 | 1,059.00 | 1,165.00 | S | Discretionary |
| 03 Floor area exceeding 40m2 but not exceeding 100m2 | 1,145 | 1,551.00 | 1,694.00 | S | Discretionary |
| 04 Floor area exceeding 100m2 but not exceeding 200m2 | 1,146 | 2,044.00 | 2,224.00 | S | Discretionary |
| 01 Floor Area not exceeding 10m2 | 1,143 | 684.00 | 758.00 | S | Discretionary |

Industrial and Storage Use

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|---|--------|----------------|----------------|-----|---------------|
| 01 Floor Area not exceeding 10m2 (Inc in Plan Charge) | 1,155 | 330.00 | 377.00 | S | Discretionary |
| 02 Floor area exceeding 10m2 but not exceeding 40m2 | 1,156 | 425.00 | 483.00 | S | Discretionary |
| 03 Floor area exceeding 40m2 but not exceeding 100m2 | 1,157 | 704.00 | 783.00 | S | Discretionary |
| 04 Floor area exceeding 100m2 but not exceeding 200m2 | 1,158 | 847.00 | 937.00 | S | Discretionary |

Non Domestic Extensions and New Build - Plan Charge

All Other Use Classes

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|---|--------|----------------|----------------|-----|---------------|
| 01 Floor Area not exceeding 10m2 | 1,163 | 300.00 | 300.00 | S | Discretionary |
| 02 Floor area exceeding 10m2 but not exceeding 40m2 | 1,164 | 350.00 | 350.00 | S | Discretionary |
| 03 Floor area exceeding 40m2 but not exceeding 100m2 | 1,165 | 350.00 | 350.00 | S | Discretionary |
| 04 Floor area exceeding 100m2 but not exceeding 200m2 | 1,166 | 350.00 | 350.00 | S | Discretionary |

Assembly and Recreational Use & Other Residential (Institution and Other)

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|---|--------|----------------|----------------|-----|---------------|
| 01 Floor Area not exceeding 10m2 | 1,139 | 300.00 | 300.00 | S | Discretionary |
| 02 Floor area exceeding 10m2 but not exceeding 40m2 | 1,140 | 350.00 | 350.00 | S | Discretionary |
| 03 Floor area exceeding 40m2 but not exceeding 100m2 | 1,141 | 350.00 | 350.00 | S | Discretionary |
| 04 Floor area exceeding 100m2 but not exceeding 200m2 | 1,142 | 350.00 | 350.00 | S | Discretionary |

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Industrial and Storage Use

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|---|--------|----------------|----------------|-----|---------------|
| 01 Floor Area not exceeding 10m2 | 1,151 | 300.00 | 300.00 | S | Discretionary |
| 02 Floor area exceeding 10m2 but not exceeding 40m2 | 1,152 | 350.00 | 350.00 | S | Discretionary |
| 03 Floor area exceeding 40m2 but not exceeding 100m2 | 1,153 | 350.00 | 350.00 | S | Discretionary |
| 04 Floor area exceeding 100m2 but not exceeding 200m2 | 1,154 | 350.00 | 350.00 | S | Discretionary |

Non Domestic Extensions and New Build - Regularisation Charge

All Other Use Classes

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|---|--------|----------------|----------------|-----|---------------|
| 01 Floor Area not exceeding 10m2 | 1,171 | 1,190.00 | 1,279.00 | O | Discretionary |
| 02 Floor area exceeding 10m2 but not exceeding 40m2 | 1,172 | 1,434.00 | 1,542.00 | O | Discretionary |
| 03 Floor area exceeding 40m2 but not exceeding 100m2 | 1,173 | 1,761.00 | 1,893.00 | O | Discretionary |
| 04 Floor area exceeding 100m2 but not exceeding 200m2 | 1,174 | 2,200.00 | 2,365.00 | O | Discretionary |

Assembly and Recreational Use & Other Residential (Institution and Other)

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|---|--------|----------------|----------------|-----|---------------|
| 01 Floor Area not exceeding 10m2 | 1,147 | 1,230.00 | 1,322.00 | O | Discretionary |
| 02 Floor area exceeding 10m2 but not exceeding 40m2 | 1,148 | 1,761.00 | 1,893.00 | O | Discretionary |
| 03 Floor area exceeding 40m2 but not exceeding 100m2 | 1,149 | 2,377.00 | 2,555.00 | O | Discretionary |
| 04 Floor area exceeding 100m2 but not exceeding 200m2 | 1,150 | 2,992.00 | 3,216.00 | O | Discretionary |

Industrial and Storage Use

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|---|--------|----------------|----------------|-----|---------------|
| 01 Floor Area not exceeding 10m2 | 1,159 | 788.00 | 847.00 | O | Discretionary |
| 02 Floor area exceeding 10m2 but not exceeding 40m2 | 1,160 | 969.00 | 1,042.00 | O | Discretionary |
| 03 Floor area exceeding 40m2 but not exceeding 100m2 | 1,161 | 1,318.00 | 1,417.00 | O | Discretionary |
| 04 Floor area exceeding 100m2 but not exceeding 200m2 | 1,162 | 1,497.00 | 1,609.00 | O | Discretionary |

Small Domestic Buildings - Building Notices (New Dwellings Up To 300M2 Each)

Number Of Dwellings

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|------|--------|----------------|----------------|-----|---------------|
| a) 1 | 191 | 1,516.00 | 1,630.00 | S | Discretionary |

Fees and Charges

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| | | | | | |
|--|-----|----------|----------|---|---------------|
| b) 2 | 192 | 2,041.00 | 2,194.00 | S | Discretionary |
| c) 3 | 193 | 2,394.00 | 2,574.00 | S | Discretionary |
| d) 4 | 194 | 2,747.00 | 2,953.00 | S | Discretionary |
| e) 5 | 195 | 3,204.00 | 3,444.00 | S | Discretionary |
| f) 6 | 196 | 3,661.00 | 3,936.00 | S | Discretionary |
| g) 7 | 197 | 4,048.00 | 4,352.00 | S | Discretionary |
| h) 8 | 198 | 4,437.00 | 4,770.00 | S | Discretionary |
| i) 9 | 199 | 4,823.00 | 5,185.00 | S | Discretionary |
| j) 10 | 200 | 5,210.00 | 5,600.00 | S | Discretionary |
| k) exceeding 10 - Price on Application | 201 | 0.00 | 0.00 | S | Discretionary |

Small Domestic Buildings - Inspection Charge (New Dwellings Up To 300M2 Each)

Number Of Dwellings

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--|--------|----------------|----------------|-----|---------------|
| a) 1 | 169 | 1,216.00 | 1,330.00 | S | Discretionary |
| b) 2 | 170 | 1,741.00 | 1,894.00 | S | Discretionary |
| c) 3 | 171 | 2,094.00 | 2,274.00 | S | Discretionary |
| d) 4 | 172 | 2,247.00 | 2,453.00 | S | Discretionary |
| e) 5 | 173 | 2,704.00 | 2,944.00 | S | Discretionary |
| f) 6 | 174 | 2,661.00 | 2,936.00 | S | Discretionary |
| g) 7 | 175 | 3,048.00 | 3,352.00 | S | Discretionary |
| h) 8 | 176 | 3,437.00 | 3,770.00 | S | Discretionary |
| i) 9 | 177 | 3,823.00 | 4,185.00 | S | Discretionary |
| j) 10 | 178 | 4,210.00 | 4,600.00 | S | Discretionary |
| k) exceeding 10 - Price on Application | 179 | 0.00 | 0.00 | S | Discretionary |

Small Domestic Buildings - Plan Charge (New Dwellings Up To 300M2 Each)

Number Of Dwellings

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|------|--------|----------------|----------------|-----|---------------|
| a) 1 | 147 | 300.00 | 300.00 | S | Discretionary |

Fees and Charges

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| | | | | | |
|--|-----|----------|----------|---|---------------|
| b) 2 | 148 | 300.00 | 300.00 | S | Discretionary |
| c) 3 | 149 | 300.00 | 300.00 | S | Discretionary |
| d) 4 | 150 | 500.00 | 500.00 | S | Discretionary |
| e) 5 | 151 | 500.00 | 500.00 | S | Discretionary |
| f) 6 | 152 | 1,000.00 | 1,000.00 | S | Discretionary |
| g) 7 | 153 | 1,000.00 | 1,000.00 | S | Discretionary |
| h) 8 | 154 | 1,000.00 | 1,000.00 | S | Discretionary |
| i) 9 | 155 | 1,000.00 | 1,000.00 | S | Discretionary |
| j) 10 | 156 | 1,000.00 | 1,000.00 | S | Discretionary |
| k) exceeding 10 - Price on Application | 157 | 0.00 | 0.00 | S | Discretionary |

Small Domestic Buildings - Regularisation Charge (New Dwellings Up To 300M2 Each)

Number Of Dwellings

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|-----------------------|--------|----------------|----------------|-----|---------------|
| a) 1 | 1,035 | 1,894.00 | 2,036.00 | O | Discretionary |
| b) 2 | 1,036 | 2,551.00 | 2,742.00 | O | Discretionary |
| c) 3 | 1,037 | 2,992.00 | 3,216.00 | O | Discretionary |
| d) 4 | 1,038 | 3,433.00 | 3,690.00 | O | Discretionary |
| e) 5 | 1,039 | 4,005.00 | 4,305.00 | O | Discretionary |
| f) 6 | 1,040 | 4,575.00 | 4,918.00 | O | Discretionary |
| g) 7 | 1,041 | 5,060.00 | 5,440.00 | O | Discretionary |
| h) 8 | 1,042 | 5,546.00 | 5,962.00 | O | Discretionary |
| i) 9 | 1,043 | 6,029.00 | 6,481.00 | O | Discretionary |
| j) 10 | 1,044 | 6,512.00 | 7,000.00 | O | Discretionary |
| k) exceeding 10 (POA) | 1,045 | 0.00 | 0.00 | O | Discretionary |

Car Parks

Dumsey Meadow,Abbey Drive,The Broadway Laleham

Fees and Charges

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Last modified: 09/02/2023

Pay And Display

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|------------------|--------|----------------|----------------|-----|---------------|
| a) Up to 1 hour | 88 | 0.00 | 0.00 | S | Discretionary |
| b) Up to 2 hours | 89 | 1.50 | 1.50 | S | Discretionary |
| c) Over 2 hours | 90 | 2.00 | 2.00 | S | Discretionary |

Green Street & Old Bathing Station, Sunbury

Pay And Display

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|------------------|--------|----------------|----------------|-----|---------------|
| c) Over 2 hours | 1,468 | 2.00 | 2.00 | S | Discretionary |
| a) Up to 1 hour | 1,466 | 0.00 | 0.00 | S | Discretionary |
| b) Up to 2 hours | 1,467 | 1.50 | 1.50 | S | Discretionary |

Laleham Park/Thameside Car Parks

Pay And Display

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|-----------------------|--------|----------------|----------------|-----|---------------|
| e) 3 consecutive days | 1,465 | 15.00 | 15.00 | S | Discretionary |
| b) Up to 2 hours | 1,228 | 2.00 | 2.00 | S | Discretionary |
| a) Up to 1 hour | 1,229 | 0.50 | 0.50 | S | Discretionary |
| d) Over 4 hours | 1,231 | 7.00 | 7.00 | S | Discretionary |
| c) Up to 4 hours | 1,230 | 3.00 | 3.00 | S | Discretionary |

Lammas Park

Pay And Display

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|------------------|--------|----------------|----------------|-----|---------------|
| b) Up to 2 hours | 71 | 2.00 | 2.00 | S | Discretionary |
| a) Up to 1 hour | 72 | 0.50 | 0.50 | S | Discretionary |
| c) Up to 4 hours | 73 | 3.00 | 3.00 | S | Discretionary |
| d) Over 4 hours | 74 | 7.00 | 7.00 | S | Discretionary |

Manor Park

Fees and Charges

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Local Season Tickets

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--------------|--------|----------------|----------------|-----|---------------|
| c) 12 months | 955 | 100.00 | 100.00 | S | Discretionary |
| a) 3 Months | 953 | 65.00 | 65.00 | S | Discretionary |
| b) 6 months | 954 | 80.00 | 80.00 | S | Discretionary |

Pay and Display

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|------------------|--------|----------------|----------------|-----|---------------|
| a) Up to 1 hour | 947 | 0.00 | 0.00 | S | Discretionary |
| b) Up to 2 hours | 948 | 1.50 | 1.50 | S | Discretionary |
| c) Over 2 hours | 949 | 2.00 | 2.00 | S | Discretionary |

Orchard Meadow, Walled Garden & Thames Street Sunbury

Local Season Tickets

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--------------|--------|----------------|----------------|-----|---------------|
| a) 3 Months | 85 | 65.00 | 65.00 | S | Discretionary |
| b) 6 Months | 86 | 85.00 | 85.00 | S | Discretionary |
| c) 12 Months | 87 | 110.00 | 110.00 | S | Discretionary |

Pay And Display

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|------------------|--------|----------------|----------------|-----|---------------|
| a) Up to 1 hour | 79 | 0.00 | 0.00 | S | Discretionary |
| b) Up to 2 hours | 80 | 1.50 | 1.50 | S | Discretionary |
| c) Over 2 hours | 81 | 2.00 | 2.00 | S | Discretionary |

Other

Off Street Suspensions

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--|--------|----------------|----------------|-----|---------------|
| Suspensions - reserved parking (one off admin fee) | 98 | 30.00 | 30.00 | S | Discretionary |
| Suspensions - Vehicle Charge Per Day | 1,426 | 15.00 | 15.00 | S | Discretionary |

Other

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|---|--------|----------------|----------------|-----|---------------|
| Film Concessions (£15-£25 per vehicle per day - Price on application) | 99 | 15.00 | 15.00 | S | Discretionary |
| Lost Or Replacement Tickets & Entry/Exit Cards | 100 | 14.00 | 14.00 | S | Discretionary |

Fees and Charges

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Penalties

Penalty Bands

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|------------------|--------|----------------|----------------|-----|---------------|
| Full Band 1 | 56 | 70.00 | 70.00 | S | Discretionary |
| Full Band 2 | 57 | 50.00 | 50.00 | S | Discretionary |
| Mitigated Band 1 | 58 | 35.00 | 35.00 | S | Discretionary |
| Mitigated Band 2 | 59 | 25.00 | 25.00 | S | Discretionary |

Shepperton Village Hall

Local Season Tickets

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--------------|--------|----------------|----------------|-----|---------------|
| a) 3 Months | 1,471 | 65.00 | 65.00 | S | Discretionary |
| b) 6 Months | 1,472 | 85.00 | 85.00 | S | Discretionary |
| c) 12 Months | 1,473 | 110.00 | 110.00 | S | Discretionary |

Pay and Display

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|------------------|--------|----------------|----------------|-----|---------------|
| a) Up to 1 hour | 950 | 0.00 | 0.00 | S | Discretionary |
| b) Up to 2 hours | 951 | 1.00 | 1.00 | S | Discretionary |
| c) Over 2 hours | 952 | 3.00 | 3.00 | S | Discretionary |

Staines (Elmsleigh Surface and Elmsleigh MSCP)

Pay on Foot (Elmsleigh Surface and Elmsleigh MSCP)

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|---|--------|----------------|----------------|-----|---------------|
| d) Up to 4 Hours | 1,624 | 4.00 | 4.00 | S | Discretionary |
| b) Up to 2 Hours | 1,622 | 2.00 | 2.00 | S | Discretionary |
| e) Up to 5 Hours | 1,625 | 7.00 | 7.00 | S | Discretionary |
| g) 7pm to 12 midnight (Elmsleigh Surface car park only) | 1,627 | 2.00 | 2.00 | S | Discretionary |
| c) Up to 3 Hours | 1,623 | 3.00 | 3.00 | S | Discretionary |
| f) Over 5 Hours | 1,626 | 14.00 | 14.00 | S | Discretionary |
| a) Up to 1 Hour | 1,621 | 1.00 | 1.00 | S | Discretionary |

Fees and Charges

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Staines Long-Stay - Monday to Sunday 8am to 7pm

Pay And Display

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--|--------|----------------|----------------|-----|---------------|
| g) 5 days Monday to Friday only (Kingston Road only) | 1,474 | 35.00 | 35.00 | S | Discretionary |
| d) Up to 4 hours | 1,427 | 3.50 | 3.50 | S | Discretionary |
| e) Up to 5 Hours | 49 | 3.70 | 3.70 | S | Discretionary |
| f) Over 5 Hours | 50 | 7.30 | 7.30 | S | Discretionary |
| a) Up to 1 hour | 46 | 1.30 | 1.30 | S | Discretionary |
| b) Up to 2 hours | 47 | 2.30 | 2.30 | S | Discretionary |
| c) Up to 3 hours | 48 | 2.70 | 2.70 | S | Discretionary |

Staines Long-Stay - Monday to Sunday Evening Charge

Staines - Town centre car parks

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--------------------------------------|--------|----------------|----------------|-----|---------------|
| Sunday Charge (excludes Lammas Park) | 1,311 | 2.00 | 2.00 | S | Discretionary |

Staines Pay and Display

Contract Parking - Elmsleigh Road, South Street West & Bridge Street

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|-----------------|--------|----------------|----------------|-----|---------------|
| Up to 12 Months | 991 | 830.00 | 830.00 | S | Discretionary |

Season Tickets - Kingston Road CP only - Railway Users

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--------------|--------|----------------|----------------|-----|---------------|
| a) 3 Months | 993 | 230.00 | 230.00 | S | Discretionary |
| b) 12 Months | 994 | 800.00 | 800.00 | S | Discretionary |

Season Tickets - Staines (working in Staines)

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--------------|--------|----------------|----------------|-----|---------------|
| a) 3 Months | 52 | 205.00 | 205.00 | S | Discretionary |
| b) 6 Months | 53 | 380.00 | 380.00 | S | Discretionary |
| c) 12 Months | 54 | 715.00 | 715.00 | S | Discretionary |

Fees and Charges

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Staines Short-Stay

Pay And Display

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--|--------|----------------|----------------|-----|---------------|
| d) Up to 4 hours | 43 | 3.80 | 3.80 | S | Discretionary |
| e) Up to 5 Hours | 44 | 7.00 | 7.00 | S | Discretionary |
| f) Over 5 Hours | 45 | 12.20 | 12.20 | S | Discretionary |
| g) 7pm to 12 midnight (Riverside Surface) | 1,005 | 1.20 | 1.20 | S | Discretionary |
| h) 7pm to 12 midnihgt (Elmsleigh Surface & Elmsleigh MSCP) | 1,618 | 2.00 | 2.00 | S | Discretionary |
| a) Up to 1 hour | 40 | 1.30 | 1.30 | S | Discretionary |
| b) Up to 2 hours | 41 | 2.30 | 2.30 | S | Discretionary |
| c) Up to 3 hours | 42 | 2.70 | 2.70 | S | Discretionary |

The Broadway, Laleham Village

Local Season Tickets

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--------------|--------|----------------|----------------|-----|---------------|
| a) 3 Months | 94 | 65.00 | 65.00 | S | Discretionary |
| b) 6 Months | 95 | 85.00 | 85.00 | S | Discretionary |
| c) 12 Months | 96 | 110.00 | 110.00 | S | Discretionary |

Cemeteries

Miscellaneous Fees

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--|--------|----------------|----------------|-----|---------------|
| Late Arrival for Service (TBC -depends on circumstances) | 1,680 | | | E | Discretionary |

Interment

Adult Grave

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--|--------|----------------|----------------|-----|---------------|
| Brick Vault (Inter only) Include brick vault fee and loss of 1 x grave space | 1,305 | 3,168.00 | 3,326.00 | O | Discretionary |
| Adult Grave 24 Hour Burial for one only (5 foot) | 1,245 | 2,139.00 | 2,246.00 | O | Discretionary |

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| | | | | | |
|---------------------------------------|-----|----------|----------|---|---------------|
| Adult Grave For 1 Interment | 725 | 1,523.00 | 1,599.00 | O | Discretionary |
| Adult Grave For 1 Interment - Casket | 726 | 1,694.00 | 1,779.00 | O | Discretionary |
| Adult Grave For 2 Interments | 727 | 1,584.00 | 1,663.00 | O | Discretionary |
| Adult Grave For 2 Interments - Casket | 728 | 1,810.00 | 1,901.00 | O | Discretionary |

Advance Purchase

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|---|--------|----------------|----------------|-----|---------------|
| Cremated Remains PIA* | 1,684 | 1,676.00 | 1,760.00 | o | Discretionary |
| Purchase in advance of additional earthen grave | 785 | 3,900.00 | 4,095.00 | O | Discretionary |
| Cremated Remains PIA* Ashford Old Section GOR | 1,685 | 1,930.00 | 2,027.00 | O | Discretionary |

Child Grave

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|----------------------------------|--------|----------------|----------------|-----|---------------|
| Child Internment within 24 hours | 1,414 | 609.00 | 639.00 | O | Discretionary |
| Child plot within 24 hours | 1,413 | 698.00 | 733.00 | O | Discretionary |
| Child Grave For 1 Interment | 729 | 475.00 | 499.00 | O | Discretionary |
| Child Grave For 2 Interment | 730 | 475.00 | 499.00 | O | Discretionary |
| Stillborn Interment | 731 | 387.00 | 406.00 | E | Discretionary |

Garden of remembrance (cremated remains)

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|---|--------|----------------|----------------|-----|---------------|
| Cremated Remains (Includes Ashford Old Section) | 732 | 543.00 | 570.00 | E | Discretionary |

Non Residents/Parishioners Charge

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|---|--------|----------------|----------------|-----|---------------|
| Treble Fees For Residents out of Borough (Price on Application) | 744 | | | O | Discretionary |

Memorial Garden

Ashford

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--|--------|----------------|----------------|-----|---------------|
| Plot Fee - Cremated remains (old garden of remembrance - Ashford) only | 1,001 | 1,017.00 | 1,068.00 | E | Discretionary |

Miscellaneous Fees

Exclusive Right - Purchase of

| Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--------|----------------|----------------|-----|---------|
|--------|----------------|----------------|-----|---------|

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| | | | | | |
|--|-------|--------|--------|---|---------------|
| Issue of duplicate deed of grant (Transfer of ownership) | 1,321 | 115.00 | 121.00 | E | Discretionary |
|--|-------|--------|--------|---|---------------|

Other

Exclusive Right - Purchase of

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|---------------------------------------|--------|----------------|----------------|-----|---------------|
| Earthen Grave | 733 | 2,032.00 | 2,134.00 | E | Discretionary |
| Cremated Remains | 734 | 858.00 | 901.00 | E | Discretionary |
| Child Grave | 735 | 543.00 | 570.00 | E | Discretionary |
| Earthen Grave within 24 hours (Adult) | 1,301 | 2,473.00 | 2,597.00 | E | Discretionary |
| Burial in a Vault | 1,416 | 2,226.00 | 2,337.00 | E | Discretionary |

Exhumation

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--|--------|----------------|----------------|-----|---------------|
| Exhumation of ashes (Price on Application) | 784 | | | E | Discretionary |
| Exhumation of body (Price on Application) | 1,246 | | | E | Discretionary |

Miscellaneous Fees

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|---|--------|----------------|----------------|-----|---------------|
| Late Arrival for Service -TBC, Depending on circumstances | 1,686 | | | | Discretionary |
| Registration Of Assignment (Transfer of ownership) | 749 | 158.00 | 166.00 | O | Discretionary |

Right to Erect Memorial Bench

Memorial Bench

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|---|--------|----------------|----------------|-----|---------------|
| Supply & Installation of Memorial Bench | 967 | 1,536.00 | 1,613.00 | S | Discretionary |

Right to Erect Memorial Plaque

Memorial Tower Plaque

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--------|--------|----------------|----------------|-----|---------------|
| 10 Yrs | 998 | 375.00 | 394.00 | E | Discretionary |
| 15 Yrs | 999 | 529.00 | 555.00 | E | Discretionary |
| 25 Yrs | 1,000 | 705.00 | 740.00 | E | Discretionary |

Fees and Charges

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Right To Erect Monument

1. Traditional Graves

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--|--------|----------------|----------------|-----|---------------|
| Headstone | 739 | 399.00 | 419.00 | E | Discretionary |
| Kerbs Only | 741 | 386.00 | 405.00 | E | Discretionary |
| Additional Inscription | 742 | 207.00 | 217.00 | E | Discretionary |
| Headstones And Kerbstones | 736 | 581.00 | 610.00 | E | Discretionary |
| Monument Over 91.5cm (3') | 737 | 1,057.00 | 1,110.00 | E | Discretionary |
| Vase Or Tablet | 738 | 270.00 | 284.00 | E | Discretionary |
| Erection of a Wooden Cross (after 12 months) | 1,313 | 399.00 | 419.00 | S | Discretionary |

2. Garden Of Remembrance Tablet

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|------------------------------|--------|----------------|----------------|-----|---------------|
| Garden Of Remembrance Tablet | 743 | 212.00 | 223.00 | E | Discretionary |

Right to erect monuments

Installation of Memorials

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--|--------|----------------|----------------|-----|---------------|
| Vase (new, additional) | 1,614 | 81.00 | 85.00 | E | Discretionary |
| Replacement of Headstone or Kerb or Tablet or Vase | 1,615 | 48.00 | 50.00 | E | Discretionary |
| Temporary wooden cross for one year | 1,613 | 0.00 | 0.00 | S | Discretionary |
| Permit for remedial repair of a memorial | 1,616 | 48.00 | 50.00 | E | Discretionary |
| permit to clean a memorial | 1,617 | 16.00 | 17.00 | E | Discretionary |

Use Of Chapel

Location

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|-------------------------------|--------|----------------|----------------|-----|---------------|
| Ashford And Staines | 724 | 316.00 | 332.00 | O | Discretionary |
| Asford & Staines - Admin Fees | 1,688 | 75.00 | 79.00 | O | Discretionary |

Environmental Health

Fees and Charges

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Licensing

Street Trading

New Application Submission Fee - Deducted From Licence Fee If Application Is Approved

| Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--------|----------------|----------------|-----|---------------|
| 1,243 | 91.00 | 96.00 | S | Discretionary |

Street Trading - Per Annum

a) Consent For Mobile Shops, Ice Cream Vans And The Like For Not More Than 30 Minutes In Any One Place:
All Residential Areas Where Streets Are Not Classified Roads

| Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--------|----------------|----------------|-----|---------------|
| 101 | 940.00 | 987.00 | S | Discretionary |

b) Consent For Mobile Shops, Ice Cream Vans And The Like For Not More Than 30 Minutes In Any One Place:
Sites In Classified Roads Which Are Not Prohibited Streets

| | | | | |
|-----|--------|--------|---|---------------|
| 102 | 940.00 | 987.00 | S | Discretionary |
|-----|--------|--------|---|---------------|

c) Consent For Sites Adjacent To The Public Highway (Static Sites), for Specified Periods From Identified Sites
During Street Trading Hours

| | | | | |
|-----|--------|--------|---|---------------|
| 103 | 940.00 | 987.00 | S | Discretionary |
|-----|--------|--------|---|---------------|

Environmental Protection Act

Environmental Information Regulations 2004

Contaminated Land Enquiries

General Enquiries - Hourly Rate

| Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--------|----------------|----------------|-----|---------------|
| 324 | 60.00 | 63.00 | S | Discretionary |

Pollution Prevention & Control Act

Additional fee for operating mobile plant without a permit

| Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--------|----------------|----------------|-----|-----------|
| 1,609 | 1,188.00 | 1,188.00 | O | Statutory |

Additional fee where Operation subject to reporting obligation of the EC Regulation

| Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--------|----------------|----------------|-----|-----------|
| 1,608 | 104.00 | 104.00 | O | Statutory |

LAPPC & LAIPPC substance charges

Where paid quarterly the total amount payable will be increased by

| Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--------|----------------|----------------|-----|-----------|
| 908 | 38.00 | 38.00 | O | Statutory |

LAPPC Annual Subsistence Charge

6.b) Standard mobile plant, for first and second permits (Medium)

| Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--------|----------------|----------------|-----|-----------|
| 838 | 1,034.00 | 1,034.00 | O | Statutory |

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| | | | | | |
|---|-------|----------|----------|---|-----------|
| 1.a) Standard process Low | 807 | 772.00 | 772.00 | O | Statutory |
| 1.b) Standard process Medium | 809 | 1,161.00 | 1,161.00 | O | Statutory |
| 1.c) Standard process High | 811 | 1,747.00 | 1,747.00 | O | Statutory |
| 2.a) Reduced fee activities (Low) | 813 | 79.00 | 79.00 | O | Statutory |
| 2.b) Reduced fee activities (Med) | 814 | 158.00 | 158.00 | O | Statutory |
| 2.c) Reduced fee activities (High) | 815 | 237.00 | 237.00 | O | Statutory |
| 6.c) Standard mobile plant, for first and second permits (High) | 839 | 1,551.00 | 1,551.00 | O | Statutory |
| 4.b) Other reduced fee activities (Med) | 826 | 365.00 | 365.00 | O | Statutory |
| 4.c) Other reduced fee activities (High) | 827 | 548.00 | 548.00 | O | Statutory |
| 7.a) For the third to seventh permits (Low) | 843 | 385.00 | 385.00 | O | Statutory |
| 7.b) For the third to seventh permits (Medium) | 844 | 617.00 | 617.00 | O | Statutory |
| 7.c) For the third to seventh permits (High) | 845 | 924.00 | 924.00 | O | Statutory |
| 8.a) Eighth and subsequent permits (Low) | 849 | 198.00 | 198.00 | O | Statutory |
| 8.b) Eighth and subsequent permits (Medium) | 850 | 314.00 | 314.00 | O | Statutory |
| 8.c) Eighth and subsequent permits (High) | 851 | 473.00 | 473.00 | O | Statutory |
| 3.c) PVR I & II combined (Med) | 820 | 226.00 | 226.00 | O | Statutory |
| 3.b) PVR I & II combined (High) | 821 | 341.00 | 341.00 | O | Statutory |
| 4.a) Other reduced fee activities (Low) | 825 | 228.00 | 228.00 | O | Statutory |
| 6.a) Standard mobile plant, for first and second permits (Low) | 837 | 626.00 | 626.00 | O | Statutory |
| 3.a) PVR I & II combined (Low) | 1,234 | 113.00 | 113.00 | O | Statutory |
| 1.a) Standard process Low (where permit is for a combined Part B and waste installation) | 1,235 | 876.00 | 876.00 | O | Statutory |
| 1.b) Standard process Medium (where permit is for a combined Part B and waste installation) | 1,236 | 1,317.00 | 1,317.00 | O | Statutory |
| 1.c) Standard process High (where permit is for a combined Part B and waste installation) | 1,237 | 1,954.00 | 1,954.00 | O | Statutory |

LAPPC charges - Application Fee

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|---|--------|----------------|----------------|-----|-----------|
| Additional fee for operating without a permit | 1,217 | 1,188.00 | 1,188.00 | O | Statutory |
| PVRI, SWOBs, and Dry Cleaners Reduced Fee Activities | 799 | 155.00 | 155.00 | O | Statutory |
| PVR I & II combined | 800 | 257.00 | 257.00 | O | Statutory |
| Other Reduced Fee Activities | 801 | 362.00 | 362.00 | O | Statutory |
| Reduced fee activities: Additional fee for operating without a permit | 802 | 0.00 | 0.00 | O | Statutory |

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| | | | | | |
|--|-----|--------|--------|---|-----------|
| Additional fee where a LAPPC application for any of the above is for a combined Part B and waste application | 806 | 279.00 | 279.00 | O | Statutory |
|--|-----|--------|--------|---|-----------|

LAPPC mobile plant charges - Application fees

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|------------------------------------|--------|----------------|----------------|-----|-----------|
| Number of permits = 1 | 867 | 1,650.00 | 1,650.00 | O | Statutory |
| Number of permits = 2 | 868 | 1,650.00 | 1,650.00 | O | Statutory |
| Number of permits = 3 through to 8 | 869 | 985.00 | 985.00 | O | Statutory |
| Number of permits = 8 and over | 874 | 498.00 | 498.00 | O | Statutory |

LAPPC subsistence fees

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|-------------------|--------|----------------|----------------|-----|-----------|
| Late Payment Fees | 1,233 | 52.00 | 52.00 | O | Statutory |

LAPPC Substantial change

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|---|--------|----------------|----------------|-----|-----------|
| Reduced fee activities | 866 | 102.00 | 102.00 | O | Statutory |
| Standard process | 864 | 1,050.00 | 1,050.00 | O | Statutory |
| Standard process where the substantial change results in a new PPC activity | 865 | 1,650.00 | 1,650.00 | O | Statutory |

LAPPC Temporary transfer for mobiles

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|---|--------|----------------|----------------|-----|-----------|
| First transfer | 861 | 53.00 | 53.00 | O | Statutory |
| Repeat following enforcement or warning | 863 | 53.00 | 53.00 | O | Statutory |

LAPPC Transfer and Surrender

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|---|--------|----------------|----------------|-----|-----------|
| Standard process transfer | 855 | 169.00 | 169.00 | O | Statutory |
| Standard process partial transfer | 856 | 497.00 | 497.00 | O | Statutory |
| New operator at low risk reduced fee activity | 857 | 0.00 | 0.00 | O | Statutory |
| Surrender: all Part B activities | 858 | 0.00 | 0.00 | O | Statutory |
| Reduced fee activities: transfer - Price on application | 859 | 0.00 | 0.00 | O | Statutory |
| Reduced fee activities: partial transfer | 860 | 47.00 | 47.00 | O | Statutory |

Reduced fee activity(low)change of operator. additional inspection fee

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--|--------|----------------|----------------|-----|-----------|
| | 1,607 | 78.00 | 78.00 | o | Statutory |

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Food Safety

Food Safety

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|---|--------|----------------|----------------|-----|---------------|
| Voluntary Surrender Of Foodstuffs Certificate | 308 | 78.00 | 82.00 | S | Discretionary |

Food Hygiene Rating Scheme

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--|--------|----------------|----------------|-----|---------------|
| Request for re-inspection under the Food Hygiene Rating Scheme | 1,592 | 219.00 | 230.00 | S | Discretionary |

Foodstuffs For Export

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|---------------------------------------|--------|----------------|----------------|-----|---------------|
| Per Certificate (If Visit Not Needed) | 306 | 84.00 | 88.00 | O | Discretionary |
| Per Certificate (If Visit Needed) | 307 | 168.00 | 176.00 | O | Discretionary |

Grounds Maintenance

Spelthorne In Bloom

Spelthorne In Bloom

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|----------------------------|--------|----------------|----------------|-----|---------------|
| c) Hanging Basket - Summer | 961 | 65.00 | 68.00 | O | Discretionary |
| d) Window Box - Summer | 965 | 101.00 | 106.00 | O | Discretionary |
| b) Window Box - Winter | 966 | 61.00 | 64.00 | O | Discretionary |
| e) Round Basket - Winter | 1,507 | 48.00 | 50.00 | O | Discretionary |
| a) Hanging Basket - Winter | 962 | 40.00 | 42.00 | O | Discretionary |
| f) Round Basket - Summer | 1,508 | 72.00 | 76.00 | O | Discretionary |

Housing

Housing Enforcement

Housing Act 1985 - Section 265 Demolition order

| Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--------|----------------|----------------|-----|---------|
|--------|----------------|----------------|-----|---------|

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| | | | | | |
|-------------|-------|-------|-------|---|---------------|
| Hourly Rate | 1,628 | 67.00 | 70.00 | O | Discretionary |
|-------------|-------|-------|-------|---|---------------|

Housing Act 2004 - Section 11,12,20,21,28,29,40 & 43 - Enforcement Notices

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|-------------|--------|----------------|----------------|-----|---------------|
| Hourly Rate | 356 | 67.00 | 70.00 | O | Discretionary |

Immigration Housing Inspection

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--|--------|----------------|----------------|-----|---------------|
| Housing Inspection | 915 | 178.00 | 187.00 | O | Discretionary |
| Cancellation of booked appointment (no fee applies if notification of cancellation is given more that 24 hours in advance) | 1,486 | 28.00 | 29.00 | S | Discretionary |

Licensing

Animal Welfare

New or renewal application (Plus all associated vet fees and charges)

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|---|--------|----------------|----------------|-----|---------------|
| Each additional site visit to hosts as part of the arrangers licence application/ renewal | 1,610 | 106.00 | 111.00 | O | Discretionary |
| Boarding for cats (Application Fee 407, Grant Fee 114) | 1,577 | 496.00 | 521.00 | O | Discretionary |
| Dog Day Care (Application Fee 407, Grant Fee 114) | 1,579 | 496.00 | 521.00 | O | Discretionary |
| Selling Animals as Pets (Application Fee 407, Grant Fee 114) | 1,581 | 496.00 | 521.00 | O | Discretionary |
| Keeping or training animals for exhibition (Application Fee 407 Grant Fee 114) | 1,583 | 496.00 | 521.00 | O | Discretionary |
| Arranging for the Provision of Boarding (Application Fee 407, Grant Fee 114) | 1,585 | 496.00 | 521.00 | O | Discretionary |
| Re-rating Inspection | 1,587 | 248.00 | 260.00 | O | Discretionary |
| Each additional licensable activity/inspection | 1,588 | 109.00 | 114.00 | O | Discretionary |
| Replacement Licence | 1,591 | 55.00 | 58.00 | O | Discretionary |
| Dog Breeders - (Application Fee 407, Grant Fee 114) | 1,569 | 496.00 | 521.00 | O | Discretionary |
| Hiring out horses (Application Fee 407, Grant Fee 114) | 1,571 | 496.00 | 521.00 | O | Discretionary |
| Home boarders (dogs only) (Application Fee 407, Grant Fee 114) | 1,573 | 496.00 | 521.00 | O | Discretionary |
| Boarding in dogs in kennels - (Application Fee 407, Grant Fee 114) | 1,575 | 496.00 | 521.00 | O | Discretionary |

Animals

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Variation to any Animal Licence

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|---|--------|----------------|----------------|-----|---------------|
| Variation to Licence with no visit required | 1,024 | 91.00 | 96.00 | O | Discretionary |
| Variation to Licence with visit | 1,025 | 247.00 | 259.00 | O | Discretionary |

Zoo and Dangerous Wild Animal Licences

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|---|--------|----------------|----------------|-----|---------------|
| Initial zoo applications (plus all associated vet fees and charges) | 1,023 | 496.00 | 521.00 | O | Discretionary |
| Dangerous Wild Animals (Plus all associated vet fees and Charges) | 1,611 | 496.00 | 521.00 | O | Discretionary |

Gambling Act 2005

Gambling Act Fees

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|---|--------|----------------|----------------|-----|-----------|
| Betting premises (Excluding Tracks): h) Copy of licence | 921 | 25.00 | 25.00 | O | Statutory |
| Tracks: i) Notification of change | 922 | 50.00 | 50.00 | O | Statutory |
| Tracks: h) Copy of licence | 923 | 25.00 | 25.00 | O | Statutory |
| Family Entertainment Centre: i) Notification of change | 924 | 50.00 | 50.00 | O | Statutory |
| Family Entertainment Centre: h) Copy of licence | 925 | 25.00 | 25.00 | O | Statutory |
| Adult Gaming Centres: i) Notification of change | 926 | 50.00 | 50.00 | O | Statutory |
| Adult Gaming Centres: h) Copy of licence | 927 | 25.00 | 25.00 | O | Statutory |
| Bingo Clubs: h) Notification of change | 918 | 50.00 | 50.00 | O | Statutory |
| Bingo Clubs: i) Copy of licence | 919 | 25.00 | 25.00 | O | Statutory |
| Betting premises (Excluding Tracks): i) Notification of change | 920 | 50.00 | 50.00 | O | Statutory |
| Bingo Clubs: a) New Applications | 460 | 3,500.00 | 3,500.00 | O | Statutory |
| Bingo Clubs: b) Annual Fees | 461 | 1,000.00 | 1,000.00 | O | Statutory |
| Bingo Clubs: c) Variations | 462 | 1,750.00 | 1,750.00 | O | Statutory |
| Bingo Clubs: d) Transfers | 463 | 1,200.00 | 1,200.00 | O | Statutory |
| Bingo Clubs: e) Reinstatements | 464 | 1,200.00 | 1,200.00 | O | Statutory |
| Bingo Clubs: f) Provisionals Statements | 465 | 3,500.00 | 3,500.00 | O | Statutory |
| Bingo Clubs: g) Licence Application (Provisional Statement Holders) | 466 | 1,200.00 | 1,200.00 | O | Statutory |
| Betting Premises (Excluding Tracks): a) New Applications | 467 | 2,700.00 | 2,700.00 | O | Statutory |
| Betting Premises (Excluding Tracks): b) Annual Fees | 468 | 600.00 | 600.00 | O | Statutory |

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|--|-----|----------|----------|---|-----------|
| Betting Premises (Excluding Tracks): c) Variations | 469 | 1,500.00 | 1,500.00 | O | Statutory |
| Betting Premises (Excluding Tracks): d) Transfers | 470 | 1,200.00 | 1,200.00 | O | Statutory |
| Betting Premises (Excluding Tracks): e) Reinstatements | 471 | 1,200.00 | 1,200.00 | O | Statutory |
| Betting Premises (Excluding Tracks): f) Provisionals Statements | 472 | 3,000.00 | 3,000.00 | O | Statutory |
| Betting Premises (Excluding Tracks): g) Licence Application (Provisional Statement Holders) | 473 | 1,200.00 | 1,200.00 | O | Statutory |
| Tracks: a) New Applications | 474 | 2,500.00 | 2,500.00 | O | Statutory |
| Tracks: b) Annual Fees | 475 | 1,000.00 | 1,000.00 | O | Statutory |
| Tracks: c) Variations | 476 | 1,250.00 | 1,250.00 | O | Statutory |
| Tracks: d) Transfers | 477 | 950.00 | 950.00 | O | Statutory |
| Tracks: e) Reinstatements | 478 | 950.00 | 950.00 | O | Statutory |
| Tracks: f) Provisionals Statements | 479 | 2,500.00 | 2,500.00 | O | Statutory |
| Tracks: g) Licence Application (Provisional Statement Holders) | 480 | 950.00 | 950.00 | O | Statutory |
| Family Entertainment Centre: a) New Applications | 481 | 2,000.00 | 2,000.00 | O | Statutory |
| Family Entertainment Centre: b) Annual Fees | 482 | 750.00 | 750.00 | O | Statutory |
| Family Entertainment Centre: c) Variations | 483 | 1,000.00 | 1,000.00 | O | Statutory |
| Family Entertainment Centre: d) Transfers | 484 | 950.00 | 950.00 | O | Statutory |
| Family Entertainment Centre: e) Reinstatements | 485 | 950.00 | 950.00 | O | Statutory |
| Family Entertainment Centre: f) Provisionals Statements | 486 | 2,000.00 | 2,000.00 | O | Statutory |
| Family Entertainment Centre: g) Licence Application (Provisional Statement Holders) | 487 | 950.00 | 950.00 | O | Statutory |
| Adult Gaming Centres: a) New Applications | 488 | 2,000.00 | 2,000.00 | O | Statutory |
| Adult Gaming Centres: b) Annual Fees | 489 | 1,000.00 | 1,000.00 | O | Statutory |
| Adult Gaming Centres: c) Variations | 490 | 1,000.00 | 1,000.00 | O | Statutory |
| Adult Gaming Centres: d) Transfers | 491 | 1,200.00 | 1,200.00 | O | Statutory |
| Adult Gaming Centres: e) Reinstatements | 492 | 1,200.00 | 1,200.00 | O | Statutory |
| Adult Gaming Centres: f) Provisionals Statements | 493 | 2,000.00 | 2,000.00 | O | Statutory |
| Adult Gaming Centres: g) Licence Application (Provisional Statement Holders) | 494 | 1,200.00 | 1,200.00 | O | Statutory |
| Licensed Premises - Notification Of Intent To Use Automatic Entitlement (1-2 Machines) | 495 | 50.00 | 50.00 | O | Statutory |
| Licensed Premises Gaming Machine Permit (3+ Machines): a) Application Fee (New Permit) | 496 | 150.00 | 150.00 | O | Statutory |
| Licensed Premises Gaming Machine Permit (3+ Machines): b) Application Fee (Conversion Of S34 Permit) | 497 | 100.00 | 100.00 | O | Statutory |
| Licensed Premises Gaming Machine Permit (3+ Machines): c) Annual Fee | 498 | 50.00 | 50.00 | O | Statutory |

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|--|-----|--------|--------|---|-----------|
| Licensed Premises Gaming Machine Permit (3+ Machines): d) Variation Fee | 499 | 100.00 | 100.00 | O | Statutory |
| Licensed Premises Gaming Machine Permit (3+ Machines): e) Transfer Fee | 500 | 25.00 | 25.00 | O | Statutory |
| Licensed Premises Gaming Machine Permit (3+ Machines): f) Change Of Name | 501 | 25.00 | 25.00 | O | Statutory |
| Licensed Premises Gaming Machine Permit (3+ Machines): g) Copy Of Permit | 502 | 15.00 | 15.00 | O | Statutory |
| Unlicensed Family Entertainment Centre Gaming Machine Permit: a) Application Fee (New Permit) | 503 | 300.00 | 300.00 | O | Statutory |
| Unlicensed Family Entertainment Centre Gaming Machine Permit: b) Application Fee (Conversion Of S34 Perm | 504 | 100.00 | 100.00 | O | Statutory |
| Unlicensed Family Entertainment Centre Gaming Machine Permit: c) Renewal Fee | 505 | 300.00 | 300.00 | O | Statutory |
| Unlicensed Family Entertainment Centre Gaming Machine Permit: d) Change Of Name | 506 | 25.00 | 25.00 | O | Statutory |
| Unlicensed Family Entertainment Centre Gaming Machine Permit: e) Copy Of Permit | 507 | 15.00 | 15.00 | O | Statutory |
| Prize Gaming Permit: a) Application Fee (New Permit) | 508 | 300.00 | 300.00 | O | Statutory |
| Prize Gaming Permit: b) Application Fee (Conversion Of S34 Permit) | 509 | 100.00 | 100.00 | O | Statutory |
| Prize Gaming Permit: c) Renewal Fee | 510 | 300.00 | 300.00 | O | Statutory |
| Prize Gaming Permit: d) Change Of Name | 511 | 25.00 | 25.00 | O | Statutory |
| Prize Gaming Permit: e) Copy Of Permit | 512 | 15.00 | 15.00 | O | Statutory |
| Club Gaming Permit: a) Application Fee (New Permit) | 513 | 200.00 | 200.00 | O | Statutory |
| Club Gaming Permit: b) Application Fee (Conversion Of Part 2 / Part 3 Registration) | 514 | 100.00 | 100.00 | O | Statutory |
| Club Gaming Permit: c) Annual Fee | 515 | 50.00 | 50.00 | O | Statutory |
| Club Gaming Permit: d) Renewal Fee | 516 | 200.00 | 200.00 | O | Statutory |
| Club Gaming Permit: e) Variation Fee | 517 | 100.00 | 100.00 | O | Statutory |
| Club Gaming Permit: f) Copy Of Permit | 518 | 15.00 | 15.00 | O | Statutory |
| Club Gaming Permit (Where The Applicant Holds A Club Premises Certificate Under The Licensing Act 2003): a) Application Fee (New Permit) | 519 | 100.00 | 100.00 | O | Statutory |
| Club Gaming Permit (Where The Applicant Holds A Club Premises Certificate Under The Licensing Act 2003): b) Application Fee (Conversion Of Part 2 / Part 3 Registration) | 520 | 100.00 | 100.00 | O | Statutory |
| Club Gaming Permit (Where The Applicant Holds A Club Premises Certificate Under The Licensing Act 2003): c) Annual Fee | 521 | 50.00 | 50.00 | O | Statutory |
| Club Gaming Permit (Where The Applicant Holds A Club Premises Certificate Under The Licensing Act 2003): c) Renewal Fee | 522 | 100.00 | 100.00 | O | Statutory |
| Club Gaming Permit (Where The Applicant Holds A Club Premises Certificate Under The Licensing Act 2003): e) Variation Fee | 523 | 100.00 | 100.00 | O | Statutory |
| Club Gaming Permit (Where The Applicant Holds A Club Premises Certificate Under The Licensing Act 2003): f) Copy Of Permit | 524 | 15.00 | 15.00 | O | Statutory |

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|--|-----|-------|-------|---|-----------|
| Small Society Lotteries: a) New Registration | 525 | 40.00 | 40.00 | O | Statutory |
| Small Society Lotteries: b) Annual Fee | 526 | 20.00 | 20.00 | O | Statutory |

HMO Licensing Scheme

HMO Licence

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--|--------|----------------|----------------|-----|---------------|
| h) Cancelled licence application (to cover aborted work on processing the application) | 1,695 | 150.00 | 158.00 | O | Discretionary |
| a) Up to 6 Occupants (application fee £569.94; maintenance fee £234.06) | 1,008 | 766.00 | 804.00 | O | Discretionary |
| b) 7 to 9 occupants (application fee £627.65; maintenance fee £367.35) | 1,009 | 948.00 | 995.00 | O | Discretionary |
| c) 10 to 14 occupants (application fee £687.75; maintenance fee £404.25) | 1,010 | 1,040.00 | 1,092.00 | O | Discretionary |
| d) 15 or more occupants (application fee £771.56; maintenance fee £452.44) | 1,011 | 1,166.00 | 1,224.00 | O | Discretionary |
| e) Penalty for late or incomplete applications | 1,012 | 145.00 | 152.00 | O | Discretionary |
| f) Extra charge for processing separate licence holder and manager applications | 1,013 | 37.00 | 39.00 | O | Discretionary |
| g) Discount for members of an approved landlords association | 1,014 | 37.00 | 39.00 | O | Discretionary |

HMO Licence Renewal

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--|--------|----------------|----------------|-----|---------------|
| Penalty for late or incomplete applications | 1,265 | 145.00 | 152.00 | O | Discretionary |
| Extra charge for processing separate licence holder and manager applications | 1,266 | 37.00 | 39.00 | O | Discretionary |
| Discount for members of an approved landlords association | 1,267 | 38.00 | 40.00 | O | Discretionary |
| Application for a licence renewal (regardless of whether a one, three or five year licence is granted based on the outcome of the risk assessment) (application fee £440.78; maintenance fee £259.22). | 1,678 | 667.00 | 700.00 | O | Discretionary |
| Cancelled licence application (to cover aborted work on processing the application) | 1,694 | 150.00 | 158.00 | O | Discretionary |

Licensing Act 2003

Licensing Fees

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|---|--------|----------------|----------------|-----|-----------|
| Temporary Events Notice | 422 | 21.00 | 21.00 | O | Statutory |
| Personal Licence | 423 | 37.00 | 37.00 | O | Statutory |
| Temporary Events Notice (Section100) | 441 | 21.00 | 21.00 | O | Statutory |
| Personal Licence Grant Or Renewal (Section 117) | 442 | 37.00 | 37.00 | O | Statutory |
| Theft, Loss etc Of Premises Licence Or Summary (Section 25) | 443 | 10.50 | 10.50 | O | Statutory |

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|--|-----|--------|--------|---|-----------|
| Application For Provisional Statement Where Premises Are Being Built etc (Sec 29) | 444 | 315.00 | 315.00 | O | Statutory |
| Notification Of Change Of Name And Address (Section 33) | 445 | 10.50 | 10.50 | O | Statutory |
| Application To Vary Licence To Specify Individual As Premises Supervisor (Section37) | 446 | 23.00 | 23.00 | O | Statutory |
| Application For Transfer Of A Premises Licence (Section 42) | 447 | 23.00 | 23.00 | O | Statutory |
| Interim Authority Notice Following Death Etc Of Licence Holder (Section 47) | 448 | 23.00 | 23.00 | O | Statutory |
| Theft, Loss etc Of Certificate Or Summary (Section 79) | 449 | 21.00 | 21.00 | O | Statutory |
| Notification Of Change Of Name Or Alteration Of Rules Of The Club (Section 82) | 450 | 10.50 | 10.50 | O | Statutory |
| Change Of Relevant Registered Address Of Club (Section 83,(1) Or (2) | 451 | 10.50 | 10.50 | O | Statutory |
| Theft, Loss etc Of Temporary Event Notice (Section 110) | 452 | 10.50 | 10.50 | O | Statutory |
| Theft, Loss etc Of Personal Licence (Section 126) | 453 | 10.50 | 10.50 | O | Statutory |
| Duty To Notify Change Of Name Or Address (Section 127) | 454 | 10.50 | 10.50 | O | Statutory |
| Right Of Freeholder Etc To Be Notified Of Licensing Matters (Section 178) | 455 | 21.00 | 21.00 | O | Statutory |

Licensing Register Entries

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--|--------|----------------|----------------|-----|-----------|
| Per Individual Copy | 438 | 26.00 | 26.00 | O | Statutory |
| For All Entries (No Plans Are Required) | 439 | 1,000.00 | 1,000.00 | O | Statutory |
| For All Entries (If Plans Are Required) | 440 | 3,000.00 | 3,000.00 | O | Statutory |

Premises Licence

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|-----------------|--------|----------------|----------------|-----|-----------|
| Minor Variation | 917 | 89.00 | 89.00 | O | Statutory |

Premises Licence - Annual Fee

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|---|--------|----------------|----------------|-----|-----------|
| A | 431 | 70.00 | 70.00 | O | Statutory |
| B | 432 | 180.00 | 180.00 | O | Statutory |
| C | 433 | 295.00 | 295.00 | O | Statutory |
| D | 434 | 320.00 | 320.00 | O | Statutory |
| E | 435 | 350.00 | 350.00 | O | Statutory |

Premises Licence - Annual Fee (For Town Centre Pubs Only)

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|-------|--------|----------------|----------------|-----|-----------|
| D X 2 | 436 | 640.00 | 640.00 | O | Statutory |
| E X 3 | 437 | 1,050.00 | 1,050.00 | O | Statutory |

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Premises Licence - New And Full Variation Applications

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|-------|--------|----------------|----------------|-----|-----------|
| A | 424 | 100.00 | 100.00 | O | Statutory |
| B | 425 | 190.00 | 190.00 | O | Statutory |
| C | 426 | 315.00 | 315.00 | O | Statutory |
| D | 427 | 450.00 | 450.00 | O | Statutory |
| E | 428 | 635.00 | 635.00 | O | Statutory |
| D X 2 | 429 | 900.00 | 900.00 | O | Statutory |
| E X 3 | 430 | 1,905.00 | 1,905.00 | O | Statutory |

Mobile Home Site Licensing Scheme

Mobile Home Site Licence

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|---|--------|----------------|----------------|-----|---------------|
| o) Fit and proper person register application fee | 1,693 | 378.00 | 397.00 | O | Discretionary |
| a) Application for a new site licence - 1 to 5 pitches | 1,336 | 525.00 | 551.00 | O | Discretionary |
| i) Application to transfer a site licence | 1,344 | 141.00 | 148.00 | O | Discretionary |
| j) Annual fee - 1 to 5 pitches | 1,345 | 199.00 | 209.00 | O | Discretionary |
| k) Annual fee - 6 to 24 pitches | 1,346 | 246.00 | 258.00 | O | Discretionary |
| l) Annual fee - 25 to 99 pitches | 1,347 | 277.00 | 291.00 | O | Discretionary |
| m) Annual fee - 100+ pitches | 1,348 | 344.00 | 361.00 | O | Discretionary |
| b) Application for a new site licence - 6 to 24 pitches | 1,337 | 612.00 | 643.00 | O | Discretionary |
| n) Recover of cost of enforcement - hourly rate | 1,415 | 66.00 | 70.00 | O | Discretionary |
| c) Application for a new site licence - 25 to 99 pitches | 1,338 | 677.00 | 711.00 | O | Discretionary |
| d) Application for a new site licence - 100+ pitches | 1,339 | 806.00 | 846.00 | O | Discretionary |
| e) Application to alter conditions to a site licence - 1 to 5 pitches | 1,340 | 250.00 | 263.00 | O | Discretionary |
| h) Application to alter conditions to a site licence - 100+ pitches | 1,343 | 295.00 | 310.00 | O | Discretionary |
| g) Application to alter conditions to a site licence - 25 to 99 pitches | 1,342 | 273.00 | 287.00 | O | Discretionary |
| f) Application to alter conditions to a site licence - 6 to 24 pitches | 1,341 | 261.00 | 274.00 | O | Discretionary |

Pollution

Fees and Charges

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Scrap Metal Dealers

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|-------------------------------------|--------|----------------|----------------|-----|---------------|
| Scrap Metal Licence Variation | 1,315 | 65.00 | 68.00 | O | Discretionary |
| Scrap Metal collector fee | 1,307 | 360.00 | 378.00 | O | Discretionary |
| Scrap Metal replacement of Licence | 1,316 | 28.00 | 29.00 | O | Discretionary |
| Scrap Metal dealer site license fee | 1,308 | 570.00 | 599.00 | O | Discretionary |

Retail

Registration for skin piercing treatments: acupuncture, tattooing, skin piercing, elect

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|---------------------------|--------|----------------|----------------|-----|---------------|
| Variation of registration | 1,430 | 64.00 | 67.00 | O | Discretionary |
| Practitioner registration | 458 | 243.00 | 255.00 | O | Discretionary |
| Registration of premises | 459 | 243.00 | 255.00 | O | Discretionary |
| Replacement certificate | 935 | 55.00 | 58.00 | O | Discretionary |

Sex establishment licence fee

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|------------------------------------|--------|----------------|----------------|-----|---------------|
| New,Renewal,Intermediate,Temporary | 1,268 | 3,510.00 | 3,686.00 | O | Discretionary |
| Change of licence details | 1,269 | 175.00 | 184.00 | O | Discretionary |

Sex Shop Registration

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|------------------------------------|--------|----------------|----------------|-----|---------------|
| New,Renewal,Intermediate,Temporary | 456 | 3,510.00 | 3,686.00 | O | Discretionary |
| Transfer Of Licence | 457 | 3,510.00 | 3,686.00 | O | Discretionary |

Parks Strategy

All Recreation Grounds

Filming Rights

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|---|--------|----------------|----------------|-----|---------------|
| TV Or Films (Per Day Or Part Of) (Price on Application) | 141 | | | S | Discretionary |
| Still Photography Per Hour (Price on Application) | 142 | | | S | Discretionary |

Fitness & Personal Training Fees & Licences

| Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--------|----------------|----------------|-----|---------|
|--------|----------------|----------------|-----|---------|

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Details of fees & charges available at www.spelthorne.gov.uk/fitnesstrainingfees

1,417

S

Discretionary

Football

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|---|--------|----------------|----------------|-----|---------------|
| Junior individual bookings with pavilion use | 638 | 51.00 | 53.60 | S | Discretionary |
| Junior individual bookings NO pavilion | 639 | 35.00 | 36.80 | S | Discretionary |
| Adult individual bookings | 621 | 105.40 | 110.70 | S | Discretionary |
| Adult booking (per season, payable in 3 instalments) | 1,478 | 2,235.50 | 2,347.30 | E | Discretionary |
| Adult booking (per 1/2 season) | 1,479 | 1,117.20 | 1,173.10 | E | Discretionary |
| Junior booking (per 1/2 season) with pavilion use | 1,481 | 530.25 | 556.80 | E | Discretionary |
| Junior booking (per season, payable in 3 instalments) with pavilion use | 1,480 | 1,060.50 | 1,113.50 | E | Discretionary |
| Junior booking (per season, payable in 3 instalments) NO pavilion | 1,482 | 757.50 | 795.40 | E | Discretionary |
| Junior booking (per 1/2 season) NO pavilion | 1,483 | 379.00 | 398.00 | E | Discretionary |

Funfairs

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|------------------------|--------|----------------|----------------|-----|---------------|
| Deposit Against Damage | 144 | 1,590.00 | 1,670.00 | O | Discretionary |
| Daily Hire Charge | 145 | 796.00 | 836.00 | E | Discretionary |

Tennis (Price on Application)

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|---|--------|----------------|----------------|-----|---------------|
| Hire of court for private coaching (per hour per court) | 792 | | | S | Discretionary |

Usage of Parks

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|-------------------------------------|--------|----------------|----------------|-----|---------------|
| Hire of park for non-charity events | 1,329 | 603.00 | 633.00 | E | Discretionary |

Pavement Licensing

Pavement Licensing

Pavement Licensing

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|-------------------------|--------|----------------|----------------|-----|---------------|
| Street Pavement License | 1,679 | 100.00 | 100.00 | O | Discretionary |

Fees and Charges

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Public Halls

Shepperton Hall

Community Use (9am to Midnight) (Hire to local groups)

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--------------------------------|--------|----------------|----------------|-----|---------------|
| Mon-Fri 9am to 5pm per hour | 641 | 21.10 | 22.20 | E | Discretionary |
| Mon-Fri After 5pm per hour | 642 | 22.70 | 23.80 | E | Discretionary |
| Sat 9am to 6pm per hour | 643 | 26.60 | 27.90 | E | Discretionary |
| Sat After 6pm per hour | 644 | 45.30 | 47.60 | E | Discretionary |
| Sunday 9am to 10.30pm per hour | 645 | 45.30 | 47.60 | E | Discretionary |

Semi Commercial Use (9am to Midnight) (Commercial firms providing a community b

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--------------------------------|--------|----------------|----------------|-----|---------------|
| Sat 9am to 6pm per hour | 1,021 | 34.20 | 35.90 | E | Discretionary |
| Mon-Fri 9am to 5pm per hour | 1,006 | 28.50 | 29.95 | E | Discretionary |
| Mon-Fri After 5pm per hour | 1,016 | 31.50 | 33.10 | E | Discretionary |
| Sat After 6pm per hour | 1,031 | 58.40 | 61.30 | E | Discretionary |
| Sunday 9am to 10.30pm per hour | 1,221 | 58.40 | 61.30 | E | Discretionary |

Refuse Collection

Collection of contaminated bins

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|----------------|--------|----------------|----------------|-----|---------------|
| Per Bin lift | 1,676 | 21.00 | 22.00 | O | Discretionary |
| Initial charge | 1,675 | 215.00 | 226.00 | O | Discretionary |

Collection of contaminated waste bins

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|---------------------------|--------|----------------|----------------|-----|---------------|
| Excess waste per bin lift | 1,677 | 21.00 | 22.00 | O | Discretionary |

Collection of contaminated communal 140ltr food textile WEEE bins

| Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--------|----------------|----------------|-----|---------|
|--------|----------------|----------------|-----|---------|

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| | | | | | |
|----------------|-------|-------|-------|---|---------------|
| Initial charge | 1,689 | 30.00 | 31.50 | O | Discretionary |
| Per Bin lift | 1,690 | 10.00 | 10.50 | O | Discretionary |

Domestic

Purchase of bins for new development

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--|--------|----------------|----------------|-----|---------------|
| 140L- Food Waste | 1,674 | 64.00 | 67.00 | S | Discretionary |
| 1100 L - Plastic Recycle With Aperture | 1,687 | 347.00 | 364.00 | S | Discretionary |

Purchase of bins for New Developments

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--------------------|--------|----------------|----------------|-----|---------------|
| e) 1100L - Metal | 1,455 | 454.00 | 477.00 | S | Discretionary |
| a) 140L - Plastic | 793 | 64.00 | 67.00 | S | Discretionary |
| b) 240L - Plastic | 794 | 66.00 | 69.00 | S | Discretionary |
| c) 660L - Plastic | 795 | 285.00 | 299.00 | S | Discretionary |
| d) 1100L - Plastic | 796 | 339.00 | 356.00 | S | Discretionary |

Service Fees

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|---|--------|----------------|----------------|-----|---------------|
| Replacement AWC Bin | 751 | 64.00 | 67.00 | O | Discretionary |
| Bulky Items (Excess) And Other Items By Arrangement | 755 | 186.00 | 195.00 | O | Discretionary |
| Provision of a waste skip - on private land | 1,312 | 274.00 | 288.00 | S | Discretionary |
| Annual charge for emptying of 2nd & 3rd 240L garden bin | 1,513 | 34.00 | 36.00 | O | Discretionary |
| Annual Charge for 240ltr Green Waste Bin | 756 | 61.00 | 64.00 | O | Discretionary |
| Annual Charge for Green Waste Sack | 757 | 42.00 | 44.00 | O | Discretionary |
| Sale of new 240ltr Green Waste Bin to new scheme members | 1,309 | 27.00 | 28.00 | O | Discretionary |
| Sale of second hand 240ltr Green waste bin (if available) | 1,457 | 16.00 | 17.00 | O | Discretionary |
| Annual Charge for 660ltr Green Waste Bin | 1,314 | 159.00 | 167.00 | O | Discretionary |

Non - Domestic

Non - Domestic Properties only, not commercial waste (charge for the emptying of ea

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|----------------------------------|--------|----------------|----------------|-----|---------------|
| g) Food Waste - up to 240ltr bin | 1,306 | 4.50 | 4.75 | O | Discretionary |

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| | | | | | |
|----------------------------------|-----|-------|-------|---|---------------|
| b) Rubbish 660ltr bin | 788 | 14.55 | 15.30 | O | Discretionary |
| d) Recycling 240ltr bin | 938 | 4.45 | 4.70 | O | Discretionary |
| e) Recycling 660ltr bin | 939 | 5.55 | 5.85 | O | Discretionary |
| f) Recycling - Large 1100ltr bin | 940 | 6.65 | 7.00 | O | Discretionary |
| a) Rubbish 240ltr bin | 787 | 12.00 | 12.60 | O | Discretionary |
| c) Rubbish - Large 1100ltr bin | 937 | 14.55 | 15.30 | O | Discretionary |

Non - Domestic Properties only, not commercial waste (disposal cost of each individual

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|----------------------------------|--------|----------------|----------------|-----|---------------|
| d) Recycling 240ltr bin | 1,461 | 1.25 | 1.30 | O | Discretionary |
| b) Rubbish 660ltr bin | 1,459 | 4.45 | 4.70 | O | Discretionary |
| c) Rubbish - Large 1100ltr bin | 1,460 | 7.75 | 8.15 | O | Discretionary |
| e) Recycling 660ltr bin | 1,462 | 3.35 | 3.50 | O | Discretionary |
| f) Recycling - Large 1100ltr bin | 1,463 | 5.55 | 5.85 | O | Discretionary |
| g) Food Waste - up to 140ltr bin | 1,464 | 3.35 | 3.55 | O | Discretionary |
| a) Rubbish 240ltr bin | 1,458 | 1.70 | 1.80 | O | Discretionary |

Rodent & Pest Control

Rodent And Pest Control

Pest Control

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|---|--------|----------------|----------------|-----|---------------|
| Rats (Up to 3 visits) | 325 | 46.50 | 55.00 | S | Discretionary |
| Mice (Up to 3 visits) | 326 | 72.00 | 72.00 | S | Discretionary |
| Fleas, Cockroaches etc. (based on a 3 bedroom property, more than 3 bedrooms subject to survey) | 327 | 82.00 | 95.00 | S | Discretionary |
| Bedbugs (based on a 3 bedroom property, more than 3 bedrooms subject to survey) | 1,260 | 116.50 | 122.00 | S | Discretionary |
| Wasps (per visit) | 1,629 | 82.00 | 70.00 | S | Discretionary |

Stray Dogs

Stray Dogs - Collection Fee (comprising of £25 statutory fee, contractor collection fee

| Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--------|----------------|----------------|-----|---------|
|--------|----------------|----------------|-----|---------|

Fees and Charges

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Plus Kennelling of £30/day, if the owner wants their dog delivered back to them £35, and any vet fees incurred : 295 202.00 212.00 O Discretionary charged in addition

SAT

Spelride Accessible Transport (S A T)

Membership

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--------|--------|----------------|----------------|-----|---------------|
| Annual | 758 | 22.15 | 22.30 | O | Discretionary |

Spelride

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|-----------------|--------|----------------|----------------|-----|---------------|
| Per Single Trip | 759 | 4.30 | 4.50 | Z | Discretionary |
| Return Trip | 760 | 7.50 | 7.90 | Z | Discretionary |

Taxi Licensing

Taxi Licensing fee structure

Cancellation of booked appointment fee

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--|--------|----------------|----------------|-----|---------------|
| | 1,718 | | 40.00 | O | Discretionary |

Change of Vehicle

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--|--------|----------------|----------------|-----|---------------|
| | 1,707 | | 167.00 | O | Discretionary |

DBS

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--|--------|----------------|----------------|-----|---------------|
| | 1,717 | | 47.00 | O | Discretionary |

Discounted HC vehicle with wheelchair accessibility

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--|--------|----------------|----------------|-----|---------------|
| | 1,709 | | 121.00 | O | Discretionary |

Discounted PH vehicle with wheelchair accessibility

| | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--|--------|----------------|----------------|-----|---------------|
| | 1,708 | | 119.00 | O | Discretionary |

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English & Numeracy Test & Retest

| Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--------|----------------|----------------|-----|---------------|
| 1,716 | | 30.00 | O | Discretionary |

Hackney Carriage Conditions Test & Retest

| Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--------|----------------|----------------|-----|---------------|
| 1,713 | | 50.00 | O | Discretionary |

Hackney Carriage Geographic Test & Retest

| Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--------|----------------|----------------|-----|---------------|
| 1,712 | | 70.00 | O | Discretionary |

New Driver Hackney Carriage (1 year)

| Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--------|----------------|----------------|-----|---------------|
| 1,696 | | 231.00 | O | Discretionary |

New Driver Hackney Carriage (3 year)

| Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--------|----------------|----------------|-----|---------------|
| 1,697 | | 376.00 | O | Discretionary |

New Driver Private Hire (1 year)

| Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--------|----------------|----------------|-----|---------------|
| 1,698 | | 231.00 | O | Discretionary |

New Driver Private Hire (3 year)

| Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--------|----------------|----------------|-----|---------------|
| 1,699 | | 386.00 | O | Discretionary |

Operators 1 year

| Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--------|----------------|----------------|-----|---------------|
| 1,710 | | 349.00 | O | Discretionary |

Operators 5 year

| Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--------|----------------|----------------|-----|---------------|
| 1,711 | | 978.00 | O | Discretionary |

Private Hire Conditions Test & Retest

| Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--------|----------------|----------------|-----|---------------|
| 1,714 | | 50.00 | O | Discretionary |

Private Hire Geographic Test & Retest

| Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
|--------|----------------|----------------|-----|---------|
|--------|----------------|----------------|-----|---------|

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| | | | | |
|---|---------------------------------|--|-------------------------------------|--|
| | 1,715 | 50.00 | O | Discretionar |
| Reissue of PH/HC driver or vehicle licence due to any other reason | Record 1,719 | 2022/23 Charge 25.00 | 2023/24 Charge O | Statute Discretionary |
| Renewal Driver Hackney Carriage (1 year) | Record 1,700 | 2022/23 Charge 193.00 | 2023/24 Charge O | Statute Discretionary |
| Renewal Driver Hackney Carriage (3 year) | Record 1,701 | 2022/23 Charge 431.00 | 2023/24 Charge O | Statute Discretionary |
| Renewal Driver Private Hire (1 year) | Record 1,703 | 2022/23 Charge 188.00 | 2023/24 Charge O | Statute Discretionary |
| Renewal Driver Private Hire (3 year) | Record 1,704 | 2022/23 Charge 391.00 | 2023/24 Charge O | Statute Discretionary |
| Upgrade Private Hire Driver to Hackney Carriage Driver (Includes 1 attempt at conditi | Record 1,702 | 2022/23 Charge 202.00 | 2023/24 Charge O | Statute Discretionary |
| Vehicle Hackney Carriage | Record 1,705 | 2022/23 Charge 242.00 | 2023/24 Charge O | Statute Discretionary |
| Vehicle Private Hire | Record 1,706 | 2022/23 Charge 239.00 | 2023/24 Charge O | Statute Discretionary |
| Taxi Licesning fee struture | | | | |
| Replacement of plates | Record 1,720 | 2022/23 Charge 23.00 | 2023/24 Charge O | Statute Discretionary |

Fees and Charges

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Works in Default

Works in Default

Works in Default

| | | | | | |
|---|--------|----------------|----------------|-----|---------------|
| 30% administration fee applied to cost of any works that are carried out in default by Environmental Health | Record | 2022/23 Charge | 2023/24 Charge | VAT | Statute |
| | 1,453 | | | S | Discretionary |

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Council

23 February 2023



| | |
|------------------------------|--|
| Title | Detailed Revenue Budget for 2023-24 Please note that some of the agenda items being discussed at CP&R Committee on 20 February, might impact on this report and officers may need to update this report to account for the Committee's decision, after the meeting. |
| Purpose of the report | To make a Key Decision |
| Report Author | Paul Taylor Chief Accountant |
| Ward(s) Affected | All Wards |
| Exempt | No |
| Corporate Priority | Community Affordable Housing Recovery Environment Service Delivery |
| Recommendations | <p>Council is asked to approve the following:</p> <ol style="list-style-type: none"> 1. To approve a 2.9% increase on the Spelthorne Borough Council element of the Council Tax for 2023-24. Moreover: <ol style="list-style-type: none"> a. The Revenue estimates as set out in Appendix 1 be approved. b. No funds, as set out in this report are to appropriate from General Reserves in support of Spelthorne's local Council tax for 2023-24. c. To agree that the Council Tax base for the year 2023-24 is 40,551 Band D equivalent dwellings calculated in accordance with regulation 3 of the Local Authorities (Calculation of Council tax base) Regulations 1992, as amended, made under Section 35(5) of the Local Government Finance Act 1992. 2. Continuing the Council's Local Council Tax Support Scheme with the current rules and regulations. 3. Continuing the complete disregard of war pension / armed forces pension income from benefit calculations. 4. The growth and savings items as set out in the report's appendices 3, and 4. 5. To note the Chief Finance Officer's commentary in section 4 of the report on the robustness of budget estimates and levels of reserves under sections 25 and 26 of the Local Government Act 2003 |

6. The Council Tax Base for the whole Council area for 2022//23. [Item T in the formula in Section 31b (3) of the local government Finance Act 1992, as amended (the “act”)] should be 40,551 band D equivalent dwellings and calculate that the Council Tax requirement for the Council’s own purpose for 2023-24 is £216.14 Per Band D equivalent dwelling.

That the following sums be now calculated by the Council for the year 2023-24 in accordance with Section 31 to 36 of the Local Government Act 1992.

| | | |
|----------|--------------------|--|
| A | 107,487,700 | Being the aggregate of the amount which the Council estimates for the items set out in Section 31A (2) of the Act considering all precepts issued to it by Parish Councils. |
| B | -98,723,000 | Being the aggregate of the amount which the Council estimates for the items set out in Section 31A (3) of the Act |
| C | 8,764,700 | Being the amount by which the aggregate at (A) above exceeds the aggregate at (B) above, calculated by the Council, in accordance with Section 31A (4) of the Act, as its Council Tax requirement for the year |
| D | 216.14 | Being the amount at (C) above divided by the amount at 5c (above), |

| | | | | |
|--|---|----------|---------------|---|
| | | | | calculated by the Council in accordance with Section 31B (1) of the act, as the basic amount of its Council Tax for the year (including Parish precepts) |
| | | E | 0 | Being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act. |
| | | F | 216.14 | Being the amount at (D) above less the result given by dividing the amount at (E) above by the amount at 5c (above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings on those parts of its area to which no Parish precept relates. |
| | <p>That the following amounts be calculated for the year 2023-24 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992 as amended by the Localism Act 2011.</p> | | | |

| | <table><tr><th>A £</th><th>B £</th><th>C £</th><th>D £</th><th>E £</th><th>F £</th><th>G £</th><th>H £</th></tr><tr><td>144.09</td><td>168.11</td><td>192.12</td><td>216.14</td><td>264.17</td><td>312.20</td><td>360.23</td><td>432.28</td></tr></table> | A £ | B £ | C £ | D £ | E £ | F £ | G £ | H £ | 144.09 | 168.11 | 192.12 | 216.14 | 264.17 | 312.20 | 360.23 | 432.28 |
|----------------------------------|---|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| A £ | B £ | C £ | D £ | E £ | F £ | G £ | H £ | | | | | | | | | | |
| 144.09 | 168.11 | 192.12 | 216.14 | 264.17 | 312.20 | 360.23 | 432.28 | | | | | | | | | | |
| Reason for Recommendation | To deliver services for its residents the Council has to set a balanced Revenue Budget and determine its Council tax levels | | | | | | | | | | | | | | | | |

Precepts issued to the Council

| | A £ | B £ | C £ | D £ | E £ | F £ | G £ | H £ |
|---|---------|---------|---------|---------|---------|---------|---------|---------|
| Surrey County Council | 1116.72 | 1302.84 | 1488.96 | 1675.08 | 2047.32 | 2419.56 | 2791.80 | 3350.16 |
| Surrey Police & Crime Commissioner | 207.05 | 241.55 | 276.06 | 310.57 | 379.59 | 448.60 | 517.62 | 621.14 |

That, having calculated the aggregate in each case above the Council in accordance with Sections 30 and 36 of the Local Government Finance Act 1992 as amended by the Localism Act 2011, hereby sets the amounts as the amounts of Council tax for the year 2023-24.

The Council has determined that its relevant basic amount of Council Tax for 2023-24 is not excessive in accordance with the principles approved under Section 52ZB Local Government Finance Act 1992.

As the billing authority, the Council has not been notified by a major precepting authority that its relevant basic amount of Council Tax for 2023-24 is excessive and that the billing authority is not required to hold a referendum in accordance with Section 52ZK Local Government Finance Act 1992.

1. Key issues

- 1.1 By law Councils are required each year to set a balanced budget. At the time of writing the original draft report the Council has a draft balanced budget proposal for 2023-24. The Committee will need to resolve a couple of matters relating to the recruitment of FTEs, and if that should create a small deficit, then members of the Committee will need to work through a variety of options to reduce the gap and rebalance the budget. These options include reducing the value of growth bids; increasing the value of savings; increasing some of the fees and charges.
- 1.2 The main points from the 2023-24 Budget as set out in Appendix A are as follows: -
 - (a) Increase in the Spelthorne Borough Council element of the Council Tax is £6.09 (2.9%) for the year

- (b) Pay Award for all staff, fixed sum of £1,925, this is an increase of just over 10% for the lowest grade and a little under 2% for the highest grade, with an average pay rise of 3.54%.
 - (c) Discretionary Fees and Charges inflation applied 5% (with exception of Meals on Wheels and parking fees)
 - (d) Contract inflation 1.7%
- 1.3 The Council has done a great job of dealing with an extremely challenging economic context with the UK economy having firstly as result of the COVID_19 pandemic the worst economic downturn over 300 years followed by the Cost of Living Crisis. This has not been straight forward.
- 1.4 However, the Council and its residents remain in exceptionally challenging and uncertain times, and although the challenges faced by Council as a result of the COVID-19 pandemic are diminishing, the cost of Living crisis, which was forecast to have an adverse impact of £1.2m on the Council's Budget position. With Consumer Prices Index (CPI) inflation for the twelve months to 31 December 2022 averaging 10.5% and, in some areas, food shopping, construction and energy bills soaring above the CPI Index, as much as between 20-30%, times are starting to get tougher for our residents (and businesses), particularly as the level of Government support for energy bills will reduce in April. The increase in the Bank of England base rate to 4%, with the financial markets predicting that there is another base rate rise to come before the rate peaks, this is a ticking timebomb for the home owners in the borough as they come to the end of their cheap fixed term mortgage arrangements at under 1% and will be renewing between 4-6%, this means they will have to make some very tough decisions about the future, again, this is likely to impact on the Council with the likelihood of lower collection rates and higher bad debt write offs.
- 1.5 The increasing interest rates is having a serious impact on the viability of the Council's residential and regeneration development projects. The reduced (compared to original proposals) height restrictions have seen almost £70m written off our future cash inflows over a fifty year period, the increased construction costs have seen a further £33m added on to the Council's capital programme, and when assessed against the forecast 200% increase in loan interest costs, a further £190m have been added on to the Council's cash outflows. Over the coming months, Officers will be monitoring the actual and forecast interest movements and will continually reassess the viability of each project, to appraise. It is positive that at the Extraordinary Council Meeting on 2nd February 2023 the Council approved a fresh strategic approach, including seeking to maximise Homes England grant funding designed to put these schemes on a sustainable basis thereby avoiding £9m of capitalised costs write off to Revenue enabling this balanced budget proposal to be considered
- 1.6 Like many of our businesses in the Borough, the Council is having to forecast and plan ahead, trying to predict just when our operating income and services, will return to pre pandemic levels? All of which, has had a serious impact on the Medium Term Financial Strategy and the budget setting process for 2023-24 and beyond.
- 1.7 The Council is continuing to see reduction in some of its services, fees and charges income, the amounts of Council tax and business rates collected, and this challenging news is offset by a small increase in our treasury

management income as the Bank of England has recently raised the base rate.

- 1.8 As the United Kingdom moves from global pandemic to economic recession Council is continuing to provide extra support, including financial support to many of our services This is making our ability to predict when things will return to 'normal' conditions extremely difficult.
- 1.9 Unplanned global issues, such as, the war in Ukraine have also impacted on the Council this year, notably with our investment and regeneration portfolio, where one of the tenants was on the UK Government's prescribed list and this led to the loss of rental income and ultimately a tenant. Whilst the property was empty, Officers brought forward a planned maintenance programme to reduce disruption to the new tenant, once they have moved in. Costing the Council just over £4.0m, and this along with the loss of two further tenants, has resulted in a net £5.9m being required from the Sinking Funds to balance the 2023-24 budget. On a positive side we already have prospective tenants expressing an interest in moving into this location.
- 1.10 The Council was aware of the potential impact of these issues in 2021-22 approved £2.5m of the underspend that year, be transferred to the Sinking Fund, which means that only £2.4m needed to be found from the Sinking Fund to cover the £4.0m unplanned short fall from the Ukrainian War.
- 1.11 Discussions are currently ongoing across Surrey councils about seeking approval for a Surrey Deal by Government which could have future financial impacts for district and borough councils.
- 1.12 In presenting this balanced budget, with general reserves, protected, as contingency to support our services, we are continuing to show a measured approach in managing both the uncertainty surrounding the past impact of COVID-19 and the future impact of the Cost of Living crisis on the Council, our local economy, businesses, and residents.
- 1.13 As a result of extensive modelling, ranging over the short term, i.e., a few years to the long term, i.e., up to 50 years, as highlighted in 1.5 above, the Council is facing some major challenges over the next three years caused by the delays in finalising the development properties and the delays in income flowing from Knowle Green Estates.
- 1.14 The forecasts for the MTFs indicate that whilst the Council has managed to balance the 2023-24 budget, the forecasts for the following three years are challenging:
 - (a) 2024-25 - £3.8m deficit
 - (b) 2025-26 – £6.3m deficit
 - (c) 2026-27 - £9.8m deficit
- 1.15 It is therefore really important that in the current year the Council focuses in the coming year on the strands within its Medium Term Financial Strategy to ensure it delivers actions which will close the above gaps.
- 1.16 Officers will be monitoring the medium term closely, particularly any adverse interest rate movements and unnecessary delays to the building of the Council's development projects, as the Council could run the risk of £8.9m of capitalised revenue costs, being charged to the revenue budget.

- 1.17 Having identified over £430k of savings as part of the 2023-24 budget setting process, Officers will also be working to identify additional cashable service improvements and savings through all the services over the next four years.
- 1.18 Appendix 1 summarises the current draft detailed Budget proposed for 2023-24. After allowing for Housing Benefit the gross budget is financed as follows,
- (a) Fees and Charges
 - (b) Property Rental Income – Increasingly representing a greater proportion of the overall funding
 - (c) General Revenue Grants, including New Homes Bonus which increased substantially this year & Retained Business Rates
 - (d) Council Tax

Business Rates Retention

- 1.19 The Government has extended the Business Rate Retention programme in its current 50% form until 2025-26 and along with the “Fair Funding Review” it will not progress until after the next general election.
- 1.20 Spelthorne Borough Council is also participating in the Surrey National Non Domestic Rate Pool, alongside other some of the Surrey Districts and Boroughs and Surrey County Council and this will yield an estimated additional income of £450k in 2023-24.

Grant Settlement

- 1.21 The Government’s Local Government Funding Settlement was announced on 21 December 2022 and confirmed that Spelthorne would receive as a new Core Spending Power 3% increase Guarantee grant £1.48m in 2023-24 and £1.2m in 2024-25. As mentioned last year, because of the reduced number of new dwellings built in the borough, the Council’s New Homes Bonus reduced by over £1.1m, down to £101k, so it was fortunate that we have received the new Core Spending Power grant which has offset this year the reduction in New Homes Bonus Grant.
- 1.22 After a number of years of not having received any Revenue Support Grant, we have been notified that for 2023-24 we will receive, £91,000 of Revenue Support Grant.

2. Council Tax

- 2.1 Whilst the Government has limited the amount of Council Tax for shire districts and boroughs to either 3% or a rise of £5 on Band D (whichever is the higher) which is a slight increase on the previous limit of higher of 2% or £5,. In our case 3%, would equate to £6.30 on band D. Council will be asked to recommend an increase of 2.9%, which equates to £6.09. County Councils and Unitary Authorities can levy a combined Council tax and additional adult social care precept of up to 4.99%, although Surrey County Council is only applying a 2.99% for 2023-24. The referendum limit for the Police has been set at an increase of £15 Band D equivalent to 5.07% .

Council Tax Support Scheme

- 2.2 The Council will continue the Local Council Tax Support scheme with the same rules and regulations as was agreed for the 2014/15 scheme. This was a 25% deduction made for working age claimants and a 10% deduction for working age claimants who we classified as disabled due to the benefits they

receive. This is also considering any annual uprating of applicable amounts or premiums that is announced by central government for the following year.

War Widows

- 2.3 It is sensible to re-confirm the Council's position with respect to the complete disregard of war pension /armed forces pension income from benefit calculations. If the full amount is disregarded the cost of this measure falls on the local authority as only the first £10.00 is disregarded by central government. We have already agreed to do this for our Council tax support scheme. We have always disregarded the full amount since the housing benefit scheme came into existence along with practically every other local authority and the cost to the authority in the last subsidy claim was £4,210. We intend to continue to make this disregard for 2023-24

3. Budget Consultation

- 3.1 ~~The Council issued a Budget Consultation in the last few months of the year and we received a good response, with a significant number indicating that the Council should continue to prioritise the provision of affordable housing to its residents. See appendix 4~~
- 3.2 The Council has continued to take in to account the views of our residents based on last year's budget consultation. Given the challenges over the medium term it is suggested that it might be useful and timely to undertake a further consultation exercise in 2023-24 to inform considerations for period to 2026-27.

4. Basis of preparation of the detailed budget

- 4.1 **Service levels** – the budget estimates have been prepared based on maintaining existing service levels except where variations have been approved by the Committee and the Council. Members should be aware of the residual challenges posed by the COVID-19 global pandemic and the both the immediate and ongoing impact of the Cost of Living Crisis which may impact either favourably (in the case of interest we earn on our surplus cash) or adversely on the Council Revenue budget. Considerable work has been undertaken to estimate the potential impact of the Cost of Living crisis based on the knowledge gained during the pandemic and previous inflationary challenges. The Council has undertaken considerable work to identify savings and efficiencies to offset the list of growth proposals. This is to ensure a balanced budget not just for 2023-24 but also to move us towards us in a sustainable position to balance the Budget in future years.
- 4.2 **Pay and price levels** – a £1,925 payment to each Full Time Equivalent employee is being recommended to Council, with the full support of the local Unison branch, to provide some recognition of the impact of the Cost of Living crisis on the Council's workforce. For colleagues on the lowest grades, this will equate to a 10% increase, whereas colleagues, for the highest grade it will equate to approximately a 1.5% increase. Overall, this will represent a 3.54% increase across the board.

Pensions

- 4.3 Pension Fund valuations for our employer contribution rates for 2023-24 were agreed notified to the Council in November 2022 as:

- (a) The primary rate which is the contribution paid on an ongoing basis as employees earn additional entitlement will continue at 17.3% for 2023-24 to 2025-26.
 - (b) the secondary rate – this is a lump sum which the Council pays as an employer towards closing the deficit relating to past service benefits. This will increase to £544k in 2023-24, increases to £605k in 2024-25 and to £650k in 2025-26
- 4.4 The next Valuation applies as at 31 March 2025 and will impact on employers' contributions for the years 2026-27 to 2028-29.

5. Fees & Charges

- 5.1 All fees and charges have been reviewed both by budget managers and the relevant service Committees in the January Committee cycle. See the separate report on the agenda. One Budget choice Councillors have had to make as part of the process is whether to apply its original inflation proxy of 5% or the current CPI percentage for the twelve months to 31 December 2022 of 10.5%. [Report will be updated to reflect outcome of Councillors' decision on this]

Income Generation

- 5.2 The Budget forecasts have reflected officers' judgements on the future, taking the past three years income as a guide, whilst being mindful of the exceptional general economic context over the last two years, and the economic challenges to be faced over the next five years due to higher than anticipated inflationary pressures. In aggregate our income generation was recovering but we are still not expecting some of our income streams such as car parking to fully return to pre-pandemic levels for some time to come, if at all. By setting fees and charges below inflation, Council could be setting up long term issues for the Council, although, if as a result of these modest increases, more residents use the Council's services, the increased volume could make up the income short fall in real terms.
- 5.3 The net income contribution to the Revenue Budget from our commercial asset's portfolio is budgeted at £10.832m for 2023-24 representing no change when compared to 2021-22, in order to achieve this, as mentioned in 1.9 above, the Sinking Fund will contribute £5.9m to maintain service delivery, regeneration in the Borough and the delivery of much need affordable homes to the residents of the Spelthorne.
- 5.4 **Knowle Green Estates Ltd (KGE) - Currently** manages 95 apartments for the Council and is providing homes to key workers, disabled residents and families in the Borough.
- 5.5 The delays in completion of the five remaining properties, loss of income as apartment numbers were reduced due to height restrictions, increase construction costs and a substantial increase in loan interest rates, as highlighted in 1.5 above, would cause significant challenges for the Council's housing delivery company.
- 5.6 At the ECM on 2 February, in light of the pressures facing KGE, and the impact on its short term cashflow, it was agreed to provide the necessary support to enable KGE to move forward with the correct funding in place, and

to put the Council's residential delivery pipeline onto a financially sustainable basis.

- 5.7 As a result of the challenges caused by the adverse movement in interest rates, Officers, in line with the approach agreed by ECM on 2nd February, are looking at all options to source alternative grants and income, in order to reduce the amount of borrowing required from the PWLB, and Council intends to develop Thameside House and Benwell House phase 2 as private rental options, within the management of the Council, rather than KGE.
- 5.8 One of the key policy choices for the Committee in the next couple of years will be to determine and agree with KGE an interest margin to apply on affordable rental financing as these will help reduce SBC budget gaps in future years.
- 5.9 KGE is recharged for services provided and a small interest rate margin and this has been accounted for in the Council budget.
- 5.10 **Spelthorne Direct Services Ltd. (SDS)** – The company continues to grow winning a couple of prestigious contracts and is performing well, despite the challenges of establishing a new business in the middle of a global pandemic. SDS is recharged for services provided to it by the Council budget, and is only making finance repayments on start-up capital

Contingencies.

- 5.11 The General Fund reserve exists as a source of contingency funds should a need arise, which can be addressed through offsetting savings and over the next few years, we are looking to increase this to £5m over the next three to five years.

Interest Rates

- 5.12 The Council at present has benefited from many years of above average investment returns through a diversified range of pooled investment funds. The return on these funds is 3.18% as at 31 December 2022 which is a still a good rate of return even though base rate rose from 0.25 to 3.5% in the 12 months to December 2022..
- 5.13 This time last year the Bank of England Base Rate stood at 0.5%, nine increases later in February 2023, it stands at 4.0%, with the market factoring in another rate increase later this year.
- 5.14 Whilst this is bad news for our capital programme, as the cost of borrowing increases, and due to the number of base rate increases, this has changed almost on a daily basis, yesterday, the Council was being offered 4.57% for 12 month cash deposits.
- 5.15 This is good news for our investments and the 2023-24 detailed budget reflects this opportunity, as Officers are predicting £2.4m of interest from all our investments, an increase of over £1m on the previous year.

6. Investment Income

- 6.1 The Corporate Policy & Resources Committee has separately received the Treasury Management Strategy for 2023-24 indicating the current position in respect of interest rates and the proposed strategy for dealing with the lower levels of interest rates and the reduction of investment monies.

- 6.2 Arlingclose advises the Council on expected one or possibly two rate changes which would affect investments and full details are shown in the Treasury Management Strategy Report.
- 6.3 The Corporate Policy & Resources Committee is receiving separately on this agenda the Capital Strategy, which is based on their feedback received, and it sets out the Council's broader approach to management of capital expenditure and risk mitigation with respect to financial and non-financial investment assets.
- 6.4 The Treasury Management Strategy, Capital Strategy and the Capital Programme reports set out the Prudential Indicators including the proposed borrowing limits in accordance with the Chartered Institute of Public Finance's Prudential Code.

Use of Reserves

- 6.5 The Corporate Policy & Resources Committee is reviewing its reserves levels and the purposes for which it holds reserves in the Reserves Policy. An updated Reserves Strategy is on the Agenda of this Committee for recommendation to the February Council the Budget indicates that we will use the following:
- (a) £36,800 – from the Planning Performance Agreement to fund a Systems Administrator Support Officer
 - (b) £48,800 – from the Green Initiatives Reserve to fund the Environment and Sustainability Officer for 2023-24
 - (c) £128,000 - from the Business Rates Equalisation Reserve to fund for 2023-24 two temporary posts in the Economic Development Team (please refer to the appendices below for more details).
 - (d) £75,000 from the Local Plan Reserve
 - (e) £362,000 from the Cost of Living Reserve to fund some of the £1.2m additional costs associated with the crisis, impacting on the Council's budget.
 - (f) £472,000 from the International Financial Reporting standard (IFRS 16) Reserve, noting that £400k, will come from a recommendation at Outturn 2022-23
 - (g) As mentioned in 1.9 above, a net £5.9m is being transferred from the Sinking Fund to cover short term dips in investment assets rental income (in line with the purposes for which the Sinking Funds reserves were put aside for) the £4.0m unplanned impact of the war in Ukraine and the prudence of Council in recommending that £2.5m be utilised for the underspend at outturn for 2021-22.
 - (h) Officers will be monitoring not only Outturn at 2022-23, as indications are that the Council will have an underspend, but 2024-25 and beyond as the Cost of Living crisis impacts on the economy and our tenants. Officers are currently forecasting that a further net £3.2m may be required in 2024-25 from the Sinking fund to protect the Revenue Budget, with net contributions into the sinking funds for 2025-26 and beyond.

Not only has the investment income portfolio provided for our long-term future prosperity it has enabled the Council to provide a revenue contribution to help finance the capital programme, regenerate the Borough and continue to provide services and support to our residents.

The Council is anticipated to be adding a further net £3.0m into its Sinking Funds during 2022-23 and our anticipated reserves at 31 March 2023 is forecast to be £36m

Growth items

- 6.6 All service committees have reviewed the growth bids relating to their services and the Appendix 3 reflects the bids which have been supported by those Committees and fed into this Committee.
- 6.7 Additional spending pressures or reduced income streams totalling £1.4 have been included in the budget. Appendix 2 summarises the discretionary budget growth items.
- 6.8 The evaluation of growth bids received from services have been carried out using several criteria including: -
 - (a) Whether there is an invest to generate future income aspect
 - (b) Whether there is an invest to achieve future savings
 - (c) Whether it is necessary to meet statutory obligations
 - (d) Whether it is necessary for operational reasons, for example service resilience
 - (e) No growth bids for staffing posts to be considered unless externally funded or as a result of a specific statutory requirement
- 6.9 There are a number of areas of new or increased expenditure items included in the 2023-24 budget and some of these are highlighted below:
 - (a) The Committee has 9 revenue growth bids and one capital growth bid for staff of which 2 revenue growth bids don't comply with the committee's guidance, i.e., they are not fully funded or statutorily required. These have been included in the balanced budget, and amount to £69k

Further, there is an additional report being discussed at tonight's meeting regarding another FTE request, which will unbalance the budget, therefore the committee will be required to find savings to keep the budget balanced.

- (b) Additional staffing resources / recruitment & retention and shown below is our current FTE position by cost of services at 31 December 2022 and for the previous five years.

| Actual FTEs | | | | | |
|---------------|---------------|---------------|---------------|---------------|---------------|
| 2018 | 2019 | 2020 | 2021 | 2022 | 2023 EST |
| 5.93 | 5.93 | 6.30 | 6.23 | 6.23 | 6.08 |
| 1.56 | 1.75 | 1.75 | 1.75 | 1.75 | 1.75 |
| 8.62 | 10.41 | 12.46 | 12.46 | 11.18 | 11.27 |
| 23.69 | 26.26 | 27.27 | 30.68 | 31.02 | 29.37 |
| 69.39 | 71.61 | 78.88 | 77.01 | 79.11 | 84.28 |
| 18.62 | 23.75 | 24.22 | 24.23 | 21.75 | 23.24 |
| 19.57 | 21.60 | 22.38 | 22.39 | 23.39 | 25.32 |
| 8.95 | 10.95 | 10.77 | 10.78 | 11.67 | 10.43 |
| 135.90 | 130.95 | 139.02 | 133.56 | 133.79 | 127.46 |
| 36.85 | 39.81 | 38.75 | 43.26 | 53.29 | 52.53 |
| 3.00 | 3.00 | 3.00 | 3.00 | 2.00 | 1.00 |
| 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 |
| 4.78 | 4.06 | 4.66 | 4.69 | 5.69 | 5.69 |
| 8.46 | 10.06 | 11.05 | 13.06 | 13.66 | 14.59 |
| 2.58 | 3.00 | 3.88 | 3.89 | 3.89 | 4.88 |
| | | | | | |
| 350.90 | 366.14 | 387.39 | 389.99 | 401.42 | 400.89 |

- (c) The next table highlights the Council approved FTE's based on the annual growth bids, adjusted for all lapsed bids.

| Budgeted approved FTEs | | | | | |
|------------------------|---------------|---------------|---------------|---------------|---------------|
| 2018/19 | 2019/20 | 2020/21 | 2021/22 | 2022/23 | 2023/24 |
| 5.93 | 5.93 | 6.93 | 6.60 | 7.11 | 7.08 |
| 1.56 | 1.75 | 1.75 | 1.75 | 1.75 | 1.75 |
| 8.61 | 10.39 | 12.65 | 12.46 | 13.17 | 12.90 |
| 26.68 | 32.57 | 36.37 | 35.15 | 41.00 | 46.12 |
| 70.46 | 78.08 | 84.22 | 86.12 | 89.81 | 93.99 |
| 22.58 | 27.65 | 27.93 | 25.02 | 25.75 | 26.07 |
| 21.66 | 21.30 | 23.09 | 22.79 | 22.79 | 25.33 |
| 9.00 | 11.00 | 10.94 | 11.78 | 11.83 | 10.80 |
| 156.07 | 161.13 | 162.17 | 163.94 | 162.08 | 147.50 |
| 34.60 | 43.34 | 43.64 | 50.36 | 57.18 | 56.97 |
| 3.00 | 3.00 | 3.00 | 3.00 | 2.00 | 2.00 |
| 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 |
| 3.36 | 4.28 | 4.28 | 4.69 | 5.69 | 5.69 |
| 8.46 | 10.46 | 9.46 | 9.40 | 10.00 | 11.78 |
| 3.58 | 3.58 | 3.58 | 3.89 | 3.89 | 3.89 |
| | | | | | |
| 378.56 | 417.46 | 433.01 | 439.95 | 457.03 | 454.88 |

As can be seen, the Council has over 10% of the budgeted FTE roles unfilled. So can be seen that the budgeted FTEs for 2023-24 compared to 2022-23 is falling slightly.

(d) Additional costs of service provision

Savings & Additional Income

6.10 In total savings of approximately £430k have been found and this was mainly due to an exercise carried out to remove redundant codes from the budgets.

6.11 Precepts

6.12 Surrey County Council at its meeting on 7 February set a Band D Council tax of £1675.08 representing a 2.99% increase and Surrey Police at its tax setting meeting on the 3 February set a band D Council tax of £310.57 representing a £15 increase on Band D representing a 5.1% increase.

7. Options analysis and proposal

7.1 The Council is required to set a balanced budget and in the light of the detailed budget it is recommended the Council increases its share of Council Tax for 2023-24 by 2.9%. The Council is very aware of the financial pressures many of its residents are currently under because of the impacts of Cost of Living crisis, however this increase equates to just over a quarter of the current inflation level and is necessary to protect the Council's tax base and its ability to balance its Budget and provide services for its residents.

8. Financial implications

8.1 Addressed in the body of the report.

9. Other considerations

9.1 The Local Government Act 2003 (the 2003 Act) section 25 requires that when a Council is agreeing its annual Budget the Chief Finance Officer (section 151 Officer) must report to it on the following matters:

(a) The robustness of the estimates underpinning the Budget

(b) The adequacy of the proposed reserves' levels

9.2 In the exceptionally challenging times, all Councils are currently facing because of the past impact of the COVID19 pandemic and current and future impact of the Cost of Living Crisis it is even more important than ever to ensure that the Council pursues a careful and prudent approach to setting its budget (both Revenue and Capital) and considering budget risk, particularly around any further delays to its development properties, otherwise a further £8.9m of capitalised revenue costs may have to be charged back against the 2023-24 Revenue Budget and this will put services at risk.

9.3 Officers will need to monitor carefully the movements in interest rates, make critical judgements on when fees and charges income are likely to fully recover, and evaluate and manage a number of risks facing its commercial and retail income streams, and how this will impact on the Council's current and future budgets

9.4 Given the challenges outlined earlier in the report officers, will continue to monitor collection rates for Council Tax, Business Rates, and investment and regeneration assets and Knowle Green Estates Board will monitor rent arrears in residential units.

- 9.5 There are a range of other legislative measures in Local Government Acts which are in place to ensure local authorities do not over-commit themselves financially. These include:
- (a) The Chief Finance Officer's section 114 power and duty, which requires a report to all members of the Council if there is, or likely to be, unlawful expenditure or an unbalanced budget.
 - (b) The Prudential Code issued by the Chartered Institute of Public Finance and Accountancy (CIPFA) which guides local authorities on the affordability of their capital programme.
- 9.6 The 2003 Act requires Members to have regard to this report in making their decisions. The 2003 Act does not provide any specific guidance on how to evaluate the robustness of the estimates. However, it does identify the need to allow for risks and uncertainties that might lead to expenditure exceeding budget by:
- (a) Making prudent allowance in the estimates for inflation, known cost increases or reductions in income and in addition
 - (b) Ensuring that there are adequate reserves to draw on if the estimates are insufficient.
- 9.7 It is stressed that the advice contained in this report on the appropriate level of reserves is not based on a percentage of spend, but on an assessment of all the circumstances likely to affect the Council. Guidance issued by the Chartered Institute of Public Finance and Accountancy (CIPFA) states the following factors should be considered by the section 151 officer in undertaking an assessment on the overall level of reserves and balances:
- (a) Assumptions regarding inflation, which clearly are of increased significance at present
 - (b) Treatment of demand led pressures
 - (c) Treatment of savings
 - (d) Risks inherent in new partnerships etc.
 - (e) Financial standing of the authority (i.e., level of borrowing, debt outstanding etc).
 - (f) The Authority's track record in budget management
 - (g) The Authority's capacity to manage in year budget pressures
 - (h) The Authority's virements and year end procedures in relation to under and overspends
 - (i) Estimates of the level and timing of capital receipts.
- 9.8 In assessing the above the s151 Officer is having regard to the constructive and useful discussions, which have been taking place since last summer, with DLUHC colleagues focusing on the Council's approach to mitigating future risks with respect to its debt levels and the role the sinking funds play in this.
- 9.9 The Council's Section 151 Officer has considered and followed those guidelines. The Council is obliged to take these views into consideration when setting the Council Tax and budget for 2023-24.

In coming to a view on the adequacy of reserves it is necessary to take several issues into account including:

- (a) The purpose for which the Council holds a specific reserve and general fund working balance
- (b) The risks and uncertainties the Council faces that may have financial consequences
- (c) The likelihood of those risks arising

9.10 The above issues, along with the Reserves Policy were considered as part of the Outline Budget report which are on the Corporate Policy & Resources Committee Agenda for this meeting, and which reviewed projected balances on reserves. The Council's Revenue Reserve, which acts as a contingency reserve is currently £2.2m which represents 25.2% of the proposed net budget for 2023-24.

9.11 Reserves and provisions – the local Government Act 2003 requires the Chief Finance Officer to report on the adequacy of the Council's financial reserves when consideration is given to the general fund budget requirement for the year. Under the local government finance act 1988, all useable revenue balances held by the Council are at the direct disposal of the general fund apart from the Collection Fund and the investment reserve. However, an all of Spelthorne Borough Council's reserves have been approved by Council as earmarked and can only be used for the intend purpose approved.

9.12 The Chief Finance Officer considers that the reserves and provisions will ensure that the Council maintains a healthy financial position even in the face of the residual economic impacts of COVID-19 and now the Cost of Living Crisis. In forming this judgement, he has had regard to the Chartered Institute of Public Finance and Accountancy (CIPFA) Financial Resilience Index results for the Council which show a strong overall positive picture particularly with respect to reserves levels with 6 of the 8 indicator measures towards the lowest end of risk.



This reflects the additional amounts the Council has been putting into its Sinking Funds. As commented in the Reserves Policy a recent national benchmarking exercise by LG Improve identified that Spelthorne has the highest ratio of unallocated revenue reserves to net revenue budget of any district or borough Council in the country.

- 9.13 In response to the impact of COVID-19 which saw the biggest economic downturn for more than three hundred years, and now the Cost of Living crisis the Council has carefully reviewed the adequacy of its Sinking Funds reserves designed to be able to absorb potential drops in its commercial income stream. Corporate Policy and Resources Committee in November approved the Sinking Fund Reserves strategy proposals. The Council produced revised Sinking Funds projections for the next ten years on both an expected case and worst-case basis, as part of the annual budget setting and MTFS process, as well as a separate exercise, which looks at 10 – 50 years.
- 9.14 The CIPFA Financial Resilience has three measures for which the Council is shown as being at the higher end of risk. These are
- (a) Gross Debt to revenue budget – this reflects that the Council has more than £1 billion in debt (although we do not have the highest level of debt in our comparator group). What also needs to be considered is that the Council has nearly £1 billion of best-in-class assets backing this debt. It is recognised that in line with property assets across the economy our asset valuations have reduced over the last few years, because of the pandemic and more recently the cost of Living crisis, however, with the income levels and occupancy levels holding up strongly we believe these are temporary balance sheet movements and that the values will recover over time. Further, as the Council has no intentions to sell these assets any paper loss incurred to date, will not crystallise.
 - (b) Through the Council's Sinking Fund strategy, it is seeking to ensure it the council can cope with any unplanned situation, like the war in Ukraine. The debt is being paid down on an annual prudent basis. and the borrowing has been fixed at low rates of interest. There is no risk of interest movement on the debt.
 - (c) Interest to revenue - this reflects the level of debt highlighted above, What the CIPFA indicator does not reflect is that the rental income generated by the commercial assets is more than 2.2 times in value the interest cost and is sufficient to cover interest, annual debt repayments, management costs and to make annual Sinking Fund contributions.
 - (d) The Index flags that due to the Council currently doing well in terms of the amount of Business Rates it retains above the Baseline set by Government that there is a risk when the Government resets the baseline in 2023-24 as part of implementing 75% Business Rates retention nationally, that the Council is at risk of losing rates when the change happens.
- 9.15 The Chief Finance Officer is satisfied that each service budget has been prepared in the context of the Council's corporate strategies, including the Capital Strategy and longer-term financial strategy which means that the Council is presented with robust estimates as a basis for making decisions about the level of Council tax. Officers have modelled a range of scenarios including different assumptions around future pay settlements, and rate at

which business rates may be withdrawn from the Council by Government. The nature and size of our revenue budget carries a degree of risk, this is particularly the case in the current Cost of Living crisis, which has followed on so quickly, after the global pandemic.

- 9.16 Reserves and provisions – the local Government Act 2003 section 26 requires me to report on the adequacy of the Council’s financial reserves when consideration is given to the general fund budget requirement for the year. Independent benchmarking by LGIImprove indicates that Spelthorne has the highest ratio of Revenue Reserves to net Revenue Budget of any district or borough Council in the country. Under the local government finance act 1988, all revenue balances held by the Council are at the direct disposal of the general fund except for the Collection Fund. However, a number of these balances are earmarked specifically for social housing and the new scheme fund. Detail any other considerations to be considered.

10. Procurement Implications

- 10.1 None directly applicable

11. Risk Implications

12. Issues considered when evaluating the robustness of the estimates and the adequacy of the reserves is set out below

- 12.1 The budget has several risks, and these are set out below:

| Outside control | Internally based |
|---|---|
| Economic and financial impacts of the cost of Living crisis, following so soon after the COVID 19 pandemic, including on residents' ability to pay Council tax, businesses ability to pay business rates, Council income levels, levels of local Council tax support, impacts on commercial rents etc | Failure to maintain momentum in moving towards full occupancy across the Investment Asset portfolio |
| External geopolitical conflicts resulting in impacts such as sanctions which impact on income streams | |
| Interest rates | Failure to sufficiently resource delivery of key asset income generation projects |
| Severe public sector spending cuts, including cash increases which are significant real terms cuts | Collection of retained business rates and Council tax |
| Volatility of BREXIT on level of economic activity including business rates income and tenant's occupancy in commercial assets, as well as shortages of labour and materials, leading to longer lead times and delays completing our development projects. | Reliance on interest earnings to balance the budget |

| | |
|---|--|
| Changes to redistribution of Local Government Funding- now anticipated to happen after General Election | Slippage of Council's housing delivery programme |
| Impact of budget pressures on Surrey County Council and other public sector entities. | |
| Fair Funding review and business rates reset after the General Election reduces the amount of business rates income the Council is able to retain | |
| An increase in the level of voids at our investment properties, followed by a significant number of new tenants entering into new leases, will see income reduce and costs increase before our revenue streams return to business as usual. | |
| Inflation rates do not fall back but instead become embedded adding to our cost pressures on housing delivery and cost of services. | |
| Housing benefit subsidy/welfare reform. | |

The risks are that the level of savings anticipated do not materialise or that there are additional spending pressures. These will be mitigated by ensuring proposals have been properly evaluated before being built into the final budget for example clarifying any contractual assumptions, and thereafter through careful budget monitoring.

13. Legal implications

- 13.1 Councils have a statutory responsibility to set a balanced budget by the beginning of March each year.

14. Equality and Diversity

- 14.1 The detailed budget proposals apply to all residents across the Borough. Any significant service changes underpinning the Budget will have Equality Impact Assessments undertaken.

15. Sustainability/Climate Change Implications

- 15.1 The Budget reflects prioritisation against corporate priorities including climate change. Provision has been for example to create a new climate change officer.

16. Timetable for implementation

- 16.1 Full Council to approve the budget on 23 February 2023.

Background papers: There are none.

Appendices:

Appendix 1 – Detailed budget for 2023/24

Appendix 2 – Net Expenditure Budget 2023/24 by Committee

Appendix 3 – General Fund Subjective Analysis 2023/24

Appendix 4 – Calculation of Council Tax for 2023/24

Appendix 5 – Calculation of Council Tax (SBC only) for different valuation bands 2023/24

Appendix 6 – Calculation of the total Council Tax (SBC, SCC & SPCC) for different valuation bands for 2023/24

Appendix 7 – Comparison for the five years ended 2023/24 between actual and budgeted FTEs showing the year on year movement between the two by cost centre.

Appendix 8 – FTE equivalent support provided by SBC to KGE and fully charged to KGE for 2023/24.

Outline Budget 2023-24 Base Case
incl all growth bids with £1925 salary increase

Appendix 1
15 February 2023

| | 2022-23 original £ | 2023-24 £ | 2024-25 £ | 2025-26 £ | 2026-27 £ |
|---|--------------------------|-------------------|-------------------|-------------------|-------------------|
| Gross Expenditure | 58,865,600 | 60,345,800 | 60,345,800 | 60,345,800 | 60,345,800 |
| Less: Fees and Charges and Specific Grants (excl H) | (13,048,100) | (13,619,100) | (13,619,100) | (13,619,100) | (13,619,100) |
| Less: Housing Benefits Grant | (21,556,000) | (21,556,000) | (21,556,000) | (21,556,000) | (21,556,000) |
| Net Service Expenditure: | 24,261,500 | 25,170,700 | 25,170,700 | 25,170,700 | 25,170,700 |
| Broken down by Committee | | | | | |
| Regulatory & Administration Committee | 6,536,800 | 6,878,100 | | | |
| Corporate Policy & Resources Committee | 6,172,400 | 6,674,600 | | | |
| Economic Development Committee | (149,200) | (87,900) | | | |
| Community Wellbeing & Housing Committee | 4,244,400 | 4,325,400 | | | |
| Neighbourhood Services Committee | 6,213,200 | 5,973,800 | | | |
| Environment & Sustainability Committee | 1,137,900 | 1,406,700 | | | |
| | 24,155,500 | 25,170,700 | 25,170,700 | 26,805,000 | 27,655,000 |
| In year growth bids | 0 | 0 | 200,000 | 200,000 | 200,000 |
| Pensions | 0 | 0 | 61,000 | 45,000 | 50,000 |
| Leisure Centre Funding | 0 | 0 | 750,000 | 0 | 0 |
| SLM funding | 0 | 0 | 0 | 0 | 0 |
| Net fees, pay & 3rd party inflation on base budgets | 0 | 0 | 1,157,000 | 1,064,000 | 1,088,000 |
| Lapsed Growth bids base budgets | 0 | 0 | (533,700) | (459,000) | (5,720) |
| Service Expenditure | 0 | 0 | 1,634,300 | 850,000 | 1,332,280 |
| NET EXPENDITURE | 24,155,500 | 25,170,700 | 26,805,000 | 27,655,000 | 28,987,280 |
| Investment Property Income per lease incl regen | (59,246,200) | (46,128,700) | (49,233,000) | (53,389,000) | (54,120,000) |
| Landlord Costs | 9,240,500 | 7,893,900 | 8,846,000 | 6,836,000 | 6,319,500 |
| Debt Interest payable | 25,078,800 | 25,172,800 | 24,933,104 | 24,674,531 | 24,396,888 |
| Minimum Revenue Provision | 12,279,800 | 12,396,800 | 12,770,500 | 13,785,440 | 14,128,290 |
| Set Aside | 1,130,000 | 630,000 | 650,000 | 670,000 | 690,000 |
| Capitalised Interest | (1,221,100) | (1,400,000) | (1,625,000) | (1,900,000) | (350,000) |
| Interest Cash Equiv. | 0 | (500,000) | (400,000) | (320,000) | (256,000) |
| LA & Other Loans Interest Rec | 0 | (700,000) | (560,000) | (448,000) | (358,400) |
| Interest Rec - Pooled Funds | (1,288,400) | (1,200,000) | (1,257,500) | (1,317,875) | (1,381,300) |
| Net interest margin on loans to KGE | (151,000) | (818,700) | (812,479) | (805,632) | (798,356) |
| Net interest margin on loans to SDS | 0 | (20,000) | (20,000) | (20,000) | (20,000) |
| NET EXPENDITURE AFTER INTEREST EARNINGS | 9,977,900 | 20,496,800 | 20,096,625 | 15,420,464 | 17,237,902 |
| Appropriation to/(from) Reserves: | | | | | |
| Revenue Contributions to Capital Outlay | 750,000 | 750,000 | 750,000 | 750,000 | 750,000 |
| Other Service (NI) | (133,000) | 0 | 0 | 0 | 0 |
| Carry Forward Reserve | (2,050,000) | 0 | 0 | 0 | 0 |
| Environmental Impact Reserve | (79,900) | 0 | 0 | 0 | 0 |
| Planning Performance Agreement | (30,000) | (36,800) | 0 | 0 | 0 |
| Green Initiative Fund | (30,000) | (48,800) | 0 | 0 | 0 |
| Local Plan Reserve | 0 | (75,000) | 0 | 0 | 0 |
| Inflation Reserve | 0 | (362,000) | 0 | 0 | 0 |
| BRR Retention - EcDev | 0 | (128,000) | 0 | 0 | 0 |
| IFRS16 Reserve | 0 | (472,000) | 0 | 0 | 0 |
| Sinking Fund Contributions/(Funding) | 6,812,100 | 1,037,100 | 874,700 | 2,891,000 | 3,668,000 |
| Sinking Fund (Funding) | (2,467,800) | (6,988,200) | (4,000,000) | 0 | 0 |
| BUDGET REQUIREMENT | 12,749,300 | 14,173,100 | 17,721,325 | 19,061,464 | 21,655,902 |
| Allocation from National Non-Domestic Rate pool | (100,100) | (450,000) | 0 | 0 | 0 |
| Retained Business Rates | (1,929,000) | (1,929,000) | (1,929,000) | (1,929,000) | (1,200,000) |
| Section 31 Grants | (800,000) | (874,900) | (874,900) | (874,900) | (874,900) |
| Empty property premia | (107,000) | (500,000) | (500,000) | (500,000) | (500,000) |
| Lower Tier Services Grant re Core Spending Power | (86,500) | (79,500) | (80,000) | (80,000) | (80,000) |
| Core Spending Power Guarantee Grant | 0 | (1,483,000) | (1,200,000) | 0 | 0 |
| Revenue Support Grant | 0 | (91,000) | (91,000) | 0 | 0 |
| New Homes Bonus Grant | (1,294,000) | (101,000) | (121,000) | 0 | 0 |
| NET BUDGET REQUIREMENT | 8,432,700 | 8,664,700 | 12,925,425 | 15,677,564 | 19,001,002 |
| Collection Fund (Surplus)/Deficit | 117,000 | 100,000 | 100,000 | 180,000 | 180,000 |
| CHARGE TO COLLECTION FUND | 8,549,700 | 8,764,700 | 13,025,425 | 15,857,564 | 19,181,002 |

Outline Budget 2023-24 Base Case
incl all growth bids with £1925 salary increase

Appendix 1
15 February 2023

| | 2022-23 original £ |
|--------------------------|-----------------------------------|
| Tax base | 40,703 |
| Council Tax rate | 210.05 |
| Council Tax yield | 8,549,725 |
| DEFICIT/(SURPLUS) | 0 |

| 2023-24 | 2024-25 | 2025-26 | 2026-27 |
|----------------|----------------|----------------|----------------|
| £ | £ | £ | £ |
| 40,551 | 41,161 | 41,781 | 42,410 |
| 216.14 | 222.84 | 227.83 | 232.85 |
| 8,764,700 | 9,172,317 | 9,518,965 | 9,875,169 |
| | | | |
| (0) | 3,853,108 | 6,338,599 | 9,305,834 |

Net Expenditure Budget 2023/24 by committee

09 February 2023

Appendix 2

| Committee | Restated 2022/23 £000s | Proposed 2023/24 £000s | Change from 2022/23 £000s |
|---|------------------------------|------------------------------|---------------------------------|
| Audit | 259.3 | 214.2 | (45.1) |
| Committee Services | 278.5 | 322.9 | 44.4 |
| Corporate Governance | 283.3 | 319.3 | 36.0 |
| Corporate Management | 832.9 | 729.7 | (103.2) |
| Corporate Publicity | 364.2 | 415.9 | 51.7 |
| CServ Management & Support | 1,235.3 | 1,304.2 | 68.9 |
| Democratic Rep & Management | 427.8 | 435.5 | 7.7 |
| Elections | 10.2 | 10.5 | 0.3 |
| Electoral Registration | 292.1 | 288.2 | (3.9) |
| HR | 421.0 | 415.8 | (5.2) |
| Information & Comms Technology | 1,191.1 | 1,318.3 | 127.2 |
| Insurance | 288.3 | 388.4 | 100.1 |
| Legal | 615.6 | 675.7 | 60.1 |
| Payroll | 72.1 | 74.3 | 2.2 |
| Land Charges | (34.9) | (34.8) | 0.1 |
| Regulatory & Administration Committee | 6,536.8 | 6,878.1 | 341.3 |
| Accountancy | 704.9 | 678.6 | (26.3) |
| Asset Mgn Administration | 817.0 | 336.8 | (480.2) |
| Chief Executive | 234.9 | 242.4 | 7.5 |
| Deputy Chief Executives | 296.8 | 300.9 | 4.1 |
| General Property Expenses | (3.0) | (30.1) | (27.1) |
| Facilities Management | 733.4 | 751.4 | 18.0 |
| Planned Maintenance Programme | 1,371.5 | 1,370.8 | (0.7) |
| Project Management | 597.3 | 607.7 | 10.4 |
| MAT Secretariat & Support | 100.3 | 101.4 | 1.1 |
| Unapportionable CentralO/heads | 1,319.3 | 2,314.7 | 995.4 |
| Corporate Policy & Resources Committee | 6,172.4 | 6,674.6 | 502.2 |

Net Expenditure Budget 2023/24 by committee

09 February 2023

Appendix 2

| Committee | Restated 2022/23 £000s | Proposed 2023/24 £000s | Change from 2022/23 £000s |
|--|------------------------------|------------------------------|---------------------------------|
| Economic Development | 288.0 | 323.1 | 35.1 |
| Staines Market | (125.9) | (68.7) | 57.2 |
| Staines Town Centre Management | (311.3) | (342.3) | (31.0) |
| Economic Development Committee | (149.2) | (87.9) | 61.3 |
| Community Care Administration | 484.4 | 436.8 | (47.6) |
| Community Centres | 578.9 | 604.8 | 25.9 |
| Homelessness | 538.0 | 548.1 | 10.1 |
| Housing Benefits Admin | 382.6 | 409.0 | 26.4 |
| Housing Benefits Payments | 51.0 | 51.0 | 0.0 |
| Housing Needs | 1,445.4 | 1,519.0 | 73.6 |
| Sports and Active Lifestyle | 17.6 | 18.0 | 0.4 |
| Arts Development | 29.8 | 30.5 | 0.7 |
| Leisure Administration | 332.9 | 357.3 | 24.4 |
| Sunbury Golf Club | (47.6) | (47.6) | 0.0 |
| Museum | (2.8) | (5.1) | (2.3) |
| Public Health | (5.0) | 4.2 | 9.2 |
| Resource Centre | 14.3 | 14.0 | (0.3) |
| Spelthorne Leisure Centre | (9.7) | 19.4 | 29.1 |
| Youth | 26.3 | 27.1 | 0.8 |
| General Grants | 249.7 | 215.9 | (33.8) |
| Meals on Wheels | 68.3 | 84.0 | 15.7 |
| Community Development | 92.6 | 39.0 | (53.6) |
| Research & Consultation | 0.0 | 0.0 | 0.0 |
| Span | (2.3) | 0.0 | 2.3 |
| Spelthorne Family Support | 0.0 | 0.0 | 0.0 |
| Community Wellbeing & Housing Committee | 4,244.4 | 4,325.4 | 81.0 |
| Abandoned Vehicles | 3.5 | 3.6 | 0.1 |
| Allotments | (13.2) | (16.6) | (3.4) |
| Building Control | (34.6) | (39.4) | (4.8) |
| Bus Station | 25.7 | 24.9 | (0.8) |
| Car Parks | (483.9) | (54.5) | 429.4 |
| Cemeteries | (337.4) | (327.5) | 9.9 |
| Community Safety | 247.4 | 257.4 | 10.0 |
| Depot | 121.7 | 119.0 | (2.7) |
| Neighbourhood Serv Mgt Support | 1,400.5 | 1,416.1 | 15.6 |
| Environmental Enhancements | 21.0 | 21.6 | 0.6 |
| Environmental Health Admin | 1,200.3 | 1,238.0 | 37.7 |
| Environmental Protection Act | 100.8 | 85.5 | (15.3) |
| Food Safety | (2.0) | 0.9 | 2.9 |
| Grounds Maintenance | 1,820.3 | 1,635.4 | (184.9) |
| Licensing | 94.2 | 108.8 | 14.6 |
| Parks Strategy | 3.9 | 34.8 | 30.9 |
| Public Conveniences | 9.9 | 1.5 | (8.4) |
| Public Halls | (20.2) | (17.4) | 2.8 |
| Refuse Collection | 1,348.1 | 931.6 | (416.5) |
| Rodent & Pest Control | 10.9 | 10.8 | (0.1) |
| SAT | 150.2 | 165.6 | 15.4 |
| Street Cleaning | 966.2 | 782.4 | (183.8) |
| Taxi Licensing | (78.1) | (61.7) | 16.4 |
| Waste Recycling | (342.0) | (347.0) | (5.0) |
| Neighbourhood Services Committee | 6,213.2 | 5,973.8 | (239.4) |

Net Expenditure Budget 2023/24 by committee

09 February 2023

Appendix 2

| Committee | Restated 2022/23 £000s | Proposed 2023/24 £000s | Change from 2022/23 £000s |
|---|------------------------------|------------------------------|---------------------------------|
| Emergency Planning | 64.1 | 95.5 | 31.4 |
| Energy Initiatives | 10.1 | 9.7 | (0.4) |
| Planning Development Control | 619.5 | 779.5 | 160.0 |
| Planning Policy | 452.4 | 535.6 | 83.2 |
| Water Courses & Land Drainage | 5.5 | 5.7 | 0.2 |
| Parks Properties project | (13.7) | (19.3) | (5.6) |
| Environment & Sustainability Committee | 1,137.9 | 1,406.7 | 268.8 |
| Net Expenditure | 24,155.5 | 25,170.7 | 1,015.2 |

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|-----------------------|----------------------------------|-----------------------------------|-------------------------|---------------------------------|---------------------------|--------------------------------------|--------------|
| APPENDIX 3 | | GENERAL FUND SUBJECTIVE ANALYSIS | | | | | 15/02/2023 |
| | | | | | | | |
| | | | | | | | |
| | Community Wellbeing & Housing | Corporate Policy and Resources | Economic Development | Environment & Sustainability | Neighbourhood Services | Regulatory Administrative Comm | Total |
| | | | | | | | |
| | £ | £ | £ | £ | £ | £ | £ |
| Employees | 4,993,400 | 5,514,100 | 232,400 | 1,663,100 | 7,298,000 | 4,756,200 | 24,457,200 |
| Premises | 2,333,500 | 1,608,700 | 134,700 | 9,700 | 1,147,000 | 230,800 | 5,464,400 |
| Transport | 92,600 | 16,000 | 6,000 | 30,800 | 607,800 | 197,200 | 950,400 |
| Supplies and Services | 1,655,700 | 121,400 | 97,300 | 322,200 | 937,900 | 2,114,800 | 5,249,300 |
| External Contracts | 1,671,600 | 28,700 | 90,000 | 95,400 | 393,100 | 50,700 | 2,329,500 |
| Benefit Payments | 21,872,000 | 0 | 0 | 0 | 0 | 0 | 21,872,000 |
| Support to Capital | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL EXPENDITURE | 32,618,800 | 7,288,900 | 560,400 | 2,121,200 | 10,383,800 | 7,349,700 | 60,322,800 |
| | | | | | | | |
| Government Grants | (23,694,800) | 0 | 0 | 0 | 0 | 0 | (23,694,800) |
| Rents & Other Income | (4,598,600) | (614,300) | (648,300) | (714,500) | (4,410,000) | (471,600) | (11,457,300) |
| TOTAL INCOME | (28,293,400) | (614,300) | (648,300) | (714,500) | (4,410,000) | (471,600) | (35,152,100) |
| | | | | | | | |
| NET EXPENDITURE | 4,325,400 | 6,674,600 | (87,900) | 1,406,700 | 5,973,800 | 6,878,100 | 25,170,700 |
| | | | | | | | |
| | | | | | | | |

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Calculation of the basic Council Tax for 2023/24

Appendix 4

15/02/2023

| | £ | £ |
|---|-------------------|--------------------------|
| Total Service expenditure for the year | | 60,345,800 |
| Less Housing Benefit | | <u>-21,556,000</u> |
| | | 38,789,800 |
| Add | | |
| Transfer to refurbishment reserve | 1,037,100 | |
| Revenue contribution to capital outlay | 750,000 | |
| Debt interest payable | 24,334,100 | |
| Minimum Revenue Provision | 12,396,800 | |
| Asset Supervision costs | 630,000 | |
| Landlord Costs | 7,893,900 | |
| Green initiatives | 0 | |
| Contribution to Revenue Reserves | 0 | |
| | | <u>47,041,900</u> |
| Gross Expenditure for the year | | 85,831,700 |
| Less | | |
| Gross income for the year | -13,619,100 | |
| Interest earnings | -2,400,000 | |
| Income from assets acquisitions | -46,128,700 | |
| Transfer from refurbishment reserves | -6,988,200 | |
| Capitalisation of interest | -1,400,000 | |
| Transfer from Earmarked Reserves | <u>-1,122,600</u> | |
| Income for the year | | -71,658,600 |
| | | <u>14,173,100</u> |
| The Council's net expenditure | | 14,173,100 |
| Less | | |
| Retained share of business rates | -1,929,000 | |
| Empty Property Premia | -500,000 | |
| Revenue Support Grant | -91,000 | |
| Non ring fenced grants | -874,900 | |
| Core Spending Power Grant | -1,483,000 | |
| National Non Domestic Rate Pool | -450,000 | |
| Lower Tier Service Grant | -79,500 | |
| New Homes Bonus | <u>-101,000</u> | |
| | | -5,508,400 |
| Estimated Deficit on the Collection fund | | <u>100,000</u> |
| Net sum to be recovered through Council Tax | | <u>8,764,700</u> |
| | | <u>40,551</u> |
| The Council's Band D tax base for 2021/22 | | 40,551 |
| Expressed per equivalent Band D property (8763900/40551) | | <u>216.14</u> |

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Appendix 5

15/02/2023

CALCULATION OF COUNCIL TAX FOR DIFFERENT VALUATION BANDS FOR 2022/23 FOR SPELTHORNE'S OWN EXPENDITURE

1. Basic Council Tax for Band 'D' property as calculated at Appendix F

£216.14

VALUATION BAND

A

B

C

D

E

F

G

H

2.

The Multipliers specified in Section 5(1) of the Local Government Finance Act 1992, to apply to the Basic Tax above.

6/9

7/9

8/9

1

11/9

13/9

15/9

18/9

£

£

£

£

£

£

£

£

3. Item 1 multiplied by item 2, to give the Council Tax for the year in respect of each valuation band.

144.09

168.11

192.12

216.14

264.17

312.20

360.23

432.28

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**CALCULATION OF COUNCIL TAX FOR DIFFERENT VALUATION BANDS FOR 2023/24
SUMMARY**

| <u>VALUATION BAND</u> | | A | B | C | D | E | F | G | H |
|------------------------------|---|----------|----------|----------|-----------------|----------|----------|----------|----------|
| 1. | Precepts issued to the Council | £ | £ | £ | £ | £ | £ | £ | £ |
| | I) Surrey County Council | 1116.72 | 1302.84 | 1488.96 | 1675.08 | 2047.32 | 2419.56 | 2791.80 | 3350.16 |
| | ii) Surrey Police | 207.05 | 241.55 | 276.06 | 310.57 | 379.59 | 448.60 | 517.62 | 621.14 |
| 2. | Spelthorne's Council Tax | 144.09 | 168.11 | 192.12 | 216.14 | 264.17 | 312.20 | 360.23 | 432.28 |
| 3. | The total of items 1 and 2 above, which is the full Council Tax for 2023/24 | 1,467.86 | 1,712.50 | 1,957.14 | 2,201.79 | 2,691.08 | 3,180.36 | 3,669.65 | 4,403.58 |

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Appendix 7 - Comparison of actual FTE posts to budgeted FTEs for the 6 years to 31 March 2024

| | 15/02/2023 | | | | | | | | | | | | year on year increase between actuals and budget from previous year | | | | | |
|--------------------------------|-------------|--------|--------|--------|--------|----------|------------------------|---------|---------|---------|---------|---------|---|---------|---------|---------|---------|---------|
| | Actual FTEs | | | | | | Budgeted approved FTEs | | | | | | | | | | | |
| Department | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 EST | 2018/19 | 2019/20 | 2020/21 | 2021/22 | 2022/23 | 2023/24 | 2018/19 | 2019/20 | 2020/21 | 2021/22 | 2022/23 | 2023/24 |
| Building Control | 5.93 | 5.93 | 6.30 | 6.23 | 6.23 | 6.08 | 5.93 | 5.93 | 6.93 | 6.60 | 7.11 | 7.08 | -0.00 | -0.38 | 0.31 | 0.37 | 0.88 | 1.00 |
| Audit Services | 1.56 | 1.75 | 1.75 | 1.75 | 1.75 | 1.75 | 1.56 | 1.75 | 1.75 | 1.75 | 1.75 | 1.75 | -0.19 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Accountancy | 8.62 | 10.41 | 12.46 | 12.46 | 11.18 | 11.27 | 8.61 | 10.39 | 12.65 | 12.46 | 13.17 | 12.90 | -1.80 | -2.07 | 0.19 | -0.00 | 1.99 | 1.63 |
| Commissioning & Transformation | 23.69 | 26.26 | 27.27 | 30.68 | 31.02 | 29.37 | 26.68 | 32.57 | 36.37 | 35.15 | 41.00 | 46.12 | 0.42 | 5.30 | 9.10 | 4.47 | 9.98 | 16.75 |
| Community Wellbeing | 69.39 | 71.61 | 78.88 | 77.01 | 79.11 | 84.28 | 70.46 | 78.08 | 84.22 | 86.12 | 89.81 | 93.99 | -1.15 | -0.80 | 6.07 | 9.11 | 10.70 | 9.71 |
| Customer Relations | 18.62 | 23.75 | 24.22 | 24.23 | 21.75 | 23.24 | 22.58 | 27.65 | 27.93 | 25.02 | 25.75 | 26.07 | -1.17 | 3.43 | 4.49 | 0.79 | 4.00 | 2.83 |
| Environmental Health | 19.57 | 21.60 | 22.38 | 22.39 | 23.39 | 25.32 | 21.66 | 21.30 | 23.09 | 22.79 | 22.79 | 25.33 | 0.06 | -1.08 | 0.71 | 0.40 | -0.60 | 0.01 |
| Family Support Programme | 8.95 | 10.95 | 10.77 | 10.78 | 11.67 | 10.43 | 9.00 | 11.00 | 10.94 | 11.78 | 11.83 | 10.80 | -1.95 | 0.23 | 0.24 | 1.00 | 0.16 | 0.37 |
| Neighbourhood Services | 135.90 | 130.95 | 139.02 | 133.56 | 133.79 | 127.46 | 156.07 | 161.13 | 162.17 | 163.94 | 162.08 | 147.50 | 25.12 | 22.11 | 19.90 | 30.38 | 28.29 | 20.04 |
| Regeneration & Growth | 36.85 | 39.81 | 38.75 | 43.26 | 53.29 | 52.53 | 34.60 | 43.34 | 43.64 | 50.36 | 57.18 | 56.97 | -5.21 | 4.59 | 4.39 | 7.10 | 3.89 | 4.44 |
| Secretariat | 3.00 | 3.00 | 3.00 | 3.00 | 2.00 | 1.00 | 3.00 | 3.00 | 3.00 | 3.00 | 2.00 | 2.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1.00 |
| MAT | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Communications | 4.78 | 4.06 | 4.66 | 4.69 | 5.69 | 5.69 | 3.36 | 4.28 | 4.28 | 4.69 | 5.69 | 5.69 | -0.70 | -0.38 | -0.38 | 0.00 | 0.00 | 0.00 |
| Legal | 8.46 | 10.06 | 11.05 | 13.06 | 13.66 | 14.59 | 8.46 | 10.46 | 9.46 | 9.40 | 10.00 | 11.78 | -1.60 | -0.59 | -1.61 | -3.66 | -3.66 | -2.81 |
| Elections | 2.58 | 3.00 | 3.88 | 3.89 | 3.89 | 4.88 | 3.58 | 3.58 | 3.58 | 3.89 | 3.89 | 3.89 | 0.58 | -0.30 | -0.30 | -0.00 | -0.00 | -0.99 |
| Total FTE | 350.90 | 366.14 | 387.39 | 389.99 | 401.42 | 400.89 | 378.56 | 417.46 | 433.01 | 439.95 | 457.03 | 454.88 | 12.42 | 30.07 | 43.11 | 49.96 | 55.61 | 53.99 |

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FTEs recharged from Council to Knowle Green Estates

| Estates | FTE |
|--|-------------|
| Unit Support Officer | 0.05 |
| Property Account Manager | 0.80 |
| Finance Assistant | 0.65 |
| Residential Property Manager | 1.00 |
| Residential Estates & Facilities Manager | 0.85 |
| Business Unit Manager | 0.05 |
| Tenancy Sustainment Officer | 1.00 |
| Residential Manager | 1.00 |
| Assets Head | 0.02 |
| Finance | |
| Deputy CX | 0.05 |
| Chief Accountant | 0.10 |
| Accountant | 0.02 |
| | 5.59 |

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Council

23 February 2023



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

1. Summary of the report

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

2. Key issues

- 2.1 Meetings of the Council have been scheduled with the following general principles in mind, to enable effective decision-making whilst making the best use of resources available:
- i) Avoidance of Surrey school holidays wherever possible. It is not possible to additionally accommodate the differing holiday periods of private schools.
 - ii) Maintaining the current scheduling of Council meetings i.e. meetings in July, October, December, February and April and the Annual (Mayor making) meeting in May.

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

5. Risk considerations

- 5.1 There are no direct risk implications arising from this report. Meetings have been scheduled to enable the timely consideration of ordinary business, with the flexibility for extraordinary meetings to be called as business requires.

6. Procurement considerations

- 6.1 There are no direct procurement implications arising from this report.

7. Legal considerations

- 7.1 Council and Committee meetings have been scheduled to fulfil the Council's constitutional and legal obligations.

8. Other considerations

- 8.1 Additional Committee meetings to those proposed will have resource implications.

9. Equality and Diversity

- 9.1 There are no implications arising from this report.

10. Sustainability/Climate Change Implications

- 10.1 There are no implications arising from this report.

11. Timetable for implementation

- 11.1 Once agreed by Council, the Calendar of Meetings will be published on the Council's website and implemented from August 2023.

12. Contact

- 12.1 Matthew Williams, m.williams@spelthorne.gov.uk

Background papers: There are none.

Appendices:

Appendix A - proposed Calendar of Meetings schedule

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

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

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Calendar of Meetings August 2023 to August 2024

Appendix A

| Meeting | Aug 23 | Sept | Oct | Nov | Dec | Jan 24 | Feb | Mar | Apr | May | Jun | Jul | Aug |
|--|--------|------|-----------|-----|-------|--------|-----|-----|-----|-------------------------|-----|-----|-----|
| Council Thursday | | | 19 | | 14 | | 22 | | 25 | 23 ACM | | 18 | |
| Corporate Policy & Resources Committee Monday | | 11 | 16 | 27 | | 22 | 19 | | 15 | | 3 | 8 | |
| Environment and Sustainability Committee Tuesday | | 5 | | 21 | | 23 | | 5 | | | 18 | | |
| Economic Dev Committee Thursday | | 28 | | | | 11 | | | | | 27 | | |
| Community Wellbeing Committee Tuesday | | 26 | | | | 16 | | 12 | | | 11 | | |
| Planning Committee Wednesday | 23 | 20 | 18 | 15 | 12 | 10 | 7 | 6 | 3 | 8, 29 | 26 | 24 | 21 |
| Neighbourhood Services Committee Thursday | | | 5 *C&D | | | 18 | | 21 | | | 20 | | |
| Administrative Committee Thursday | | | 12 | | | | 8 | | | | | 11 | |
| Audit Committee Thursday | | | | 30 | | | | 28 | | | | 25 | |
| Standards Committee Wednesday | | | 4 | | | 31 | | | | | 12 | | |
| Borough Election | | | | | | | | | | 2 | | | |
| Bank Holidays Council Offices closed | 28 | | | | 25,26 | 01 | | 29 | 01 | 06,27 | | | 26 |

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

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

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2023 Year Planner

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

KEY:

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

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

2024 Year Planner

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-----------|---------|---|---------------|---|---|-----|----------|----------|---------------------------|-------------|----|-------|-----------|----------|-----------------|---------------|----|-------|-----------|-----------|----------------|----------------------|----|-------|----------|----|----------------------------|-------------|----------|-------|----|----|
| 2024 | M | T | W | T | F | SS | M | T | W | T | F | SS | M | T | W | T | F | SS | M | T | W | T | F | SS | M | T | W | T | F | SS | M | T |
| January | 1 BH | 2 | 3 | 4 | 5 | 6 7 | 8 | 9 | 10 Planning | 11 ED | 12 | 13 14 | 15 | 16 CW | 17 | 18 NS | 19 | 20 21 | 22 CPR | 23 E&S | 24 | 25 Admin | 26 | 27 28 | 29 | 30 | 31 Standards | | | | | |
| February | | | | 1 | 2 | 3 4 | 5 | 6 | 7 Planning | 8 | 9 | 10 11 | 12 | 13 | 14 | 15 | 16 | 17 18 | 19 CPR | 20 | 21 | 22 Council | 23 | 24 25 | 26 | 27 | 28 | 29 | | | | |
| March | | | | | 1 | 2 3 | 4 | 5 E&S | 6 Planning | 7 | 8 | 9 10 | 11 | 12 CW | 13 | 14 | 15 | 16 17 | 18 | 19 | 20 | 21 NS | 22 | 23 24 | 25 | 26 | 27 | 28 Audit | 29 BH | 30 31 | | |
| April | 1 BH | 2 | 3 Planning | 4 | 5 | 6 7 | 8 | 9 | 10 | 11 | 12 | 13 14 | 15 CPR | 16 | 17 | 18 | 19 | 20 21 | 22 | 23 | 24 | 25 Council | 26 | 27 28 | 29 | 30 | | | | | | |
| May | | | 1 | 2 Police & Crime Commissioner Election & UK Parliamentary | 3 | 4 5 | 6 BH | 7 | 8 Planning *5 weeks | 9 | 10 | 11 12 | 13 | 14 | 15 | 16 | 17 | 18 19 | 20 | 21 | 22 | 23 Council ACM | 24 | 25 26 | 27 BH | 28 | 29 Planning *3 weeks | 30 | 31 | | | |
| June | | | | | | 1 2 | 3 CPR | 4 | 5 | 6 | 7 | 8 9 | 10 | 11 CW | 12 Standards | 13 | 14 | 15 16 | 17 | 18 E&S | 19 | 20 NS | 21 | 22 23 | 24 | 25 | 26 Planning | 27 ED | 28 | 29 30 | | |
| July | 1 | 2 | 3 | 4 | 5 | 6 7 | 8 CPR | 9 | 10 | 11 Admin | 12 | 13 14 | 15 | 16 | 17 | 18 Council | 19 | 20 21 | 22 | 23 | 24 Planning | 25 Audit | 26 | 27 28 | 29 | 30 | 31 | | | | | |
| August | | | | 1 | 2 | 3 4 | 5 | 6 | 7 | 8 | 9 | 10 11 | 12 | 13 | 14 | 15 | 16 | 17 18 | 19 | 20 | 21 Planning | 22 | 23 | 24 25 | 26 BH | 27 | 28 | 29 | 30 | 31 | | |
| September | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 8 | 9 | 10 | 11 | 12 | 13 | 14 15 | 16 | 17 | 18 Planning | 19 | 20 | 21 22 | 23 | 24 | 25 | 26 | 27 | 28 29 | 30 | |
| October | | 1 | 2 | 3 | 4 | 5 6 | 7 | 8 | 9 | 10 | 11 | 12 13 | 14 | 15 | 16 | 17 | 18 | 19 20 | 21 | 22 | 23 | 24 | 25 | 26 27 | 28 | 29 | 30 | 31 | | | | |
| November | | | | | 1 | 2 3 | 4 | 5 | 6 | 7 | 8 | 9 10 | 11 | 12 | 13 | 14 | 15 | 16 17 | 18 | 19 | 20 | 21 | 22 | 23 24 | 25 | 26 | 27 | 28 | 29 | 30 | | |
| December | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 8 | 9 | 10 | 11 | 12 | 13 | 14 15 | 16 | 17 | 18 | 19 | 20 | 21 22 | 23 | 24 | 25 | 26 | 27 | 28 29 | 30 | 31 |

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

KEY:

Council

23 February 2023



| | |
|----------------------------------|---|
| Title | Spelthorne Joint Committee - cessation of functions |
| Purpose of the report | To approve the recommendations in the report |
| Report Author | Farida Hussain, Monitoring Officer |
| Ward(s) Affected | All Wards |
| Exempt | No |
| Exemption Reason | Not applicable |
| Corporate Priority | Service delivery |
| Recommendations | <p>Council is asked to approve the recommendation of the Standards Committee to approve:</p> <ol style="list-style-type: none"> 1. the cessation of all the Borough Council's non-executive and advisory functions from the Spelthorne Joint Committee's remit as set out in the Joint Committee Constitution, be approved with immediate effect and 2. those functions be delegated to the appropriate Committee as set out in Paragraphs 3.5 to 3.10 of this report. |
| Reason for Recommendation | To enable the Council to consider its position in light of the withdrawal of all County Council functions from the Spelthorne Joint Committee from 11 October 2022. |

1. Summary of the report

- 1.1 Surrey County Council ("SCC") has withdrawn all of its functions from the Spelthorne Joint Committee from 11 October 2022 and has given 6 months' notice of its intention to withdraw fully from the Joint Committee by the end of the current municipal year. It is now for this Council to determine how it wishes to proceed with the remaining functions delegated to the Joint Committee by Spelthorne Borough Council.

2. Key issues

Background

- 2.1 In 2016, this Council and SCC agreed to replace the former Local Committee (Spelthorne) with a new Spelthorne Joint Committee, which would deal not only with the range of executive and non-executive SCC functions that the Local Committee discharged locally, but also a range of executive and non-

executive Spelthorne Borough Council (SBC) functions delegated to it, as well as a range of advisory functions relating to both Councils.

- 2.2 The Joint Committee comprises the seven County Councillors representing the seven County Divisions within the Borough, plus seven Borough Councillors appointed on a politically proportionate basis.
- 2.3 The first Joint Committee meeting was held in January 2017. Since then, there have been 19 meetings of the Spelthorne Joint Committee. It is worth noting that 46% of the business transacted at those meetings dealt with highways, infrastructure, and parking matters. The main SBC function dealt with by the Joint Committee has been Community Infrastructure Levy funding.

Withdrawal of functions by SCC

- 2.4 The Council will be aware that SCC's Cabinet decided in February 2022 to transfer all executive highway functions (including on-street parking) from the Spelthorne Joint Committee, and other Joint Committees and Local Committees in Surrey, to County Officers, in consultation with relevant Divisional Members. These changes took effect from 1 April 2022 and sit alongside the development of new engagement methods and tools. It is SCC's view that these changes will enable members and officers to reach out more effectively to residents.
- 2.5 At its Annual Meeting on 24 May 2022, SCC noted a number of consequential changes to the Spelthorne Joint Committee Constitution to omit from its terms of reference all executive highway functions (including on-street parking) and agreed that county councillors elected as chairmen or vice-chairmen of the Local and Joint Committees across the county shall hold those offices only until 31 October 2022.
- 2.6 On 27 September 2022, the Leader of SCC made a decision to remove the remaining executive functions and advisory functions from all the Local Committees and Joint Committees in the county with effect from 11 October 2022. The amended Spelthorne Joint Committee Constitution following this decision is attached as **Appendix A**.
- 2.7 At the SCC meeting on 11 October 2022, formal approval was given to cease all the Local Committees with effect from 31 October 2022, to serve notice of SCC's intention to withdraw from all of the Joint Committees (the notice to expire on or before 30 April 2023), and to transfer their non-executive functions relating to Public Rights of Way from all the Local and Joint Committees back to the County's own local governance arrangements. That notice has been received.
- 2.8 This report asks the Council to consider its position in light of these changes.

3. Options analysis and proposal

- 3.1 The effect of the decisions taken by SCC means that the Spelthorne Joint Committee now has no SCC functions delegated to it, and its remit only comprises the very limited number of SBC non-executive and advisory functions. On or before 30 April 2023, the Spelthorne Joint Committee will cease to exist, although it is arguable that the Joint Committee cannot now be considered to be a "joint committee" where one of the two parties has withdrawn all of its functions. If it were to continue until 30 April 2023, this Council would have to manage meetings of the Joint Committee.

3.2 **Option 1 (recommended)**

In light of the decisions taken by SCC outlined above, Standards Committee is asked to recommend Council at its meeting on 23 February 2023 to transfer the existing council, delegated and advisory functions currently within the remit of the Joint Committee (**pages 3-4 of Appendix A**) back to this Council.

3.3 If the Council agree to this action, then the Joint Committee will effectively be dissolved as of 23 February 2023 (rather than April) as it would have no functions delegated to it.

3.4 The only council function delegated by SBC to the Joint Committee which requires a Council decision as to which Committee should be delegated the function in the Borough Council's Constitution is:

'Determine priorities and agree how Community Infrastructure Levy (CIL) receipts will be expended.'

3.5 A meeting of the CIL Task Group held on 21 December 2022 agreed that due to the strategic nature of CIL spending on infrastructure and the relationship with planning and the Local Plan, responsibility for considering all CIL allocation proposals should lie with Environment and Sustainability Committee.

3.6 Members proposed that where significantly large sums of monies are being committed, and on schemes which carry a degree of complexity that Corporate Policy and Resources Committee should be responsible for decision making, and that the decision as to which Committee should decide any particular CIL allocation would lie with the CIL Task Group.

3.7 The proposed changes to Terms of Reference (Part 3a of the Constitution) of both Environment and Sustainability and Corporate Policy and Resources Committees are attached at **Appendix B**.

3.8 Subject to Council approval to the proposed delegation of CIL functions, the Environment and Sustainability Committee will need to establish the Community Infrastructure Levy Task Group (including its membership and Terms of Reference) at its first subsequent meeting (currently scheduled for 14 March 2023).

3.9 The previous delegated and advisory functions of the Joint Committee will be absorbed by Council (in relation to the community strategy) or the Committee which has responsibility for the relevant service area (advisory functions (i) to (xii), without the need to amend the Borough Council's Constitution.

3.10 In terms of advisory function (v) of the Joint Committee Constitution i.e., 'Monitor the quality of services provided locally and recommend action as appropriate'; all the Borough Council Service Committees have responsibility for their particular service areas, to 'review and scrutinise service delivery and in particular ensuring that best value in service delivery is being obtained for the community.'

3.11 **Option 2**

3.12 The Council could decide alternative arrangements for the delegation of CIL functions to Committees.

3.13 Option 3

The Council could decide not to withdraw SBC functions from February and to continue with the Joint Committee arrangement with SCC until the expiry of the six months' notice given by SCC (not beyond 30 April 2023).

4. Financial implications

- 4.1 It is not anticipated that continuing with a Joint Committee or withdrawal from it will have any significant financial implications for the Council. If the operation of the Joint Committee was terminated, there would be a small saving on a special responsibility allowance in respect of the Vice-Chairman of the Joint Committee (as set out in the current scheme of allowances for councillors).

5. Risk considerations

- 5.1 If the Council fails to determine by 30 April 2023 where the executive function relating to CIL spend, previously delegated to the Joint Committee, will sit in the Borough Council's Committee structure, it risks a delay on allocation of CIL funds to infrastructure projects in its communities.

6. Procurement considerations

- 6.1 There are no procurement considerations applicable to this report.

7. Legal considerations

- 7.1 Under arrangements for any joint committee between two local authorities, it is implicit that any executive or non-executive functions delegated to a joint committee by one authority can be unilaterally withdrawn by that authority. SCC has exercised its right to withdraw all of its functions from all Joint Committees and Local Committees in the county and has agreed to give six months' notice under the terms of the Joint Committee's Constitution of its wish to withdraw from the Joint Committee.
- 7.2 If the Council agree to withdraw SBC's non-executive functions, the Joint Committee will effectively be dissolved at that point, without the need to wait for the expiry of the six months' notice referred to above.

8. Other considerations

- 8.1 There are none.

9. Equality and Diversity

- 9.1 There are no equality and diversity impacts arising from this report.

10. Sustainability/Climate Change Implications

- 10.1 This report has no effect on sustainability/climate change issues.

11. Timetable for implementation

- 11.1 Subject to Council approval on 23 February 2023, the recommendations will take effect immediately.

12. Contact

- 12.1 Farida Hussain, f.hussain@spelthorne.gov.uk

Background papers: There are none.

Appendices:

Appendix A – Spelthorne Joint Committee updated 11 October 2022

Appendix B – Proposed additions to Terms of Reference of Committees

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Spelthorne Joint Committee

Constitution

(October 2022)

| | <u>Page No.</u> |
|---|----------------------------|
| Section 1 Context and Purpose | 1 |
| Section 2 Functions and Funding | |
| (A) General Remit | 2 |
| (B) Delegated Powers | 3 |
| (C) Funding | 5 |
| (D) Withdrawal from the Joint Committee | 5 |
| Section 3 Standing Orders | 6 |

Section 1 – Context and Purpose

Spelthorne Joint Committee is a Joint Committee of Surrey County Council and Spelthorne Borough Council and is set up under the provisions of Section 102 of the Local Government Act 1972. The Joint Committee aims to improve outcomes and value for money for residents in Spelthorne by strengthening local democracy and improving partnership working within the borough of Spelthorne.

The Joint Committee will carry out Surrey County Council functions previously performed by the Local Committee (Spelthorne) (which ceased to exist on 01/06/2016) plus some additional County Council functions, and functions delegated to it by Spelthorne Borough Council. There is also a range of advisory functions relating to both Councils. These functions are set out within Section 2 of this document.

NB: As of 11 October 2022, no SCC functions are delegated to the Joint Committee.

By working together, the Joint Committee will provide the opportunity to identify local solutions and seek to jointly deliver local government service improvements for the residents, businesses and visitors to Spelthorne. Both councils will be proactive in bringing issues to the Joint Committee and seeking to deliver local priorities together.

Meetings of the Spelthorne Joint Committee are held in public, and local people are able to participate during parts of the meeting as set out in Section 3 of this document.

This Constitution document includes the standing orders that will apply to the Joint Committee. These need also to be read in the light of the individual Constitutions of each of the two Councils which will continue to apply as appropriate to decisions delegated by each relevant authority.

Whilst the Joint Committee will be responsible for making decisions relating to the delegated functions as set out below, the day-to-day operational arrangements relating to any particular function will continue to be managed by the local authority having responsibility for that function.

Section 2 – Functions and Funding

The scope and overall purpose of the Spelthorne Joint Committee is as set out in Section 1. The general remit of the Joint Committee is set out below and the more specific delegated functions are outlined in later sections.

(A) General Remit

The general remit of the Spelthorne Joint Committee is:-

1. To identify and agree opportunities for the closer alignment of County and Borough services in Spelthorne.
2. To make decisions on local services and budgets delegated to it by either Surrey County Council or Spelthorne Borough Council.
3. To make comments on policy, strategy, services, priority community work, or other matters specifically referred to it by the County Council or the Borough Council.
4. To provide political oversight of key County and Borough partnership initiatives and strategies.
5. To seek solutions to local concerns relating to Council services under the remit of the Joint Committee.
6. To identify and set local priorities through an annual priority setting meeting.
7. To build community leadership and local engagement, and encourage local community resilience plans.
8. To ensure that local authority services within Spelthorne Borough are carried out in accordance with both Surrey County Council's and Spelthorne Borough Council's core values, policies, strategies and within approved budgets.

(B) Delegated Powers

The services identified below are delegated by Spelthorne Borough Council as indicated, for decision making or consideration by the Spelthorne Joint Committee, in accordance with the relevant legislation.

In discharging the delegated powers, the Spelthorne Joint Committee must have due regard at all times to the approved policies, budgets and financial regulations of the Council delegating the functions, and act in accordance with Standing Orders at Section 3 of this Constitution.

Set out below is a list of the functions that are currently delegated to the Spelthorne Joint Committee. Additional functions and matters for determination may be delegated to the Committee in the future by Surrey County Council (SCC) or Spelthorne Borough Council (SBC), which will form part of this Constitution. The Community Partnership and Committee Officer will maintain a record of all additional delegated functions and will ensure that any such additions are reported to the Joint Committee at the next meeting after the delegation takes place.

Council Functions (delegated by Spelthorne Borough Council (SBC))

The Joint Committee will be responsible for the following decisions on local services and budgets:

In relation to the Borough of Spelthorne the Joint Committee will take decisions delegated to it by the SBC Council on the following local services and budgets, to be taken in accordance with the financial framework and policies of SBC within a framework of agreed performance and resources:

- (i) Community safety funding that is delegated to the Joint Committee (SBC).
- (ii) Determine priorities and agree how Community Infrastructure Levy (CIL) receipts will be expended (SBC).
- (iii) In relation to services for young people, to apportion delegated funding for young people, specifically the distribution between Local Prevention and Individual Prevention categories of funding, in accordance with the allocated budget and any youth grants as allocated by the Borough Council (SBC).
- (iv) Decisions on any funding when a budget is allocated to the Joint Committee by either SBC (SBC).

Delegated Functions (delegated by Spelthorne Borough Council)

- (i) Oversee and determine priorities for the Borough based community strategy and related plans within Spelthorne.

In addition, the Joint Committee will deal with those relevant non-executive functions, relating to joint working that may be delegated to it by the Borough Council from time to time.

Service Monitoring and Community Leadership- advisory functions

The Joint Committee may:

- (i) Determine priorities for collaborative work undertaken within the committee's area by the Councils and other partners (SBC)
- (ii) To champion the better use of public sector assets in the Borough to promote the One Public estate approach amongst Spelthorne Borough Council and other public sector partners (SBC)
- (iii) Monitor formal decisions taken by officers under delegated powers and provide feedback to improve service standards. (SBC)
- (iv) Engage in issues of concern to local people and seek to influence SBC in the light of local needs. (SBC)
- (v) Monitor the quality of services provided locally and recommend action as appropriate. (SBC)
- (vi) Oversee and influence priorities for the Family Support Programme in Spelthorne (noting the shared nature of this service with other boroughs) and monitor its performance. (SBC)
- (vii) To oversee and agree joint priorities to inform commissioning and delivery of Independent Living, Older People's Services and Day Centres in Spelthorne, with the aim of achieving an integrated approach from Surrey Council and Spelthorne Borough Council (SBC)
- (viii) Oversee local initiatives agreed and funded by the Joint Committee. (SBC)
- (ix) Oversee off-street parking provision and enforcement in its area including budget monitoring subject to any particular terms of reference, agreed by the committee (SBC)
- (x) To receive reports from and provide political oversight and advice to the Spelthorne Safer Stronger Community Partnership on the Community Safety functions of the Borough. (SBC)
- (xi) To receive reports from and provide political oversight and advice to the Spelthorne Together Health and Wellbeing Group within the framework of Surrey's Joint Health and Wellbeing Strategy. (SBC)
- (xii) Be consulted on any issues referred to it by SBC and produce responses as appropriate. (SBC)

(Note: A joint committee may not make any decision which will have an adverse effect on a part of the county for which it does not have functions).

(C) Funding

- (i) With regards to budget setting and planning, the County Council and Spelthorne Borough Council will agree each year the amount of funding available to the Joint Committee to carry out its delegated decisions. All funds will be held and administered by the originating authorities and spent in accordance with their respective financial regulations and policies.
- (ii) Provision of venue:
The meeting's venue and associated costs will normally be provided by Spelthorne Borough Council, unless alternative arrangements are agreed by Surrey County Council.
- (iii) Committee management:
Committee management and associated costs for the Joint Committee will be provided by Surrey County Council.
- (iv) Any members' costs and expenses resulting from the Joint Committee (including those in relation to Chairman and Vice Chairman roles) will be funded and administered by their respective authorities.

(D) Withdrawal from the Joint Committee

At any time either Council may give 6 months' notice in writing to the other Council of its intention to withdraw from the Joint Committee. Once the Joint Committee ceases to exist the functions delegated to it would each revert back to the relevant delegating authority.

Section 3 - Standing Orders

1. MEMBERSHIP AND ATTENDANCE OF MEMBERS AT MEETINGS

- 1.1. Membership of the Spelthorne Joint Committee shall be all county councillors with electoral divisions in Spelthorne, one Surrey County Council Cabinet Member (who may also be a county councillor with an electoral division in Spelthorne), and an equivalent number of borough councillors who should be politically proportionate to the Borough Council. If there is no Surrey County Council Cabinet Member with an electoral division in Spelthorne for the Leader of the County Council to appoint a specific Cabinet member to the Spelthorne Joint Committee at the Council AGM. No substitutes will be permitted for the members on the Joint Committee. Members will be appointed to the committee at the first business meeting of the respective Council, at the start of each municipal year. All borough and county councillors on the Joint Committee will have equal voting rights on all issues being considered.
- 1.2. A person shall cease to be a member if he/she ceases to be a member of the County Council, a member representing an electoral division in Spelthorne or the relevant Cabinet Member, or in the case of a member of the Borough Council, ceases to be a member of that Council, or resigns from the Spelthorne Joint Committee.
- 1.3. Surrey County Council or Spelthorne Borough Council may, through their respective Councils, co-opt representatives from the voluntary sector, public authorities or businesses in Spelthorne onto the Joint Committee. These representatives will be able to take part in discussions on agenda items, but will not be able to vote on any item for decision.
- 1.4. The Leader of either Surrey County Council or Spelthorne Borough Council, or appropriate Surrey County Council Cabinet Member or Spelthorne Borough Council Chair for a Committee whose remit includes a matter on the agenda of the Joint Committee meeting may attend the meeting of the committee and, with the Chairman's consent, speak on the matter or provide written representation.

2. APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN

- 2.1. From 2021/22 Municipal year, the offices of Chairman and Vice-Chairman shall alternate between the two Councils every year, with the Borough Council providing the Chairman in Municipal Year 2021/22. If the appointed Chairman is representing Surrey County Council, the Vice-Chairman must be a Spelthorne Borough Council representative and vice-versa.
- 2.2. From 2021 the Surrey County Council appointment will be made by the Council Leader and the Spelthorne Borough Council appointment will be made by the Council from amongst those members appointed to the Spelthorne Joint Committee.
- 2.3. The Chairman and Vice-Chairman shall, unless he or she resigns the office or ceases to be a member of the Spelthorne Joint Committee, continue in office until a

successor is appointed. If a Chairman or Vice-Chairman does not complete a full term of office, a further member from the same Council shall be appointed in accordance with the relevant authority's usual procedures for the remainder of that term.

- 2.4. In the absence of the Chairman and the Vice-Chairman at a meeting, the members of the Committee shall elect a chairman for that meeting.

3. MANAGEMENT OF THE COMMITTEE

- 3.1. The County Council's Community Partnerships and Engagement Team shall act as the Committee Manager for the Spelthorne Joint Committee and shall be responsible for preparing and circulating agendas for meetings, advising on constitutional matters and for producing the decisions and minutes.

4. FORMAL MEETINGS

- 4.1. There shall be between 4 and 8 formal meetings of the Spelthorne Joint Committee each year as determined by the Chairman and Vice-Chairman and as set out in the calendar of meetings published on the council's website.
- 4.2. The Chairman or in his/her absence the Vice-Chairman, may call a special meeting of the Spelthorne Joint Committee to consider a matter that falls within its remit but cannot await the next scheduled meeting, provided at least five clear working days notice in writing is given to the Committee Manager.
- 4.3. Formal meetings of the Joint Committee and its sub-committees shall be held in public except when exempt or confidential information is being considered and the press and public can be excluded in accordance with the Local Government Act 1972.
- 4.4. Meetings of any working groups or task groups established by the Joint Committee shall, unless otherwise agreed, be held in private.

5. DELEGATED POWERS

- 5.1. The delegated powers mean those powers to be discharged by the Spelthorne Joint Committee as set out in Section 2(B) of this Terms of Reference.
- 5.2. The Spelthorne Joint Committee shall discharge the delegated powers, within the budgetary and policy framework set by Surrey County Council in the case of county functions or by Spelthorne Borough Council in the case of borough functions.
- 5.3. When discharging the delegated powers the Spelthorne Joint Committee shall take decisions only after taking into account advice given in writing or orally from relevant Officers of Surrey County Council or of Spelthorne Borough Council as appropriate, including legal, financial and policy advice.

- 5.4. If the Joint Committee is to make a Key Executive decision delegated to it by Surrey County Council or a Key Decision delegated by Spelthorne Borough Council, then the Joint Committee must follow the constitution of the authority delegating the decision, including publishing it in the monthly forward plan of that authority.

6. OVERVIEW AND SCRUTINY

- 6.1. In relation to a function delegated by Surrey County Council, executive decisions made by the Spelthorne Joint Committee are subject to scrutiny by Surrey County Council's relevant Overview and Scrutiny Committee including an Overview and Scrutiny Committee's right under the Local Government Act 2000 to request that an Executive Decision made but not implemented be reconsidered by the decision-taker (often referred to as 'call-in').
- 6.2. In relation to a function delegated by Spelthorne Borough Council, decisions made by the Spelthorne Joint Committee are subject to that Council's Reservation Scheme (also referred to as 'call-in').
- 6.3. The processes and procedures for the exercise by the relevant Committee of their 'call-in' function shall be in accordance with the Constitutions of Surrey County Council or Spelthorne Borough Council depending on which authority delegated the decision in question.
- 6.4. Referral of Joint Committee Executive decisions by Surrey County Council Cabinet.
- 6.4.1. The SCC Cabinet or SBC Corporate Policy and Resources Committee may require referral, for review and final determination, any executive (in the case of Surrey County Council) or any (in the case of Spelthorne Borough Council) decision taken by the Joint Committee which has significant policy or budgetary implications or is outside of the authority delegated to the Joint Committee, subject to notice of requirement for referral being given within 5 working days of publication of the decision.
- 6.4.2. Notice of referral may be given by the Leader or Deputy Leader of the relevant authority, or any three or more members of the SCC Cabinet /SBC Corporate Policy and Resources Committee as appropriate.
- 6.4.3. All members of the Joint Committee will be notified that an executive decision taken by the Committee has been required for referral by the relevant authority.
- 6.4.4. The decision will be considered by the SCC Cabinet /SBC Corporate Policy and Resources Committee at its next appropriate meeting in discussion with the Joint Committee Chairman and Vice-Chairman and no action will be taken to implement it in the meantime.
- 6.4.5. The Joint Committee Chairman or Vice-Chairman may attend the SCC Cabinet /SBC Corporate Policy and Resources Committee meeting, as appropriate, for the consideration of the matter and speak on the item.

- 6.4.6. The SCC Cabinet /SBC Corporate Policy and Resources Committee / may accept, reject or amend the decision taken by the Joint Committee. A report on the decision taken by the relevant authority will be made to the next appropriate meeting of the Joint Committee, and to all the Members of either Surrey or Spelthorne Council, as appropriate, for information.

The following general provisions apply to the consideration of all matters within Spelthorne Joint Committee's remit.

7. NOTICE OF MEETING

- 7.1. The date, time and place of the fixed meetings of the Spelthorne Joint Committee will be accessed through both the Surrey County Council and Spelthorne Borough Council websites. The notice, agenda, reports and other documents prepared for the Spelthorne Joint Committee will be posted on the Surrey County Council website (with links from the Spelthorne Borough Council website) and sent to Members of the Committee not less than five clear working days before the date of the meeting.
- 7.2. Only the business on the agenda will be discussed at a meeting of the Spelthorne Joint Committee except for urgent matters raised in accordance with the provisions in Section 100B(4)(b) of the Local Government Act 1972.

8. EXTRAORDINARY MEETINGS

- 8.1. An extraordinary meeting of the Spelthorne Joint Committee will be convened to consider specific matters within its terms of reference at the discretion of the Chairman, or the Vice-Chairman in his/her absence. At least five clear working days' notice of an extraordinary meeting must be given.

9. AGENDAS

- 9.1. Spelthorne Joint Committee will comply with the Access to Information rules in Part VA of the Local Government Act 1972.
- 9.2. Agendas for meetings of the Spelthorne Joint Committee shall be dispatched by the Committee Manager five clear working days in advance of a meeting, and copies will be made available for public inspection at the designated County and Borough Council offices, libraries and via the County Council and Spelthorne Borough Council websites.
- 9.3. Members of the Spelthorne Joint Committee may suggest items for inclusion in the agenda within its remit. These will be added to the forward programme in consultation with the Chairman and Vice-Chairman of the Spelthorne Joint Committee.

10. DECISIONS AND MINUTES

- 10.1. The decisions from the meeting shall be published on the County Council's website, with links from the Spelthorne Borough website, within three clear working days of the Committee.

10.2. The minutes of a meeting shall be published on the County Council's website, with relevant links, as soon as is reasonably practicable.

10.3. At the meeting, the Chairman will move the formal motion "That the minutes of the last meeting be confirmed and signed by the chairman" and there may only be discussion if there is disagreement about their accuracy which will be resolved by a vote in the normal way.

10.4. Where in relation to any meeting, the next meeting for the purpose of signing the minutes is a meeting called under paragraph 3 of schedule 12 to the Local Government Act 1972 (an Extraordinary Meeting), then the next following meeting (being a meeting called otherwise than under that paragraph) will be treated as a suitable meeting for the purposes of signing of minutes.

11.CONFIDENTIALITY OF PAPERS

11.1. All Members must respect the confidentiality of any papers made available to them for the purpose of meetings of the Spelthorne Joint Committee or otherwise for so long as those papers remain confidential.

Failure to observe

11.2. Any or all of the rights conferred on a Member of one of the councils under its Constitution may be withdrawn by that Council if it is satisfied that he/she has not observed the requirements of Standing Order 11.1 in relation to any of its papers.

12.QUORUM

12.1. The Chairman will adjourn the meeting if there is not a quorum present.

12.2. The quorum will be one quarter of the total number of voting members of the Committee. A quorum may not be fewer than three voting members.

13.MEMBER QUESTIONS TO THE SPELTHORNE JOINT COMMITTEE

13.1. Any Member of either Council may, with the Chairman's consent, ask one or more questions on matters within the terms of reference of the committee.

13.2. Notice of questions must be given in writing to the Community Partnerships Team by 12 noon four working days before the meeting. If the day in question is a Bank Holiday then notice of questions should be received by 12 noon on the previous working day.

13.3. Questions may be asked without notice if the Chairman decides that the matter is urgent.

13.4. Where a Member has given notice of a question and is absent from the meeting another Member may ask it on his/her behalf.

- 13.5. Every question will be put and answered.
- 13.6. Copies of all questions will be circulated to Members before the start of the meeting.
- 13.7. Questions may be answered orally or in writing.
- 13.8. If the Chairman is unable to answer any question at the meeting he/she may send a written answer to the Member asking the question.
- 13.9. At the discretion of the Chairman, a Member who has given notice of a question may ask one supplementary question relevant to the subject of the original.
- 13.10. A record of all questions and answers will be included in the minutes of the meeting.

14. PUBLIC PARTICIPATION IN SPELTHORNE JOINT COMMITTEE

14.1. PETITIONS

14.1.1. Any member of the public who lives, works or studies in the Spelthorne Borough area may present a petition, containing 30 or more signatures or at the Chairman's discretion, relating to a matter within the terms of reference of the Committee. The presentation of a petition on the following business will not be allowed:

14.1.1.1. matters which are "confidential" or "exempt" under Part VA of the Local Government Act 1972;

14.1.1.2. planning applications; and

14.1.1.3. matters in relation to a public rights of way under consideration by the Joint Committee.

NB: As of 11 October 2022, no SCC functions are delegated to the Joint Committee.

14.1.2. A spokesperson for the petitioners may address the committee on the petition for up to 3 minutes or longer if agreed by the Chairman. Discussion on a petition at the meeting is at the Chairman's discretion. The petition may be referred to the next appropriate meeting of the committee or to the SCC Cabinet, Cabinet Member, SBC Cabinet or relevant committee of either SCC or SBC at the discretion of the Chairman.

14.1.3. Notice must be given in writing to the Community Partnerships Team at least 14 days before the meeting. Alternatively, the petition can be submitted on-line through Surrey County Council's or Spelthorne Borough Council's e-petitions website as long as the minimum number of signatures has been reached 14 days before the meeting.

14.1.4. No more than three petitions may be presented at any one meeting of the committee unless agreed otherwise by the Chairman.

14.1.5. The Community Partnerships Team may amalgamate within the first received petition other petitions of like effect on the same subject.

14.1.6. The presentation of a petition on the same or similar topic as one presented in the last six months may only be permitted at the Chairman's discretion.

14.2. PUBLIC QUESTIONS AND STATEMENTS

14.2.1. At the start of any ordinary meeting of the Committee, any member of the public who lives, works or studies in the Spelthorne borough area may ask one question or make a statement relating to a matter within the Committee's terms of reference. The Chairman may alternatively permit the question to be asked or the statement to be made at the start of an item on the agenda if it relates to that item.

14.2.2. Questions or statements will not be allowed on matters which are "confidential" or "exempt" under the Local Government Access to Information Act 1985 or on planning applications or on rights of way matters under consideration.

14.2.3. Notice of questions or statements must be given in writing or by e-mail to the Community Partnerships Team with details of the question or statement, by 12 noon four working days before the meeting. If the day in question is a Bank Holiday then notice of questions should be received by 12 noon on the previous working day.

14.2.4. The Community Partnerships Team may, having consulted a questioner, reword any question or statement received to bring it into proper form and to secure reasonable brevity. Copies will be tabled and made available in the meeting room for members of the Joint Committee and any member of the public in attendance.

14.2.5. Questions and statements will be taken in the order in which they are received by the Community Partnerships Team. The provision of answers to questions being asked, any response to statements, and any discussion of the question or statement will be at the discretion of the Chairman.

14.2.6. following any initial reply to a question, one or more supplementary question/s in relation to the response provided may be asked by the questioner at the discretion of the Chairman. The provision of answers to supplementary questions being asked and any discussion of these questions will be at the discretion of the Chairman.

14.2.7. The total number of questions which may be asked or statements made at any one meeting will be at the discretion of the Chairman. The Chairman may decide that questions or statements can be held over to the following meeting, or dealt with in writing and may disallow questions or statements which are repetitious.

- 14.2.8. When dealing with any item in which public participation has occurred, the Chairman shall clarify the point at which such public participation has concluded and the Committee's formal discussion and decision making of the item is taking place.

14.3. PUBLIC SPEAKING IN RELATION TO RIGHTS OF WAY

NB: As of 11 October 2022, no SCC functions are delegated to the Joint Committee.

Rights of Way application decisions are quasi-judicial decisions. They are therefore subject to specific rules. The reason for the rules about public speaking reflect the right of all individuals to a fair hearing.

- 14.3.1. Members of the public and their representatives may address the Spelthorne Joint Committee on any applications relating to public Rights of Way being considered by the committee.
- 14.3.2. Speakers must first register their wish to speak by telephone or in writing to the Community Partnerships Team by 12 noon one working day before a meeting stating on which item(s) they wish to speak.
- 14.3.3. Only those people who have previously made written representations in response to a Rights of Way application will be entitled to speak.
- 14.3.4. Speakers must declare any financial or personal interest they may have in the application.
- 14.3.5. Registration of speakers will be on a first come first served basis and speakers will be taken in the order in which they are registered, with the first five registered being entitled to speak. Where more than one person has registered an interest to speak, the subsequent speakers will be entitled to speak first if the first named speaker is not in attendance five minutes before the start of the meeting. Representations can be combined if necessary. A reserve list will also be maintained if necessary.
- 14.3.6. The time allowed for public speaking will be limited to 15 minutes for objectors and 15 minutes for supporters per item, and to 3 minutes per speaker.
- 14.3.7. Only if a member of the public or their representative speaks objecting will the applicant/agent be allowed to speak and then only to respond to the points raised by the objectors, and will be limited to 3 minutes for each objector who has spoken.
- 14.3.8. No additional information may be circulated by speakers at the meeting and they will have no right to speak or question Members or officers once they have made their submission.
- 14.3.9. Speeches will precede the Committee's formal discussion on each application requiring the committee's attention.

- 14.3.10. The right to speak will only be exercised at the first meeting at which the application is considered and will not normally be the subject of further presentations at any subsequent meeting unless significant changes have taken place after a deferral by the Committee.

15. RIGHT TO SPEAK AT COMMITTEE

15.1. A Member may only speak once on a motion and amendment except:

- 15.1.1. the mover may reply to the debate but, in doing so, may only answer statements and arguments made in the course of the debate. He/she may not introduce any new matter;
- 15.1.2. the mover of a motion may speak during the debate on any amendment to the motion;
- 15.1.3. a Member who has already spoken may speak on a point of order or may, at the Chairman's discretion, explain any statement made by him/her which he/she believes has been misunderstood;
- 15.1.4. the Chairman may speak before the mover of the motion or amendment replies to the debate.
- 15.1.5. A Member seconding any motion or amendment will be deemed to have spoken on it unless he/she speaks immediately and reserves his/her right to speak later.

16. RELEVANCE

16.1. Every Member who speaks must direct his/her speech strictly to the motion or matter under discussion, or to a motion or amendment which he/she moves, or to a point of order.

17. POINTS OF ORDER

17.1. Any Member wishing to raise a point of order must say at the outset the Standing Order or rule of debate which he/she believes has been infringed. Every point of order will be decided immediately by the Chairman whose decision will be final.

18. LENGTH OF SPEECHES

18.1. Except with the consent of the Chairman, the following time limits will apply to speeches:

- (a) The mover of a motion or an amendment.

(5 minutes)

(A Member may not speak for more than five minutes unless he/she has a seconder).

- (b) The mover of a motion either speaking to an amendment or replying to the debate.

(3 minutes)

(c) The mover of an amendment replying to the debate on the amendment.
(3 minutes)

(d) The seconder of a motion or an amendment.
(3 minutes)

(e) A Member speaking on a report or in a debate.
(3 minutes)

19. AFTER REPLY DEBATE IS CLOSED

19.1. After the reply is made, the motion or amendment under discussion will be put from the Chair.

20. PROCEDURE FOR MOTIONS AND AMENDMENTS

20.1. Every motion or amendment must be moved and seconded and, if the Chairman requires, must be submitted in writing to the Community Partnerships Team and read aloud before it is put to the meeting.

20.2. A Member may not move or second more than one amendment on any motion.

20.3. Once moved and seconded, a motion or amendment may not be withdrawn without the consent of the Committee.

20.4. With the consent of the Committee a Member may:

20.4.1.1. alter a motion of which he/she has given notice; or

20.4.2. with the consent of his/her seconder, alter a motion which he/she has moved.

(In either case, the alteration must be one which could be made as an amendment under the following Standing Order).

21. AMENDMENTS

21.1. Every amendment must be relevant to the motion under discussion and will either:

21.1.1. move the reference back

21.1.2. leave out words

21.1.3. add words, or

21.1.4. leave out words and add others.

21.2. An amendment which forms the negative of the motion will not be allowed.

21.3. Whenever an amendment has been moved and seconded, no subsequent amendment may be moved until the first has been dealt with, unless the Chairman decides otherwise.

21.4. If an amendment is lost, other amendments may be moved on the motion.

21.5. If an amendment is carried, the motion as amended will become the substantive motion on which further amendments may be moved.

22. PROCEDURAL MOTION

“That the question be now put”

22.1. Any Member may, at the close of the speech of another Member, move “That the question be now put”.

22.2. If he/she considers that there has been adequate debate, the Chairman may put the motion “That the question be now put” without debate. If the motion is carried:

(a) the Chairman may speak to the motion or amendment under debate, if he/she has not already spoken; and

(b) the mover of the motion or amendment may reply.

22.3. The motion or amendment will then be put.

23. INTERRUPTIONS AND DISORDERLY CONDUCT

23.1. If a member of the public interrupts the proceedings at a meeting the Chairman may ask him/her not to interrupt.

23.2. If the interruption continues the Chairman may order his/her removal from the room.

23.3. If there is general disturbance in all or part of the public gallery the Chairman may order that part to be cleared.

23.4. If a Member behaves in a disorderly or disruptive manner, any Member may move, with the consent of the Chairman, “That the named Member be not further heard”. If this motion is seconded it will be put to the vote and determined without discussion.

23.5. If the motion is carried and the misconduct continues the Chairman may adjourn or suspend the sitting of the Committee for as long as he/she considers appropriate.

24. VOTING

24.1. Voting will be by show of hands unless a Member demands a recorded vote. Where a recorded vote is called, the names of those voting for or against the motion or amendment will be recorded and entered in the minutes.

24.2. Where a demand for a recorded vote is not supported, any Member may require his/her vote for or against the motion to be recorded in the minutes.

24.3. On a formal motion put from the Chairman (e.g. “That the report be received”), the question may be decided by the voice of the Members, unless any Member demands a show of hands.

24.4. If immediately after a vote is taken any Member so requires, the way in which he/she voted (or abstained) will be recorded in the minutes of that meeting.

24.5. The person presiding at the meeting, having already voted, may in the event of a tie exercise a second or casting vote.

25. MEMBERS’ CODE OF CONDUCT

25.1. Members are bound by the Code of Conduct of the authority which appointed them to the Spelthorne Joint Committee and should particularly observe the provisions of their respective Codes concerning the declaration of interests when attending meetings of the Spelthorne Joint Committee.

26. INTERESTS OF MEMBERS

26.1. At any meeting where a Member becomes aware that a matter under consideration relates to:

26.1.1. one of their interests that they must disclose in accordance with their respective Council’s Codes not already entered on the relevant Council’s register and/or

26.1.2. the donor of any gift and/or hospitality they have accepted and not yet entered on the relevant Council’s register.

26.1.3. The Member must disclose the interest to the meeting and, within 28 days, notify this to either the County Council’s Monitoring Officer in the case of County Councillors or the Borough Council’s Monitoring Officer in the case of Borough Councillors for inclusion in the register

27. PARTICIPATION IN RELATION TO DISCLOSABLE PECUNIARY INTERESTS

27.1. A Member with a disclosable pecuniary interest in any matter must:

27.1.1. not participate in any discussion or vote relating to the matter;

27.1.2. withdraw from the room or chamber when it becomes apparent that the matter is being considered at that meeting;

27.1.3. not exercise functions in relation to that matter; and

27.1.4. not take any steps in relation to the matter (except for the purposes of enabling the matter to be dealt with otherwise than by them) unless he/she has obtained a dispensation from the County Council’s Audit and Governance Committee for County Councillors or the Borough Council’s Members’ Code of Conduct Committee.

28. ATTENDANCE OF MEMBERS

28.1. Members will sign a register of attendance.

29. EXCLUSION OF THE PRESS AND PUBLIC

29.1. The Spelthorne Joint Committee may, by resolution, exclude the press and public from a meeting during an item of business wherever it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during that item there would be disclosure of Exempt or Confidential information as defined by the Local Government Act 1972 and the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

30. SUB-COMMITTEES AND TASK GROUPS

30.1. The Spelthorne Joint Committee may appoint:

30.1.1. Sub-Committees with power to act to discharge any of its functions as agreed by the Joint Committee.

30.1.2. Task Groups which cannot make decisions but may consider specific matters and report back to a future meeting of the Spelthorne Joint Committee.

31. CONDUCT AT MEETINGS

31.1. The conduct of meetings and the interpretation of these Standing Orders are at all times a matter for the Chairman of the meeting whose ruling is final.

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TERMS OF REFERENCE

CORPORATE POLICY & RESOURCES COMMITTEE

Proposed additional Function

This committee has responsibility for the following functions of the Council:

Decisions on Community Infrastructure Levy (CIL) funds allocation on those proposals related to major infrastructure projects where significantly large sums of monies (approximately £1million or more) are being committed or on schemes which carry a degree of complexity as recommended by the CIL Task Group.

ENVIRONMENT & SUSTAINABILITY COMMITTEE

Proposed additional Functions

This committee has responsibility for the following functions of the Council:

Consideration of all Community Infrastructure Levy (CIL) funds allocation and determination in all cases, except for those proposals related to major infrastructure projects where significantly large sums of monies are being committed or on schemes which carry a degree of complexity which will be referred for decision to Corporate Policy and Resources Committee, as recommended by the CIL Task Group.

Establishment of the Community Infrastructure Task Group - terms of reference to be agreed by Environment Sustainability Committee.

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Council

23 February 2023



| | |
|----------------------------------|--|
| Title | Local Government Association (LGA) Corporate Peer Challenge (CPC) Feedback Report |
| Purpose of the report | To make a decision |
| Report Author | Daniel Mouawad – Chief Executive Lee O’Neil – Deputy Chief Executive Terry Collier – Deputy Chief Executive |
| Ward(s) Affected | All Wards |
| Exempt | No |
| Exemption Reason | N/A |
| Corporate Priority | Community Affordable housing Recovery Environment Service delivery |
| Recommendations | Council is asked to: a. Note the contents of the LGA CPC report (as attached at Appendix A) and the recommendations contained within that report, and b. To agree to the development of an Action Plan to address those recommendations and for this to be reported through the Corporate Policy Committee. |
| Reason for Recommendation | To ensure that the Council fully addresses the findings and recommendations made by the LGA’s CPC Team which are designed to assist this authority in responding to local priorities and in driving further improvements and efficiency in the way the Council operates. |

1. Summary of the report

- 1.1 This report provides feedback on the LGA Corporate Peer Challenge undertaken from 15-17 November 2022, and outlines a range of key findings and recommendation made within the CPC Team’s report (‘the CPC Report’).
- 1.2 The CPC Report provides useful feedback outlining areas of good practice found within the Council and areas where improvements could be made. It is proposed that the Council takes forward the recommendations through an

Action Plan to be developed and reported through the Corporate Policy and Resources Committee.

2. Key issues

- 2.1 The Corporate Policy and Resources Committee (CPRC) previously agreed, in line with local government sector best practice, that the Council would participate in a Local Government Association Corporate Peer Challenge in November 2022.
- 2.2 Peer challenges are designed to support councils to drive ongoing improvements and efficiency and to assist local authorities to respond to local priorities and issues in their own way to the greatest effect. Equally peer reviews are also meant to reflect back good practice already in place. Spelthorne's CPC, as with all such challenges, covered the five standard core elements:
- a. Local priorities and outcomes
 - b. Organisational and place leadership
 - c. Governance and culture
 - d. Financial planning and management
 - e. Capacity for improvement

In addition, Spelthorne requested that the CPC team also focus on one cross-cutting area of specific relevance/importance to the Borough, i.e.:

'How can Spelthorne ensure that it can continue to deliver sustainable, affordable housing developments for the borough?'

- 2.3 The CPC Team visited Spelthorne between 15-17 November 2022 and consisted of a number of senior officers and councillors from other local authorities (details of the team are outlined on pages 7-8 of the CPC report attached as **Appendix A**). During their visit they met with a wide range of stakeholders, including staff, Councillors and external partners, conducting more than 40 meetings involving over 125 people. The team also undertook a walking tour of Staines-Upon-Thames and visited some key locations and Council assets across the borough. All Councillors were given the opportunity to engage with the process through hybrid meetings with the CPC Team. If they were unable to make those sessions, they could also provide the Team with any feedback/comments through a dedicated email box.
- 2.4 The CPC Team provided a summary of their findings at a feedback session held in the Council Chamber on 17 November to which all staff, Borough Councillors and all other stakeholders taking part in the process were invited. A transcript of that feedback is attached as **Appendix B**.
- 2.5 The CPC Team's report contains a number of observations and suggestions covering such areas as:
- a. The positive work undertaken by the Council, including our 'brilliant' response to COVID.
 - b. The strength of cross-service working and the friendly and caring staff culture.
 - c. The strength of partnership working and how this could be further enhanced.

- d. How a cohesive functioning Councillor cohort and the development of a clearer strategic vision for the future could help the Council to deliver more, and the effects the poor behaviour of a small number of Councillors is having on the organisation.
- e. The need to clearly define and respect how the roles of officers and Members interrelate, in order to create trust and a more effective working environment.
- f. Issues with the Council's current committee system, and the opportunity for this to be reviewed.
- g. How delays in decision making by Members, particularly on some key issues, affects the Council's ability to unlock the value of its own development sites, deliver the required homes and may ultimately risk service delivery.
- h. The need to recognise that the current lack of cohesive working is affecting the Council's reputation, is costing the Council money, is affecting staff morale, and could ultimately affect the delivery of Council services for local residents and businesses.

2.6 Based on their findings the CPC team made 12 key recommendations to the Council within their report:

1. *All Members need to identify what they have in common in terms of shared priorities and objectives for your Borough and your residents and use them to progress the delivery of your shared ambitions for Spelthorne.*
2. *Then share your agreed political ambitions for the Borough to create a longer-term vision embodied in a broadly agreed Corporate Plan.*
3. *Take the opportunity you now have to reset the officer / Member working relationship and agree how it will work differently going forward for the benefit of your residents.*
4. *The discrete but complementary roles of officers and Members need to be better understood by all to improve working relationships.*
5. *Take the time today to plan for tomorrow. Do not put off the 'non-urgent strategic' work you need to do.*
6. *Members need to respect officers' roles and give them the time and space to focus on delivering the important priorities you have agreed.*
7. *Recognise the risk of continued poor behaviour by some Members and the likely impact on the organisation and your reputation as a Council and a place. Take steps to address it.*
8. *Continue your efforts to address the issue of outstanding audits of the financial accounts.*
9. *Review the working of the committee system by looking at best practice elsewhere to consider how to create a system that is fit for purpose.*
10. *Engage in financial training for Members to promote a better understanding of financial implications, project viability and creating robust business cases.*

11. Improve the balance between communication and meaningful engagement whereby people feel listened to and heard. Use this in the context of evidence and need, to drive priorities and take people with you.

12. Consider how the LGA can continue to assist with the above recommendations on this reset journey.

- 2.7 Measures are already in train to address a number of the issues outlined in the CPC Team's comments/recommendations, such as a review of the current committee system, the development of a Member training programme for successful candidates in this year's May election, and an ongoing Establishment Review, which will cover issues such as staff recruitment and retention. An Action Plan will be developed which will outline these measures and any additional actions to be taken to address all 12 of the recommendations made by the CPC Team. Where appropriate these will be cross-referenced with other planned actions, for example where similar feedback was received from recent employee and Councillor surveys. Progress with this Action Plan will be reported through the Corporate Policy and Resource Committee.
- 2.8 As part of the standard LGA CPC process it is normal for the CPC Team to revisit the Council around six months after publishing their findings, to review progress with addressing the issues raised within their report and offer any further assistance. The Action Plan will therefore assist in that process, which is likely to be scheduled for a date in July 2023.

3. Options analysis and proposal

Option 1 (preferred option): Council is asked to:

- a. Note the contents of the LGA CPC report (as attached at **Appendix A**) and the recommendations contained within that report, and
- b. To agree to the development of an Action Plan to address those recommendations and for this to be reported through the Corporate Policy and Resources Committee.

Option 2: Council may wish to agree an alternative approach.

4. Financial implications

- 4.1 There are no additional costs for the LGA undertaking a CPC or for the subsequent 6-month review, as the Council pays an annual £10,000 LGA subscription.
- 4.2 There may be financial implications associated with addressing (or not addressing) the recommendations outlined in the CPC Report. These would be outlined in the proposed Action Plan and reported to CPRC.

5. Risk considerations

- 5.1 The CPC report makes a wide range of comments and recommendations which are designed to assist the Council in understanding its strengths and where improvements could be made. Failure to recognise those strengths and address some of the key issues raised, could potentially have significant financial, reputational and organisational implications for the Council (including risks to future recruitment and retention of staff). It is proposed that

a risk analysis forms part of the proposed Action Plan to assist in understanding and addressing those issues.

6. Legal considerations

- 6.1 There are no direct legal considerations relating the consideration of the CPC Report. Any legal considerations relating to the Council following up on the CPC recommendations made will be outlined in the proposed Action Plan.

7. Other considerations

- 7.1 There are none.

8. Equality and Diversity

- 8.1 Any equality and diversity considerations relating to the Council following up on the CPC recommendations made will be outlined in the proposed Action Plan.

9. Sustainability/Climate Change Implications

- 9.1 Any sustainability/climate change considerations relating to the Council following up on the CPC recommendations made will be outlined in the proposed Action Plan.

10. Timetable for implementation

- 10.1 If agreed by Council, the proposed Action Plan will be developed and presented for consideration by the CPRC on 17 April 2023, with progress updates provided at subsequent meetings of that Committee.
- 10.2 As outlined within the report, the CPC Team are scheduled to revisit the Council to undertake a six-month review around July 2023, with the exact date to be confirmed.

11. Contact

Daniel Mouawad, Chief Executive: dcm.cex@spelthorne.gov.uk

Lee O'Neil, Deputy Chief Executive: l.o'neil@spelthorne.gov.uk

Terry Collier, Deputy Chief Executive: t.collier@spelthorne.gov.uk

Background papers: There are none.

Appendices:

Appendix A – LGA Corporate Peer Challenge Feedback Report

Appendix B – Transcript of LGA CPC Team verbal feedback presented on 17 November 2022

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LGA Corporate Peer Challenge

Spelthorne Borough Council

15-17 November 2022

Feedback report





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1. Executive summary

Spelthorne Borough Council undertook a Local Government Association Corporate Peer Challenge between 15-17th November 2022. In addition to the five themes which form the core component of all Corporate Peer Challenges, the Council asked the peer team to consider the importance of the current Corporate Plan approved by the full Council and how delivery of affordable housing can be sustained. The Council also asked the team to explore Council governance issues as the committee system has been in place for a year now and there are signs that it is having a negative influence upon the speed of decision making. The Constitution locks a council into this system for 5 years unless there is a referendum. The peer challenge team was also asked to consider the related working of Overview and Scrutiny.

The peer team noted that Spelthorne had an LGA Finance Peer Challenge in November 2020 (final report received in January 2021), and as this is relatively recent and has been reported on twice to Audit Committee, this was not an area on which the peer team focused in great detail. The peer team is aware of the Public Interest Report into the Council's commercial property investments in 2017-18 published at the end of November following this peer challenge, and at the time of the peer challenge was aware that the Council's financial accounts for the years 2017-18 and onwards had yet to be finalised and agreed with its external auditors. However, it is not appropriate for the peer team to comment further on this beyond saying that the leadership of the Council recognises that it needs to address these issues and is encouraged to do so.


Spelthorne Borough Council has achieved many unique things of which they can be rightly proud, ranging from the high profile and strategic to the very local and small scale. Their Covid response was brilliant and a focus on supporting vulnerable people in their community is evident. The Council has a generally friendly and caring

staff culture where cross-service working is very good. Partnership working is also a strength with the Chief Executive being a very visible presence for all partners.

The Council is seen by partners as both commercially minded and entrepreneurial whilst at the same time being community focused. There is generally a positive can-do attitude. This commercial mindedness is evidenced by the high level of borrowing accumulated and the extensive investment portfolio that the Council has created since 2016.

Partners and officers would benefit from a clear political direction and visibility from the Council for which it needs a cohesive, functioning Councillor cohort. There is an opportunity for Councillors to have a clearer strategic vision for the future rather than spending so much time internally focused in the here and now. There is poor behaviour by some Councillors towards each other and staff which is widely recognised as damaging the Council's reputation. It is also affecting staff morale and the organisation's ability to retain and recruit staff. As a result, the relationship between the roles of officers and Members need to be clearly defined and respected in order to create trust.

The committee system brought in quickly last year at the behest of Councillors, is not yet working well enough as a decision-making forum to create consensus to take forward important plans for the Council and the Borough. There is now an opportunity to review it to make it work. The delay in decision making by Councillors on some key issues is costing the Council money, specifically, servicing the cost of borrowing and delaying potential developments to the tune of £170,000 per month. This means the Council cannot unlock the value of its own assets nor deliver the required homes and ultimately may risk sustainable service delivery. Therefore, Members need to fully appreciate the financial implications of their decision making - or of not making decisions.



Officers should also review the volume and content of the information in reports that they are providing to Councillors to assist them in their decision making. Financial and economic implications of decisions need to be clearer and financial data in the reports needs to be consistently presented in order to give the decision makers confidence in the information. It may also be worth making the social, community and environmental benefits of decisions clearer up front to help Councillors consider the wider benefits to their residents.

The present situation is leading to much frustration for officers and Councillors and leading to poor behaviours by some Councillors. The leadership group of officers and Councillors need to recognise that they should work together to resolve this situation. There is talent, knowledge and experience in the senior officer team and the Councillors need to use it well to help achieve their corporate and community objectives for the Borough. There needs to be a recognition that some Member behaviour is affecting the Council's reputation, is costing the Council money, is affecting staff morale, and could ultimately affect the delivery of Council services for local residents and businesses.

Other recommendations and comments are included in the body of the report.

2. Key recommendations

There are a number of observations and suggestions within the main section of the report. The following are the peer team's key recommendations to the Council:

2.1. Recommendation 1

All Members need to identify what they have in common in terms of shared priorities and objectives for your Borough and your residents and use them to progress the delivery of your shared ambitions for Spelthorne.

2.2. Recommendation 2

Then share your agreed political ambitions for the Borough to create a longer-term vision embodied in a broadly agreed Corporate Plan.

2.3. Recommendation 3

Take the opportunity you now have to reset the officer / Member working relationship and agree how it will work differently going forward for the benefit of your residents.

2.4. Recommendation 4

The discrete but complementary roles of officers and Members need to be better understood by all to improve working relationships.

2.5. Recommendation 5

Take the time today to plan for tomorrow. Do not put off the 'non-urgent strategic' work you need to do.

2.6. Recommendation 6

Members need to respect officers' roles and give them the time and space to focus on delivering the important priorities you have agreed.

2.7. Recommendation 7

Recognise the risk of continued poor behaviour by some Members and the likely impact on the organisation and your reputation as a Council and a place. Take steps to address it.

2.8. Recommendation 8

Continue your efforts to address the issue of outstanding audits of the financial accounts.

2.9. Recommendation 9

Review the working of the committee system by looking at best practice elsewhere to consider how to create a system that is fit for purpose.

2.10. Recommendation 10

Engage in financial training for Members to promote a better understanding of financial implications, project viability and creating robust business cases.

2.11. Recommendation 11

Improve the balance between communication and meaningful engagement whereby people feel listened to and heard. Use this in the context of evidence and need, to drive priorities and take people with you.

2.12. Recommendation 12

Consider how the LGA can continue to assist with the above recommendations on this reset journey.

3. Summary of the peer challenge approach

3.1. The peer team

Peer challenges are delivered by experienced elected Member and officer peers. The make-up of the peer team reflected the focus of the peer challenge and peers were selected on the basis of their relevant expertise. The peers were:

- **Kathy O'Leary**, Chief Executive, Stroud District Council
- **Councillor Chris Hossack**, Conservative Leader of Brentwood Borough Council
- **Councillor Sarah Rouse**, LGA Independent Group Executive Member and former-Leader of Malvern Hills District Council

- **Bob Watson**, Strategic Director Finance & Customer Service, Surrey Heath Borough Council
- **Fiona Bryant**, Director of Enterprise and Sustainable Development, Cambridge City Council
- **Kate Blakemore**, Strategic Director, Great Yarmouth Borough Council
- **Marcus Coulson**, Peer Challenge Manager, Local Government Association

3.2. Scope and focus

The peer team considered the following five themes which form the core components of all Corporate Peer Challenges. These areas are critical to councils' performance and improvement.

1. **Local priorities and outcomes** - Are the Council's priorities clear and informed by the local context? Is the Council delivering effectively on its priorities?
2. **Organisational and place leadership** - Does the Council provide effective local leadership? Are there good relationships with partner organisations and local communities?
3. **Governance and culture** - Are there clear and robust governance arrangements? Is there a culture of challenge and scrutiny?
4. **Financial planning and management** - Does the Council have a grip on its current financial position? Does the Council have a strategy and a plan to address its financial challenges?
5. **Capacity for improvement** - Is the organisation able to support delivery of local priorities? Does the Council have the capacity to improve?

In addition to these questions, the Council asked the peer team to provide feedback on the current Corporate Plan and the delivery of affordable housing as a priority. The Council also asked for a deep dive into Council governance issues because the committee system has been in place for over one year and there are signs that it is having a negative influence upon the speed of decision making. The Constitution locks Councils into this system for 5 years unless there is a referendum. The Council

asked the peer challenge team to consider the related working of Overview and Scrutiny.

Spelthorne had an LGA Finance Peer Challenge in November 2020, and as this is relatively recent and has been reported on twice to Audit Committee, this was not an area on which the peer team focused in great detail. The peer team is aware of the Public Interest Report into the Council's commercial property investments in 2017-18 published at the end of November, following this peer challenge, and at the time of the peer challenge was aware that the Council's financial accounts for the years 2017-18 and onwards had yet to be agreed with its external auditors. However, it is not appropriate for the peer team to comment further on this beyond saying that the leadership of the Council recognises that it needs to address these issues and should be encouraged to do so.

The Peer Challenge process

Peer challenges are improvement focused; it is important to stress that this was not an inspection. The process is not designed to provide an in-depth or technical assessment of plans and proposals. The peer team used their experience and knowledge of local government to reflect on the information presented to them by people they met, things they saw and material that they read, acting as a 'critical friend to the Council.

The peer team prepared by reviewing a range of documents and information in order to ensure they were familiar with the Council and the challenges it is facing. The team then spent three days onsite at Spelthorne Borough Council in Staines-upon-Thames, during which they:

- Gathered information and views from more than forty meetings, in addition to further research and reading.
- Spoke to more than 125 people including a range of Council staff together with Members and external stakeholders.

This report provides a summary of the peer team's findings. In presenting feedback, they have done so as fellow local government officers and Members.

4. Feedback

Key messages

Spelthorne Borough Council has done many unique things of which it can be rightly proud, these range from the high profile and strategic to the very local and small scale. This was illustrated by the fact that the Council's response to Covid was brilliant and is clearly evidenced through the Council's own report that explains in detail how the Council showed leadership and foresight to respond to the pandemic creatively. The report can be found [here](#). The peer team would like to commend Spelthorne Borough Council on this response and the way it supported its local communities in so many positive ways. A reflection by the Council on two years combating Covid is included [here](#) which illustrates an organisation that delivers services well through clear leadership, prioritisation and committed, hardworking staff responding flexibly to benefit local residents and businesses. The Council can be satisfied that its response to the pandemic was admirable.

As it has emerged from the acute aspect of the Covid experience, the Council has spent time and effort looking at what recovery work needs to be done and implemented a detailed Recovery Action Plan. This outlines a wide range of actions the Council is going to be taking to assist residents and businesses to address future need. The updated plan can be found [here](#).

From this evidence and from what the peer team read, heard and saw throughout this peer challenge process, Spelthorne Borough Council feels like it has a generally friendly and caring staff culture where cross-service working is very good. Cross-

service collaboration on resident and business focused work during the pandemic and recovery period were cited as good examples in several different discussions with the peer team.

Partnership working is generally a strength for the organisation and is outlined in the current Corporate Plan where it lays out the aim of developing strong partnerships in all sectors of the community, businesses and with other authorities and health, so that knowledge, skills and expertise can be shared to help shape priorities and effectively deliver on them. These examples are detailed later in the report. Partnerships could, however, be even stronger in future with a combined Member and officer approach, which seeks shared benefits and outcomes across all the partners.

The Chief Executive is a very visible presence for all partners, who consistently referenced his availability and responsiveness. What some partners and all the officers would benefit from would be a stronger and clearer political direction and visibility from the Council Members. In the view of the peer team, the Council is doing well but could achieve even more with a cohesive functioning Councillor cohort, which it recognisably does not have at this present time. There is an opportunity for Councillors to develop a clearer strategic vision for the future rather than spending so much time internally focused in the 'here and now'. The democratic make-up of the Council is complex and fragmented. This gives rise to a perception that the Council is focussed on internal political issues at the expense of giving a clear vision that engages its partners.


Added to this there is poor behaviour by a small number of Councillors which is widely recognised in the Council. This is damaging the reputation of the Council as well as negatively affecting staff morale and there was evidence that this was also affecting the ability of the Council to retain and recruit staff.

This poor behaviour by some Members is distracting officers from completing tasks that could take the Council forward and benefit the community. The excessive number of internal complaints being processed is diverting officer resource that could be better deployed. The roles of officers and Members and how they interrelate needs to be clearly defined and respected under the provisions in the constitution, in order to create trust between these key groups and a more effective working environment.

Spelthorne had an LGA Finance Peer Challenge in November 2020, and as this is relatively recent and has been reported on twice to Audit Committee, this was not an area on which the peer team focused in great detail. The peer team is aware of the Public Interest Report into the Council's commercial property investments in 2017-18 published at the end of November, following this peer challenge, and at the time of the peer challenge was aware that the Council's financial accounts for the years 2017-18 and onwards had yet to be agreed with its external auditors. However, it is not appropriate for the peer team to comment further on this beyond saying that the leadership of the Council recognises that it needs to address these issues and should be encouraged to do so.

The committee system that was introduced quickly last year at the behest of Councillors is not yet working well enough to create consensus to take forward important plans for the Council.

Whilst officers are satisfied that they delivered the committee system within the tight timeline prescribed by the Members, the impact of such a significant shift in the way decisions are made and scrutinised, seems to have been underestimated on both sides. There appears to be little evidence that this transformative shift was resourced effectively and as a result Members at least have still not adapted to this new way of making democratic decisions. Some of the provisions within the committee system



and its supporting constitution make decision making more complex, which can add to both the political tension within the committee system itself and undermine the confidence of partners in its observations of the functioning of the democratic system. In order to improve the functioning of this newly adopted system, there is now an opportunity to review it to make sure it works better for everyone. Seeking to learn from other councils that have an established and effective committee based democratic system should be considered in order to help the Council move forward.

The delay in decision making by Councillors on some key issues is costing the Council, specifically, servicing the cost of borrowing and delaying potential developments which is currently running at £170,000 per month. This means the Council cannot unlock the value of its own development sites nor deliver the required homes and ultimately may risk service delivery. Therefore, Members need to fully appreciate the financial social, and environmental impact of any delays in their decision making.

The present situation is leading to much frustration for officers and Councillors and leading to poor behaviours by some Councillors. The leadership group of officers and Councillors need to recognise that they should work together to resolve this situation. There is talent, knowledge and experience in the senior officer team and the Councillors need to use it well to help achieve their corporate and community objectives for the Borough. There needs to be a recognition that the current lack of cohesive working is affecting the Council's reputation, is costing the Council money, is affecting staff morale, and could ultimately affect the delivery of Council services for local residents and businesses.

4.1. Local priorities and outcomes

A significant strength for Spelthorne Borough Council is that business-as-usual services are generally seen as good and efficient. This is a perception shared by those who receive the services and those who deliver them. This is a key strength of Council activity that needs to be recognised by those who set Council priorities and ensure that this approach is supported.

The Council can be rightly proud of the discretionary services it provides above the minimum statutory requirements. There was clear evidence of personal commitment, passion for community and significant goodwill provided by the staff involved. The self-assessment for this Corporate Peer Challenge described a great deal of good service delivery by Council staff and the peer team had the privilege of witnessing and hearing about a number of them of which the following are examples:

- **Day care centres** – such as the Fordbridge Day Centre which is one of four day centres the Council runs that provide local people, typically older people, with the opportunity to meet together thereby reducing social isolation and supporting wellbeing.
- **The Step Up and Step Down initiatives with the NHS** is where Spelthorne Borough Council is the lead authority for the set-up of a step-down project across North-West Surrey Alliance to support hospital discharges. The Chief Executive sits on this partnership of health system partners where the Council has negotiated the testing of a new hospital 'step-down' service with Spelthorne delivering an integrated 'wrap-round' intermediate care package to support timely discharge of older residents from acute settings.
- **Fire Station in Sunbury** – where the Council is working with Surrey County Council to potentially deliver a community offering within their new fire station at Sunbury Cross.
- **Independent living** – the White House is a newly built Council facility that provides accommodation for one year to those that would otherwise be 'on the street' homeless. We heard impactful stories where residents have been able to get their lives back together during

this time and move on to find work and their own accommodation.

- **Optimisation of Assets to provide affordable homes** – The West Wing saw the Council officers moving their office space into part of the Council Offices and utilising space they no longer have a need for to develop twenty-five high quality affordable rental flats.
- **Approach to homelessness and resettlement** - the Council provides contract funding to Citizens Advice who provided housing, employment and accredited financial advice to 2,215 residents in 2021/22. The Council has used the Government's Rough Sleeper Initiative fund to appoint a Rough Sleeper Coordinator and Outreach worker who is dedicated to support rough sleepers into accommodation, and who adopts a 'no second night out' approach. As a result, Spelthorne does not currently have any entrenched rough sleepers and is recording its lowest average number of rough sleepers.

The Council has opted in to support up to 8 families find accommodation in private rental sector under the Afghan Relocation Assistance Programme and Afghan Citizens Resettlement Scheme and is actively working to support guests arriving under the Homes for Ukraine scheme. The Housing Options team is working with the North-East Surrey Family support team to ensure wrap-around support is provided to refugees upon arrival to ensure community integration, effective resettlement and prevention of homelessness.

- **Spelthorne in Bloom** - the Council has won numerous Green Flag awards for its gardens, parks and cemeteries. The Sunbury Walled Garden and Staines Cemetery were named overall category winners at this year's South and South-East in Bloom Awards in October.
- **Public realm** - Reinforcing the preventative approach, over the past year the Council has also installed ten outdoor gyms in parks across the borough (Ashford, Laleham, Shepperton, Staines-upon-Thames, Stanwell Moor and Sunbury). These outdoor gyms provide communities with free access to a good variety of equipment to improve health outcomes for those that may not otherwise be able to afford gym

membership. The Council's leisure partner, Everyone Active, is also working to secure funding to deliver outreach sessions using these facilities.

Other areas of work the peer team heard about were:

- **Youth Hub**, One particularly successful example of partnership working has been the creation of a Youth Hub. Aimed at 16-24-year-olds, the Youth Hub offers advice, training and mentoring for young people currently not in education, employment or training, those with special needs and disabilities, as well as young carers/parents. The initiative is being delivered by the Council in partnership with A2 Dominion, Brooklands College, Association of Learning Providers (ALPS), Ashford Youth and Community CIC and Transfer to Transform, under the leadership of an external Partnership Manager.
- **Working with business partners**, The Council's pro-business approach to economic development means it actively works with partners to deliver for the wider community. For example, Berkeley Homes (currently building the Eden Grove development in Staines-upon-Thames) have been involved with a number of events at the Youth Hub.

Whilst there is a Corporate Plan that runs between 2021-2023 and covers relevant priorities and ambitions, there is now an opportunity to develop a longer-term vision and strategy to provide an agreed direction for the Council beyond the elections in May 2023 and for which there is greater Councillor leadership, supported by officers. The resulting strategy should have objectives that are outcome oriented and easily measurable in order to evidence that they have been delivered. The priorities that form the Corporate Plan need to be based both on evidence of need, which may include provision of homes, known environmental pressures, economic data, health statistics etc., and the feedback from your communities ascertained by consultation. A combination of this aspirational feedback and evidential data can then be used to plan and deliver services and investments.

At present the narrative of the Corporate Plan is centred around opportunities that

arise for development. The values that under-pin this approach are commendable in that they aim to deliver services for local residents and businesses. However, the narrative could be improved by relating it directly to available evidence and the assessed needs of the people and businesses in the Borough. This would help to articulate the wider community, social, and environmental benefits of such developments whilst also confirming a robust economic business case.

4.2. Organisational and place leadership

The Chief Executive has a strong and positive relationship with businesses who state that he is their key point of contact in delivering the strategic vision as well as directing operational solutions to issues as they arise. Some community partners would welcome a more collaborative dialogue and approach to working together as they sometimes feel they are being told things that have been already decided, giving the impression of inflexibility, rather than always being in a dialogue of coproduction. As a result, the peer team recommends that as the Council continues to deliver its consultation exercises, it should ensure it is able to deliver a Council-wide listening approach to its communications.

Whilst recognising that there is much proactive ward Councillor work, there is an evidential void in the role of community leadership from the elected Members of the Council on more strategic matters. For instance, the organisation's response to the pandemic, whilst as already stated was admirable, was largely officer led.

The senior team reported that they often work long hours, answering emails well outside of normal office hours. The peer team encourages the senior officer team to raise their awareness of the message this sends out to others about a work / life balance and to model the behaviours that they want to see in their fellow officers. Similarly, Members should also have reasonable expectations around responses, especially when contacting the officer team out of hours.

4.3. Governance and culture

The Council is seen by partners as both commercially minded and entrepreneurial whilst at the same time being community focused. There is generally a positive can-do attitude. This commercial mindedness is evidenced by the high level of borrowing accumulated and income stream being sustained the extensive investment portfolio that the Council has created since 2016.

It is this commercial income that has enabled the Council to deliver a number of different highly-valued services and initiatives across the Borough that it otherwise would not have been able to do. The officers are seen as great ambassadors for the Council and are responsive when partners and others get in touch. The Councillors however appear distracted with internal political discussions that are a feature of political tensions in the organisation, rather than looking at the bigger external picture of delivering Council priorities for the broader benefit of the community as outlined in the Corporate Plan.

The committee system was introduced at speed just over a year ago, at the behest of Councillors, replacing the Leader and Cabinet Model. It does not function well, which is recognised by many people the peer team spoke to. There is now an opportunity to review how it could work better. Some areas of detail that could be included in this work would be; the length of meetings, the number of committees, the political balance of the committees, the role of the Chair and Vice-Chairs, the formula system for allocating lead committee roles, timing of meetings, frequency of meetings, the length and accuracy of reports, the ability of the system to encompass effective forward planning, clarity around who sets the agenda for committee meetings and how to ensure that everyone understands what respectful behaviour in these meetings looks like and to make sure it occurs. The number and scope of issues listed above outlines the scale of the task ahead.

The peer challenge team also heard about the potential abuse of privilege by some Members in their dealings with some officers. It was reported that a small number of Councillors request preferential treatment from the Council such as the frequency of street cleaning and waste collection and the provision of leisure services. From what the peer team heard, not only does this demonstrate a fundamental disregard for the fair allocation of resources across the Borough, it amounts to a potential abuse of

privilege which needs to be robustly addressed by the organisation. If it is not, there is the risk of bullying claims by staff and reputational damage as a result.

4.4. Financial planning and management

This LGA peer challenge team is not able to comment on the annual statement of accounts and level of long-term borrowing. At the time of the peer challenge the 2017/18 audit results were still awaited and the KPMG Public Interest Report into the Council's commercial property investments in that year had not been published.

The senior officer in charge of finance at Spelthorne is very experienced as is his finance team. This is a strength and suggests there is resilience and capacity available to manage financial issues. There is however a general need for a greater understanding of financial issues for the majority of Councillors and other officers. The detailed understanding of the high level of borrowing, investments and contracts that Spelthorne has developed in the past five years is held by a small number of people with significant knowledge and expertise. This group could be widened in order to ensure the Council has increased resilience to manage these demands.

In a related issue some Councillors reported that the length and quality of finance reports rendered it difficult for them to fully grasp the issues at hand and therefore be able to understand their options and decision-making. Therefore, whilst recognising the need for an appropriate level of facts and detail there is an opportunity to write finance and investment reports with the Councillor audience more in mind to enable better informed decision-making.

The peer team acknowledges some of the work done by officers around transparency of the financial performance of its asset portfolio, the delivery of treasury workshops for Members and also the work done in assisting Members to understand how the commercial function interrelates with the Council's finances using illustrative means.

The Council Corporate and Service Risk Registers are well linked, and it is recognised best practice that risk management and mitigation need regular review to ensure the Council remains focused on the most relevant risks and mitigation

strategies whilst continuing to manage newly emerging risks. Those in the organisation recognise that the Council needs to manage its future borrowing in the light of rising interest rates which could cause the cost of debt financing to rise for new borrowing or the need to refinance the maturing debt. The Council is also aware that HM Treasury is reviewing its consultation on a revised Minimum Revenue Provision (MRP) policy which may impact on the annual revenue cost of medium-term debt, which in turn may challenge the viability of future projects if the annual revenue provision for debt repayment increases the overall cost of a project or programme.

4.5. Capacity for improvement

The peer team believes that there is an opportunity to reset with the coming local Council elections in May 2023 when there is anticipated to be a cohort of new Councillors as some of the longer serving Councillors are deciding to step down. The peer team urges those leading the Council to maximise this opportunity to reset the tone and culture of the organisation and revisit its training and induction programme for new Members, correlating this work with previous comments around the need for the effective functioning of the committee system and Member Code of Conduct.

There is also an opportunity to reflect on how the Council's transformation programme, digital strategy, workplace accommodation and ITC equipment could better support the move to hybrid working and dovetail with the hybrid working policy. Many of the Council's staff commented on their perceived inability to fully participate in meetings due to the lack of access to a camera. At present the Council operates a mix of desktop (without cameras) and laptops (with cameras), whereas many councils with hybrid working policies have moved to a situation where all staff and Councillors have laptops, with docking stations and additional monitors at office workstations, so that wherever they are working, they can join meetings using their cameras. The peer team noted that some meeting rooms are equipped with cameras to facilitate participation in online meetings, but the peer team's own experience of this would suggest it would be helpful to review how well this works (including the quality and strength of the Wi-Fi signal). It is also important to ensure that the IT and

mobile accessibility of those in more placed based operational teams are equally considered.

A number of partners fed back that when the Council joined online meetings without cameras, it was considered a little 'rude' when everyone else had cameras on, and staff felt embarrassed by this. The peer team would encourage the Council to reflect on the need to be visibly present in online meetings as well as at in person meetings, and for the senior leadership team to take the lead on this in their approach to internal online meetings.

The peer team would also encourage the Council to reflect and act on the findings of the recent staff survey, which the peer team appreciates is the intention of the senior leadership team. The staff survey showed an improved response rate on previous years but illustrated that whilst staff are clearly invested in their jobs and confident in their abilities to do them well, they did not feel that the organisation was delivering fully on its obligations, which could be correlated to the evident workplace tension between officers and Members and the lack of political leadership. There is an opportunity to address this and to consider improving the recognition for the good work that frontline staff do to help improve morale across the organisation, especially given the political pressures within the Council and the impact of this on staff. It would be helpful to reflect on whether this recognition should come from Members.

Housing

The peer team was very pleased to see the example of very good collaborative working between officers and Members at Spelthorne Borough Council in the development of the emerging Local Plan to progress it to submission stage. There is perhaps the opportunity for other areas of the Council to look at this example as well as best practice in other authorities in the light of the need to improve the Member and officer collaborative approach.

The knowledge drive and commitment of the teams to deliver affordable housing and supported housing has been demonstrated successfully through examples such as the West Wing and The White House (referenced earlier in this report). As a result of earlier work Spelthorne Borough Council has developed an ambitious pipeline of sites to deliver affordable housing at increased scale and pace. However, politicians

are going to need to accept the need for higher density in urban areas if they wish to continue to protect the green belt, as set out in the Local Plan that has been agreed and submitted. With this in mind Councillors need to understand the necessary and vital relationship between density and viability especially in the delivery of the appropriate level of affordable units within proposed schemes. It may be helpful, in drafting future short and clear decision reports, to focus on the potential wider social and environmental benefits for residents of the developments as well as presentation of a robust business case.

5. Next steps

The LGA recognises that the senior political and managerial leadership will want to consider, discuss and reflect on these findings.

Both the peer challenge team and LGA are keen to build on the relationships formed through the peer challenge. The CPC process includes a six-month check-in session, which provides space for the Council's senior leadership to update peers on its progress against the action plan and discuss next steps.

In the meantime, **Mona Sehgal, Principal Adviser for Berkshire, East Sussex, & Surrey**, is the main contact between your authority and the Local Government Association. Mona is available to discuss any further support the Council requires on email: mona.sehgal@local.gov.uk or telephone 07795 291006.

On behalf of the LGA Corporate Peer Challenge Team November 2022:

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TRANSCRIPT OF CPC TEAM FEEDBACK PRESENTED IN THE COUNCIL CHAMBER ON 17 NOVEMBER 2022

Leader Chris Hossack:

The partners we have spoken to, and officers could really benefit from clear political direction from the Council this is very important. What we all know in this room is that this Council is challenging because Spelthorne is quite unique, and you have a complex political makeup and large number of groups. That cannot be avoided it's the nature of the council – this statement cannot be avoided.

You could achieve even more with a cohesive, functional Councillor cohort. Kathy has just spoken about all of the great things you have done and can be very proud of; quite frankly I was really moved by some of the things you do in the community. When I spent time with people in day centre yesterday, and when we met with the chap in the White House it was apparent how you as a Council have shown me how you have changed people lives.

Think about what else you could achieve with a cohesive functioning Councillor cohort. I have used the word functioning as I have been told by members of this council that you are not functioning - you are dysfunctional. Think about what else you could achieve if you all came together.

There is an opportunity for members to have a clear and strategic vision for the future rather than spending too much time internally focused on the here and now. You guys create the weeds; there are a number of councillors getting bogged down in the weeds; the non-important things which leads to officers chasing their tails. The things frankly, your residents would not give too hoots about – please stop doing it.

There is poor behaviour by some members which is widely recognised as damaging your reputation and it is affecting the morale and ability to retain and recruit staff. Think of the outcome of that - if that continues. If you cannot retain and recruit staff, you do not get stuff done. If Councillors set the vision and tone and things they want to deliver for their place and people, and the staff are hollowed out of this building because morale is in the decline you won't get anything done then you have got real problems. You need to think about the damaging behaviour going on.

The roles of officer and members we think, needs to be clearly defined - you need to understand difference between what officers do and what members do; and you need to respect those boundaries and you need to build trust between you.

The residents out there see you as one team, one council - Its one team you need to think about and whether you can be closer together in working together on that. You would be so powerful if you can manage that. You are already powerful enough and you could be so powerful if you recognise that.

This is recognising that you know you have to address the issues in the outstanding audit of the financial accounts. There is not much more we can say about that, but it is important and we need to highlight it.

It is Important to recognise the Committee system is not yet working well enough to create consensus in order for you to take forward the important plans of the council - you have real opportunity to review it and to make it work for you.

Key messages to take from this based on our observations are that we have been here for two days – these are not our words but what we have heard.

Delaying decision making is costing you money, servicing the costs of borrowing, and delaying developments. Think about this when you look at the reports, there is a chapter at the end called financial implications. If the S151 officer is suggesting some risks and if you went against the officer recommendation - that money is important and does all the great things so bear that in mind

SBC cannot unlock the value of sites nor deliver the required homes that risk service delivery you have ambitions and a need and pressure to deliver affordable housing growth and housing - you can't afford to sit on this pressure it explodes. Members need to fully appreciate the financial implications of their decisions making or not making decisions, delaying costs, wrong decisions can cost, go back to my point about financial implications and officers advice.

This situation is leading to much frustration for officers and councillors, and we believe is leading to some of the poor behaviours by councillors. Putting a tension into the system you don't need – when there is tension this creates an emotional response.

The leadership group of officers and members should recognise they need to work together to resolve the situation outlined. It's a two-way street Officers and Members need to make an effort. If you are difficult to engage with try to make yourself easier to engage with – it helps everyone This goes for members and officers alike. There is talent knowledge and experience in the senior officer team and councillors need to use it well.to help achieve your objectives.

Councillors say what they want to deliver, because they are residents themselves and are doing it for their residents, and the officers do the do. The officers do the delivery not the members they have the oversight.to make sure what you've asked to be done happens; as long as it's the right thing and its affordable.

There needs to be recognition that the intense political dance is affecting your reputation and costing money and ultimately effecting the delivery of council services for your residents and businesses. Think of the longer term and consequence of perpetuation of this current issue - it will only go downhill and

end in a negative place and then you will facing some really tough decisions - not the good decisions you've been making and the innovative decision you can be so rightly proud of. You would become an organisation that doesn't deliver for Spelthorne. Think of your reputation - you could be so proud of the things you have done but you're getting known for the petty things.

Five core components

Local priorities and outcomes

We observed business as usual services are generally seen as proficient some are really outstanding you aspire to do really do well in those. You should be rightly proud of your discretionary services which are very good – you go over and beyond in these areas. We have seen stunning example of this – a couple of things we wanted to mention which we have seen for ourselves -

Day Centre
Step up and Down
Business Hub
Independent Living
Homelessness and Settlement
Staines in Bloom
Public realm

You do really good work in this area, and you should be proud of your local priority and outcomes. You should be really proud of this organisation.

There is an opportunity to develop your longer-term vision and strategy for greater councillor leadership which is supported by officers. Councillors as residents represent their residents and put forward the strategy, they know what they want they know what they want Spelthorne to be - that's where you've lived and worked for many years. Officers should be supporting you in this. There are opportunities for strategy and objectives to be outcome orientated but they need to be measurable. You have a strategy until the early part of next year. You can't disagree with the strategy, which is good, but you don't want to write a strategy in such a way which is published on your website– you can't disagree with it because it's so generic. We all want good homes, care for community and to protect the environment which is all good and we can universally agree with it. You need to be specific - how do we know when we are delivering on it, use smart objectives, how do you know how you have achieved it - one thing to look at is smart objectives; be specific, how do know when you are going to achieve it by. One thing to look at and publicise is local evidence this needs to be based on what you are delivering.

You are good at communicating and listening you need to build on that listening collate it and use as evidence for your decision making. Officers and members need to work together to better understand the needs of residents based on that evidence, use it; that is how democracy works. The residents

tell you what they want, sometimes they tell you things that are not workable, that's the challenge of being a politician - sometimes we like to say yes too often but can you afford to do that? Sometimes it's not workable and we have to say no but you still have to listen to your residents and where possible accommodate them in what you deliver and where possible it will help to gather the evidence to support it wherever you can then this can be used to deliver your strategic vision.

Viewpoints

We spoke to a lot of people and a lot of businesses and here the Chief Executives strong and positive working relationships with businesses in Spelthorne Borough business community came through.

Communities would like a more collaborative dialogue with you and an approach to working together as they recognise that you could bring a lot of power to their arguments if they worked closer with you. It's not a big criticism just something to think about – the power of partnership and the power of a shared agenda and objectives.

Continue to develop your listening approach to communications but as a whole council approach you have done excellent consultations and engagement with a number of residents on a number of things and we have looked at it and members are missing in equation you need to sometimes recognising the strong link – members are elected here to service their communities and they can be really important in that communication, members need to recognise their role in that communication and dialogue – something you need to work on together.

We encourage senior officer teams to model behaviour – do as I do not as I say - this is a little bit of a reminder that health and wellbeing is very important and more so coming out of the pandemic – you have a hard-working culture driven by member demands, there is a number of you working 24/7 – this can lead to officer burnout. The Chief Executive cannot expect staff to drop boundaries and go home at 6 or 7pm and then go home and pick up family life. You just need to think about what you are modelling - staff look to you and exhibit that behaviour – look at the importance of this.

The Council is seen by partners as entrepreneurial, and community focussed and with a can-do attitude – you can be proud of this. The Council seems to be very commercially minded; people around the country know about Spelthorne Borough Council, because of commercial mindedness and bold decision. You deliver and punch above your weight in terms of discretionary services and you deliver it very well. People do a fantastic job – create vehicles to deliver care and contact with the community. These don't come for nothing but because of commercial mindedness up to this point. Officers are seen as great ambassadors for the council, and they are responsive. Note I am saying Officers - I think there is a massive opportunity for the profile of councillors to be raised. Quite often partners were talking about the Chief

Executive and that was noted. This might be a symptom of no overall control situation and fragmentation of groups and politics; certainly, it is a by-product of it.

Councillors appear to be seen to be focussed on the internal politics rather than the external bigger picture. Internal politics is petty and not important to your residents' they look at the bigger picture for the future outside of the chamber.

Governance and Culture

The Committee System was introduced at speed. There is an opportunity to review that now which needs to be considered - for instance; the number of meetings, the length of meetings, the timing of meetings and accuracy of reports, forward planning relating to the corporate strategy, what's for decision and what's for information - why are you sitting for 3 hours noting a report? The setting of the agenda on the way you behave in that democratic forum to make those decision key.

There is an abuse of privilege by members. We are a community of taxpayers largely speaking we all pay tax there is no preference and it is right and fair that there is a fair allocation of services and there is no way, through political or ward representation that one set of residents should be getting more than others. Manipulating the system for privilege for personal gain is unacceptable and should not happen. Fairness is the key word. Resources is finite and cannot be allocated to one member, particularly if other members cannot get stuff done because one ward is taking all the resources. It is happening and, in our view, we cannot not call this out.

Financial Planning

We've been here 2.5 days - KPMG have been looking at accounts for 4.5 years – the peer challenge is not here to comment on your accounts/audit reports – we know you are working on this and have measures in hand to deal with it.

You have got an experienced finance team, we feel there is a general need for greater understanding of financial issues facing the Council and the steps you are taking to address the situation with councillors could also be used to improve this for officers. It would help if you understood that – lots of officer are worried and they don't need to be quite so worried if they understood the financials – a lot of people would get reassurance for that.

We all write finance reports with audits in mind – but you need to bear in mind who your audience is – we use acronym's, etc think about who is accessing the reports. Think about the mum standard - would she understand it? Yes, technical bits need to be in the report but there is a straightforward way to present this. Your risk registers are well linked. Risk management needs to be regularly reviewed – this is a general observation. Put mitigations in place.

You recognise the council needs to manage future borrowing in the light of rates rising it is important to say this in this context for you. We are all aware that the Treasury is revising the minimum review policy and this will impact on debt for all of us - you need to think about this as you are in the spotlight and need to deliver your programme.

There is a golden opportunity to reset with the coming local elections in May - maximise this opportunity to reset the tone. I understand a quarter of your members are stepping down – some are well-respected – I met one this morning who was an inspiration. Who comes in and what you will be dealing with is all about the induction programme - refer to the culture of the people, they will need to understand the traditions, it's not just about the technical aspects. It's about respect, seize the opportunity to do this with good number of new members

Take the opportunity to reflect on current transformation programme, the review of your hybrid working policy and IT equipment. Make sure your IT doesn't let you down or spoil your reputation if cameras off. Update your digital strategy and listen to what staff tell you about the working culture from your surveys. Going back to my point - members can affect capacity -if you are tying up officers, they are not doing what's important to residents. Stop complaining about each other, show respect and officers may be able to do good things for you.

Housing

Firstly, I would like to congratulate you on the Local Plan – this is really a good example of where officers and councillors have a good collaborative working structure – this is quite an achievement, and the local plan can be difficult to do without this. I commend you for that. It's such a good example of how you need to work together - you can do collaborative working.

You have the knowledge, drive, and commitment of teams to deliver affordable housing and supported housing. You have demonstrated this successfully with some of the projects we looked at – the White House and West Wing. You have developed an ambitious pipeline of sites to deliver at an increased scale and pace. However, if you are to progress these, then you need to accept the need for high density in urban areas if you are going to protect the green belt. This is set out in local plan which you have agreed. You need to think about that and you need to understand the necessary and vital relationship between density and viability of sites.

Recommendations

Let's go through these. Forgive me I may be direct. These recommendations are a challenge to you all and an action plan. Look at these as a challenge based on critical friends, partners. If you came to Brentwood, you'd have recommendations so don't think this is any of us thinking we're better than

you are. You'd do the same if you'd gone through it with a tooth comb as we have at Spelthorne.

1. All members need to identify what they have in common in terms of priorities for your borough and your residents and use that to progress together to create shared ambitions. It's so important for Spelthorne Borough Council. You have vastly different views and a diversity of political opinion and that presents a challenge. None of you got elected to do a bad job. You got elected for a certain reason. If you talked together and compared notes, you'd probably find you have a lot in common. Use that commonality and purpose and shared vision to shape a plan and you've got an opportunity to do that next year. Yes, I expect difference but there always will be. We all care about housing, community, our environment and delivering good services. We all care about that. Because of the nature of your political makeup, for a plan to be successful for your residents, it needs as many shoulders behind it as you can possibly get and that's a challenge for you all because you are very diverse in your political makeup so seek what you have in common.

2. Once you've done that, share your agreed political ambitions for the borough to create a longer-term vision for the corporate plan. You need a new corporate plan to be written next year. The political makeup I'm afraid may well be different. We all look at that. We all look at the national picture and we see how that may affect us locally. It's absolutely critical that as many of you as possible put your shared political ambitions into that plan so whoever is in the driving seat is behind it and broadly has support whilst there may be some difference of opinion, not in what you'd doing but how you're doing it. So you must seek to do that.

3. Take the opportunity you now have, and this is a milestone – it's not every day the LGA come to you and feedback to you in as frank a way as we are. The opportunity is now to reset the officer-member working relationship and agree how it will work differently going forward for the benefit of your residents.

4. Fix your relationship between yourselves – there is a them and us in this organisation I'm afraid and the residents are caught in the middle. Fix it. The roles of officers and members need to be understood better by all to promote better working together. It can take a while to understand that. While Team Spelthorne comprises of all officers, members and frontline staff, there are distinct responsibilities – stay in your lane. Don't overstep. Members aren't there to advise officers. Officers are there to advise members to make good decisions.

5. Take the time today to plan for tomorrow. If, as you are, so bogged down in the weeds, some of it very negative thorny weeds, you're not going to take the time out to think about what you need to do for tomorrow. It's asking those questions where does Spelthorne need to be in five, 10 years from now. You have to take the time out to do it and do the thorny work around recommendations one and two. You've all got to get together to fix this as you're so bogged down with dealing with things being thrust upon you and my

fear is you're not looking as far ahead not looking at the bigger picture items. I understand there's a massive issue with the Thames, flooding, climate change and I know you're pressing that as hard as you can and some partners can definitely come to the table – that's one example of the things so important for this borough so you need to take the time out to think about that.

6. Members need to respect officers roles and give them the time and space to deliver on the priorities for you that you have agreed. That's how it works. I think it's good to repeat this. Once you've agreed a corporate plan, a vision, a strategy that you want to take forward on behalf of your residents, you have oversight to see they're doing that. It's the officers that do it, right from the guys that sweep the streets to the ones who enter into negotiations on big commercial deals and all points in between. You need to give them the space to do that stuff. If you don't give them the space, you've got officers trying to chase their tails – it's not important to your residents at all.

7. Recognise the risk of continued poor behaviour and the likely impact on the organisation and your reputation as a Council and a place. I've taken this on what I've listened to and heard some stark descriptions by Spelthorne and by others have described. It's not good. Your residents don't want to be described that way. Your residents look to you 39 members and officers in this Council to uphold the reputation of Spelthorne and if a handful of people ruin it, they ruin it for 100,000 people. Please don't do it. What you do affects the place as much as it affects the organisation.

8. Continue your efforts to address the issue of outstanding audits of the financial accounts. I won't comment on that further – you know you've got a job to do and deal with that in the way you need to.

9. Review the working of the committee system by looking at best practice elsewhere to consider how to create a system that is fit for purpose. I won't go into that. You've got a constitution. I've had a scan through and think there are ways to improve things. The constitution is a toolkit to help you guys as Councillors transact business that is good business and you transact it effectively. Rowing until all hours of the night, repeating things, filibustering – all of this can be controlled by the constitution. You really need to look at that to help you do business well and help you get home to see your wife, see your family etc.

10. Financial training to promote a better understanding of financial implications, project viability and robust business cases. This comment is directed at the whole council – officers, staff and members. Spelthorne have a very high profile. We talked about you being entrepreneurial, business minded – all these good things. Therefore, it's a challenge for local government across the piece. Because of the reduction in support – I'm not going to be political but I'll say it as a fact – the RSG is depleted. We've had to go to commercial space and being a Council is different from five, 10 years ago. We've got to be switched on, we've got to be sharp and we've got to know our numbers. We've got to understand the implications of decisions and we depend on officers to give us good financial reports, secure advice on

financial implications, trustworthy advice on financial implications. When a project is brought forward, because you guys are big on projects. We've listed some of the projects you've done and the projects you want to do. There needs to be a business case to support those projects and those business cases need to be robust. Officers, if you want the support of members to make those decisions and deliver those things for the Borough, you need those business cases to be absolutely solid as the members need to trust and say I get it, you've explained it well, it's without error, it's clear, it's concise, let's vote on it. It's as simple as that. You all need to shift forward in that finance space.

11. To improve the balance between communication and meaningful engagement whereby people feel listened to and heard. Use this in the context of evidence and need to drive priorities and take people with you. I mentioned it earlier, in an ideal world, we'd take everyone with us, and everyone would agree with every decision we make. We know that's not the world we live in but what we can do is we make sure that we have made every effort to take people with us and they fully understand the journey and they fully understand the reasons for the decisions that this Council makes or the decisions it doesn't make. You're doing that well but it's about building on it – it's not saying you're not doing it, it's about building on it and keep the focus and sharpen it and keep doing it better.

12. Finally, consider how the LGA can continue to assist with all the above recommendations on this reset journey. I can't emphasise it enough. There is so clearly a need to reset, despite the fact. I'm amazed you do as much as you do knowing there is disfunction. Think about how much more you can do. You need to reset because Spelthorne residents will benefit even more from what this organisation does for them. So, we will help you. It's not there's 12 recommendations, off you go, good luck, back in six months. There are actions in that – you need to draw on the resources that are available to help you do better. I'll say it in many ways you're doing better as a borough than many other districts and boroughs in spite of everything that goes on with some of the infighting and some of the bad behaviour that we've discussed on this. What does that look like? Maybe it's training, maybe it's getting people on the leadership development programme. Maybe it's mentoring. That's our offer to you and that's for you to take up or not take up.

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Council



Thursday 23 February 2023

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|----------------------------------|--|
| Title | Disclosure and Barring Service (DBS) Checks for Councillors |
| Purpose of the report | To make a decision |
| Report Author | Farida Hussain, Group Head Corporate Governance |
| Ward(s) Affected | All Wards |
| Exempt | No |
| Exemption Reason | N/A |
| Corporate Priority | This item is not in the current list of Corporate Priorities but still requires a Committee decision. |
| Recommendations | <p>Committee is asked to:</p> <ol style="list-style-type: none"> 1. Note the new grounds for disqualification from being elected to, or being a member of, a local authority that have been introduced by the Local Government (Disqualification) Act 2022 as set out in Appendix A; and <ol style="list-style-type: none"> a) Approve the introduction of Basic Disclosure and Barring Service checks (DBS) for all councillors; b) Agree to adopt the DBS Checks for Members Protocol for inclusion in the Council's Constitution at Appendix B; and c) Agree to delegate to the Monitoring Officer to make the necessary amendments to the terms of reference of the Standards Committee, to include the resolution of issues concerning the discharge of members' roles in light of DBS check responses. |
| Reason for Recommendation | <p>Following the introduction of the Local Government (Disqualification) Act 2022 ("the 2022 Act"), additional disqualification criteria have been added that disqualifies individuals from being elected to or holding certain positions in local government in England.</p> <p>There is currently no statutory requirement or policy in place for DBS checks for councillors. In order to formalise the requirement</p> |

| | |
|--|---|
| | <p>for DBS checks to be carried out by for councillors, it is necessary to make amendments to the Constitution.</p> <p>There is potential that the public may be at risk if a councillor has a serious conviction that the Council is not aware of. There may be a reputational risk to the Council if a councillor is found to have a criminal conviction/s.</p> |
|--|---|

1. Summary of the report

- 1.1 The report sets out the changes to disqualification criteria introduced by the 2022 Act and also sets out relevant DBS legislation, guidance, and practice in other areas. It further outlines the level of DBS checks that could legally be carried out in relation to Spelthorne Councillors. It seeks agreement to the proposed approach for Spelthorne Councillors to undertake Basic Disclosure and Barring Service checks.

2. Key issues

- 2.1 The requirement for councillors to undertake DBS checks was proposed by the former and current lead councillor for safeguarding Cllr S Doran and Cllr M Attewell at recent Spelthorne Strategic Safeguarding Board meetings.
- 2.2 There is no legal requirement for councillors to undertake DBS checks, however candidates for election to local government must declare they are not disqualified from standing using prescribed 'Consent to Nomination' forms at nomination. It is a criminal offence to make a false statement on nomination papers.
- 2.3 The 2022 Act, which came into force on 28 June 2022, introduces new grounds on which a person is disqualified from being elected to, or holding, certain positions in local government in England, including the position of councillor. This new disqualification criteria explicitly disqualifies individuals who are subject to the relevant notification requirements or orders due to sexual offences from standing or remaining in office. The new disqualification criteria are set out in more detail in Appendix A to this report.

Levels of DBS checks that can be applied for from the DBS

- 2.4 **Basic disclosure check** – shows any 'unspent convictions' a person may have in the UK. (An unspent conviction is a conviction that a person is still in the rehabilitation process for will stay on their record. This is predetermined according to the nature of the crime). A basic disclosure shows a conviction record at a point in time, so there is no set time that it lasts for. Individuals can apply for a Basic Disclosure themselves.
- 2.5 **Standard disclosure check** – checks for spent and unspent convictions, cautions, reprimands, and final warnings.
- 2.6 **Enhanced check** – this includes the same as the standard check plus any additional information held by local police that is reasonably considered relevant to the role being applied for.

- 2.7 **Enhanced with barred list checks**, this is like the enhanced check, but includes a check of the DBS barred lists. An employer can only ask for a barred list check for specific roles. It's a criminal offence to ask for a check for any other roles.

The level of DBS check that can be submitted for a Councillor depends on the role that is being carried out and is based on whether “**Regulated activity**” as set out by the Safeguarding Vulnerable Groups Act 2006 (“SVGA”) is being undertaken. In summary these relate to certain types of activities and interactions with children and vulnerable groups.

DBS and Council Members

- 2.8 The definition of Regulated Activity from the SVGA outlines that a Member or co-optee will be undertaking regulated activity if they:

- (a) discharge, as a result of their membership, any education or social services functions of the Council;
- (b) are a Cabinet Member (and the cabinet discharges education and social services functions);
are a member of a committee of the Cabinet
or
- (c) they are a member of a committee of the Council which discharges education or social services functions.

- 2.9 There is no unified approach to councillor DBS checks nationally. None of the Surrey Boroughs and Districts require their councillors to undertake a DBS check. Surrey County Council require their councillors to have enhanced DBS checks as some of their councillors are responsible for education and social services functions.

Spelthorne Councillors

- 2.10 The duties of Spelthorne Councillors mean that a standard or enhanced DBS check cannot legally be undertaken. Spelthorne Councillors could however be required to undertake a **Basic DBS check as a requirement under DBS Checks for Members Protocol**. This protocol will be included in the Council's Constitution at Part 5 Codes and Protocols.

- 2.11 Upon election councillors would be asked to apply online for a basic Disclosure and Barring Service (DBS) check. They would receive a copy of their record including any criminal records. The check will only show convictions that are not 'spent', for example some types of caution will disappear after 3 months. It usually takes up to 14 days for the certificate to arrive. In order to apply the member will need to provide:

- i. Addresses for the last 5 years and dates lived there
- ii. National Insurance number
- iii. Passport
- iv. Driving licence

- 2.12 Other practicalities include:

- i. The online service is available from 8am to 11.30pm

- ii. The councillor will need to pay for the basic DBS check at the time of application with a debit or credit card or by Google Pay or Apple Pay. The councillor would then claim the money back from Spelthorne Borough Council (SBC).
 - iii. It is possible for SBC to pay the fee, but this would have to be done within 10 days of the application, which could create unnecessary pressure on officers and creates a practicality issue due to the availability of corporate credit cards.
 - iv. Committee Services would view the DBS certificate and record that this has been done. If convictions are visible a decision would be made in accordance with the legislative guidance with a referral to the Monitoring Officer to consider if any adverse entries should be considered by the Standards Committee.
- 2.13 If a councillor has a basic DBS check this will only cover their role as a councillor. Any role outside of the council involving work with children or adults at risk will require an additional check to be undertaken by the agency they work or volunteer for (if applicable).

3. Options analysis and proposal

- 3.1 It is proposed that upon election Members immediately apply for a Basic DBS check within 14 days of being elected and submit the certificate to Committee Services within a further 14 day period of receipt.

i. Positive points of this proposal

- a. This will ensure that SBC are aware of convictions which affect the suitability of the councillor to work in a public domain/bring the council into disrepute.
- b. The proposal provides added assurance that the Council is committed to promoting high standards.

ii. Negative points of this proposal

It will require Committee Services officer time to instruct councillors, to view the DBS certificates, keep records and reimburse the councillors. If convictions are identified, it may require legal advice and committee time. There will also be an impact on councillor time to submit the information required.

Some councillors may consider that this is an invasion of privacy.

Some councillors may struggle to apply online if they have limited IT skills however IT assistance may be provided.

There will be a financial cost to the council, and this will be an ongoing cost if the DBS checks are undertaken every four years. (see Finance implications)

- 3.2 The other option is to remain with the current position of not asking councillors to apply for a Basic DBS check.

i. Positive points of this proposal

There will be no impact on officer or councillor time

There will be no financial impact

ii. **Negative points of this proposal**

Councillors may have criminal convictions that have not been declared which may potentially put the public at risk.

The Council may be brought into disrepute if convictions are identified after a councillor has been elected.

4. Financial implications

- 4.1 The current cost of a Basic DBS check is £23. There are 39 councillors. This would cost the council £897.00 every four years. There will be additional costs if new councillors are elected following casual vacancies. There are also the hidden costs of staff time connected with viewing certificates, recording and reimbursement. There will be additional staff costs if legal advice is required.

5. Risk considerations

- 5.1 There is potential that the public may be at risk if a councillor has a serious conviction that the Council is not aware of. There may be a reputational risk to the Council if a councillor is found to have a criminal conviction.

6. Procurement considerations

There are no procurement considerations

7. Legal considerations

- 7.1 The legal implications are set out in the report.

8. Other considerations

- 8.1 There are no other considerations

9. Equality and Diversity

- 9.1 There are no impacts on equality and diversity

10. Sustainability/Climate Change Implications

- 10.1 There are no impacts on sustainability or climate change issues.

11. Timetable for implementation

- 11.1 If a decision is made to approve the proposal. Information will be sent out by Committee Services prior to the candidate nominations deadline on 4th April 2023 to ensure that candidates know what will be expected of them upon election.

12. Contact

- 12.1 Farida Hussain, Monitoring Officer - f.hussain@spelthorne.gov.uk

Background papers: There are none.

Appendices

Appendix A – Local Government (Disqualification Act) 2022

Appendix B - Disclosure and Barring Services Checks For Members Protocol

APPENDIX A – LOCAL GOVERNMENT (DISQUALIFICATION ACT) 2022

1. Background and Context

1.1 In 2017 the Government consulted on proposals to update the disqualification criteria for councillors, London Assembly members and elected mayors to bring them into line with both modern sentencing practice and the values and high standards of behaviours the electorate have a right to expect of the elected members that represent them. In October 2018 the government issued a summary of responses to that consultation and gave a commitment to seek to legislate to ensure that the disqualification criteria would be amended to also include individuals who are subject to either the notification requirements set out in the Sexual Offences Act 2003 (commonly known as ‘being placed on the sex offenders register’) or a Sexual Risk Order made under section 122A of the Sexual Offences Act 2003.

1.2 The 2022 Act gives effect to the Government’s commitment to legislate in this area. It expands the new disqualification criteria beyond the offences consulted upon in 2017 to ensure that they are specific and comprehensive in disqualifying individuals subject to the relevant notification requirements or relevant orders imposed in respect of sexual offences, and includes the territorial equivalents of such notification requirements and orders in the devolved nations (and the Isle of Man and Channel Islands) in the event that someone subject to such territorial equivalents subsequently stands for elected office in England.

2 The New Disqualification

2.1 The 2022 Act introduces a new disqualification, inserted as Section 81A of the Local Government Act 1972. Under that section a person is disqualified from being elected to, or being a member of, a local authority in England if the person is subject to:

- a) any relevant notification requirements, or
- b) a relevant order.

2.2 “Relevant notification requirements” means the notification requirements of Part 2 of the Sexual Offences Act 2003 (or equivalent requirements applying in the Channel Islands or the Isle of Man).

2.3 “Relevant order” means:

- a) a sexual harm prevention order under section 345 of the Sentencing Code;
- b) a sexual harm prevention order under section 103A of the Sexual Offences Act 2003;
- c) a sexual offences prevention order under section 104 of that Act;
- d) a sexual risk order under section 122A of that Act;
- e) a risk of sexual harm order under section 123 of that Act; or
- f) certain equivalent legislation to the above applying in the devolved nations, the Channel Islands or the Isle of Man.

2.4 A person who is subject to any relevant notification requirements referred to at paragraph 2.2 above is not to be regarded as disqualified until:

- a) the expiry of the ordinary period allowed for making an appeal or application against the conviction, finding, caution, order or certification in respect of which the person is subject to the relevant notification requirements, or
- b) if such an appeal or application is made, the date on which it is finally

disposed of or abandoned or fails because it is not prosecuted.

- 2.5 Similarly, a person who is subject to a relevant order referred to at paragraph 2.3 above is not to be regarded as disqualified until:
- a) the expiry of the ordinary period allowed for making an appeal against the relevant order, or
 - b) if such an appeal is made, the date on which it is finally disposed of or abandoned or fails because it is not prosecuted.
- 2.6 The disqualification introduced by the 2022 Act does not operate retrospectively. Therefore, it does not disqualify a person who became subject to any relevant notification requirements or a relevant order before the 2022 Act came into force on 28 June 2022.
- 2.7 Consequential changes to the rules for administering elections have also been made (either by the 2022 Act itself or under secondary legislation), including to the prescribed consent to nomination form. Candidates are now required to declare when standing that they are not disqualified under the newly inserted Section 81A of the Local Government Act 1972.
- 2.8 The DBS is a non-departmental public body, sponsored by the Home Office which provides access to criminal records and other relevant information for organisations in England and Wales. DBS checks provide a controlled and regulated route for assurance in relation to a person's criminal convictions and cautions where this is required. DBS is also responsible for investigating safeguarding concerns and maintaining the barred lists for Children and Adults (these are the statutory lists containing details of people considered unsuitable to work with children and /or adults).

APPENDIX B – DISCLOSURE AND BARRING SERVICE CHECKS FOR MEMBERS PROTOCOL

1. The effective date of commencement for this protocol is 4th May 2023.
2. This Protocol complies with the exception to the Rehabilitation of Offenders Act 1974 and with the Disclosure and Barring Service (“DBS”) Code of Practice.
3. This Protocol replaces all previous policies, decisions and/or precedents relating to criminal records checks for Spelthorne Borough Councillors and co-opted members.

General Principles

4. As the Council has a duty to protect the most vulnerable residents, this Protocol requires all councillors to undergo basic level DBS checks.
5. For certain Member appointments a higher level of check may be required. In those instances, the councillor will be advised.

The Process

6. All newly elected councillors shall be required to undergo a basic DBS check.
7. Within 14 days of being elected as a councillor or becoming a co-opted member of Spelthorne Borough Council, the councillor shall apply for a basic DBS check. The cost of this check may be claimed as a councillor expense.
8. Within 14 days of receipt of the DBS certificate, the relevant councillor or co-opted member will show the original certificate to a member of Committee Services and a copy of the certificate shall be retained. Where a check is not clear, for instance, it contains details of an offence, a copy of the DBS certificate shall be referred to the Monitoring Officer, unless the content of the DBS certificate is disputed and the dispute is raised with the DBS within 3 months of the date of issue, in which case the certificate must be provided to the Monitoring Officer within 14 days following the outcome of the dispute.
9. In accordance with Section 124 of the Police Act 1997 disclosure information will only be passed to those people who are authorised to receive it in the course of their duties. The Monitoring Officer will maintain a record of the date a check was requested, the date a response was received and a ‘list’ of all those to whom the disclosure or disclosure information has been revealed together with other relevant information. It is a criminal offence to pass this information to anyone who is not entitled to receive it.
10. Disclosure information will only be used for the specific purpose for which it is requested and for which the applicant’s full consent has been given.
11. Copies of the DBS certificate shall be destroyed securely at the end of the councillor’s term of office.

The Use of Disclosure Information

12. The existence of a criminal record or other information revealed as a result of a DBS check will not automatically debar a Councillor from holding office.

13. In the event that the disclosure information received raises issues of concern, the Monitoring Officer in consultation with the relevant Group Leader, will then discuss with the individual Councillor the restrictions considered necessary, to safeguard members of the public.

14. In the event that any issues arising from DBS checks are of such significant concern that they can not be resolved by the actions in paragraph 13 above or the councillor in question is a Group Leader, the Monitoring Officer shall refer the matter to the Standards Committee for consideration.

15. This Protocol will be reviewed every two years and updated as and when required as a result of changes in the law.

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Council

23 February 2023



| | |
|----------------------------------|---|
| Title | Member Induction Programme 2023 |
| Purpose of the report | To make a decision |
| Report Author | Matthew Williams, Committee Manager |
| Ward(s) Affected | All Wards |
| Exempt | No |
| Exemption Reason | |
| Corporate Priority | Service delivery |
| Recommendations | <p>Council is asked to:</p> <p>Approve the proposed Member's Induction Programme for 2023.</p> <p>Authorise the Group Head of Corporate Governance to make changes to the Programme to reflect any necessary amendments.</p> |
| Reason for Recommendation | Following the elections in May 2023 it will be necessary to provide an Induction to new and re-elected councillors. |

1. Summary of the report

- 1.1 This report seeks to outline a proposed Induction Programme aimed at providing new Members with a comprehensive training schedule while also remaining relevant to any re-elected members.

2. Key issues

- 2.1 The Draft Induction Programme 2023 has been put together based on the induction training offered in 2019, the feedback from that training, and suggestions from members. The training has also been reviewed to ensure that it addresses recommendations from the Corporate Peer Review.
- 2.2 As with 2019, the preferred format for the Induction was to have it delivered by officers and external professional trainers, to include input from experienced members where appropriate.

- 2.3 The Induction Programme aims to deliver the essential training for new members and refresher training for any re-elected members.
- 2.4 Further development workshops and seminars can be arranged following completion of the Induction Programme but that is beyond the scope of this report.
- 2.5 Additional resources have been sourced through the Local Government Association (LGA) including workbooks and e-learning.

3. Options analysis and proposal

- 3.1 Option 1: Approve the proposed Induction Programme and expenditure not exceeding £20,000 for external training providers. Early approval of the programme would mean it could be distributed to all candidates ahead of the election to ensure they are aware of the training commitment.

Option 2: Do nothing. This is not recommended as it will lead to there being no plan for providing training to new members.

Option 3: Create an alternative Induction Programme.

4. Financial implications

- 4.1 A budget of £20,000 has been set aside for delivery of the Induction Programme and ongoing member development.
- 4.2 The anticipated cost is outlined below and does provide room for additional training beyond the core Induction Programme.
- 4.3 External Trainers, based on the 2019 programme and with input from relevant departments, have been approached to secure quotes (Appendix B).
- 4.4 The LGA have advised they feel given Spelthorne's unique political make-up it would be beneficial to have two member peers, from different political parties, presenting the training.
- 4.5 A request from current members to include a session on determining the strategic direction of the Council has been added to the draft programme and a suitable trainer is currently being sourced.

5. Risk considerations

- 5.1 Consulted with Punita Talwar on 29/11/2022.
- 5.2 If members do not attend/join training sessions this may lead to reduced insight of the Council's operations, as well as a lack of comprehensive understanding of member roles, responsibilities and expected standards of conduct, possibly resulting in sub-optimal decisions that reduce value to the local taxpayer and communities served in delivering corporate priorities.
- 5.3 To mitigate the risk identified in 5.2 we would aim to make the training sessions as accessible as possible, including exploring the option of being able to join remotely. Sessions held in the Council Chamber could also be recorded. Early publication of the dates of the mandatory sessions would ensure members are aware of the dates and times they are expected to attend and should aid with forward planning.
- 5.4 Failure to follow up on non-attendance to training sessions, the risk identified in paragraph 5.2 may prevail. To mitigate this, attendance at all training sessions will be monitored and be made publicly available via the Spelthorne

Council Website. Non-attendance at mandatory sessions will be followed up with the individual member(s) and where necessary appropriate action taken.

- 5.5 Should the training not be adequately delivered, conveyed or understood, then the risk identified in paragraph 5.2 may prevail. To mitigate this, feedback on all training sessions will be requested and monitored on a regular basis. Where members identify that training was insufficient, further session(s) can be arranged.

6. Procurement considerations

- 6.1 Procurement authorised Committee Services to get quotes for external trainers and refreshments.

7. Legal considerations

- 7.1 Report sent to Legal on 29/11/22

8. Other considerations

- 8.1 There are none.

9. Equality and Diversity

- 9.1 Equality, Diversity and Inclusivity training would be offered as part of the training sessions to allow members to consider these factors in their roles and decision-making.

- 9.2 Accommodations would be made for members to ensure they are able to participate fully in the training sessions.

10. Sustainability/Climate Change Implications

- 10.1 By offering training sessions as a hybrid option, we can reduce the need for Members and Trainers to travel to the Council offices.

11. Timetable for implementation

- 11.1 MAT 13 December 2022.

- 11.2 Standards Committee 16 February 2023.

- 11.3 Council 23 February 2023.

- 11.4 The Induction Programme would then be implemented immediately following the Elections on 4 May 2023.

12. Contact

- 12.1 Committee Services committeeservices@spelthorne.gov.uk

Background papers: There are none.

Appendices:

Appendix A: Draft Induction Programme 2023

Appendix B (Exempt): List of Training Providers and Quotes

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New and Re-elected Councillor Induction 2023

Induction programme for councillors following the Spelthorne Borough Council elections in May 2023.

| Date | Topic | Facilitator | Intended audience |
|---|---|--|--|
| Tues 9 May 5.00pm to 9.00pm Goddard Room | Photos for all councillors (Members' ID badges and Reception Board) IT - allocation of devices for new councillors (for re-elected councillors please contact IT directly to arrange a time to collect your new device) - Services Marketplace | <i>MAT, Group Heads, IT and Committee Services</i> | Mandatory for all new Councillors, optional for re-elected councillors |

| Date | Topic | Facilitator | Intended audience |
|--|--|--|--|
| Thurs 11 May | New Councillor Induction Day | | |
| 9.30am to 10.15am Council Chamber | Spelthorne as a Council (Induction presentation) Including the Local Plan, Corporate Plan, Priorities, and Values. | <i>Daniel Mouawad, Chief Executive</i> | Mandatory for all new councillors, optional for re-elected councillors |
| 10.15am to 12.30pm Council Chamber | Councillor roles and responsibilities <ul style="list-style-type: none"> • What it means to be a councillor • How can you best represent the interests of your community • Skills and tactics you might use in your role • Developing effective relationships with fellow councillors and with officers | <i>Mark Palmer, South East Employers, and Peer Councillor</i> | |
| <i>Lunch provided – Group Heads to 'drop-in'</i> | | | |
| 2.15pm to 2.45pm Council Chamber | <ul style="list-style-type: none"> • How business is conducted – Constitution, decision-making process, the Committee System and protocols for Council | <i>Farida Hussain, Group Head of Corporate Governance & Monitoring</i> | |

| Date | Topic | Facilitator | Intended audience |
|--|---|--|--|
| Thurs 11 May 2.45pm to 4.15pm Council Chamber | Operating Safely <ul style="list-style-type: none"> Confidentiality vs Freedom of Information Code of Conduct Planning Code Declarations of Interest and annual Related Parties declarations Gifts and Hospitality Data Protection Safeguarding – Councillor DBS check Personal security Health Safety and Welfare Press and Communications Handling Social Media | <i>Daniel Mouawad, Farida Hussain, Kamil Dolebski, Solicitor Clare Williams, Data Protection Officer, Lisa Stonehouse, Senior Leisure and Wellbeing Manager, Tracey Willmott-French, Senior Environmental Health Manager Bill Cox, Health & Safety Officer, Committee Services Jennifer Medcraft, Head of Communications and Customer Experience</i> | Mandatory for all new councillors, optional for re-elected councillors |
| 4.15pm to 4.30pm Council Chamber | Reflections on the day (questions and answers) | | |
| Mon 15 May 7.00pm – 9.00pm Council Chamber | Working within a Committee System <ul style="list-style-type: none"> Effective decision making Scrutiny Best practice | <i>Ed Hammond, Centre for Governance and Scrutiny</i> | Mandatory for all councillors |
| Tues 16 May 3.00pm to 5.30pm or 7.00pm to 9.30pm Goddard Room | IT <ul style="list-style-type: none"> IT Policies How to get access to Spelthorne network Email management/Microsoft teams calls Modern.gov | <i>Alistair Corkish, Deputy ICT Manager, Andrew Richards, The IT Service, and Committee Services</i> | All councillors to attend one session |

| Date | Topic | Facilitator | Intended audience |
|---|--|--|--------------------------------|
| Weds 17 May 7.00pm to 9.00pm Council Chamber / Hybrid | Peer Review Feedback (Title TBC) | <i>Chris Hossack, LGA</i> <i>Marcus Coulson, LGA</i> | Mandatory for all councillors |
| Thurs 18 May 7.00pm to 9.30pm Council Chamber / Hybrid | Local Government Finance, Spelthorne structure and services Senior Management Structure and delivering services <ul style="list-style-type: none"> • Financial context and pressures facing councils • Annual Financial and Budget cycle • Terminology • Role of Audit • Investment Strategy • Housing delivery • Relationship with KGE • Current key issues • SCC Finances • Partnerships and contracts | <i>Terry Collier, Deputy Chief Executive and Chief Finance Officer</i> <i>Paul Taylor, Chief Accountant</i> <i>Senior Management Team / Group Heads and officers</i> | Mandatory for all councillors |
| Mon 22 May 7.00pm to 9.00pm Council Chamber / Hybrid | Members' Code of Conduct, Interests, Gifts and Hospitality and Related Parties. To include Member Officer Protocol. | <i>Farida Hussain, Group Head for Corporate Governance & Monitoring Officer</i> <i>Ian Winter, Dylan Price</i> | Mandatory for all councillors |
| Tues 23 May 7.00pm to 10.00pm Council Chamber / Hybrid | The Local Plan | <i>Ann Biggs, Strategic Planning Manager</i> <i>Jane Robinson, Principal Planning Officer</i> | Mandatory for all councillors. |

| Date | Topic | Facilitator | Intended audience |
|---|---|--|--|
| Weds 24 May 7.00pm to 9.30pm Council Chamber / Hybrid | Being an Effective Councillor <ul style="list-style-type: none"> • Handling casework • How to have an impact in your ward • Supporting constituents with difficult situations • Personal resilience • Being a community leader • Training attendance | <i>Local Government Association and Member peers</i> | Mandatory for all councillors |
| Thurs 25 May 7.00pm to 10.00pm Council Chamber | Annual Council Meeting | | |
| Tues 30 May 7.00pm to 10.00pm Council Chamber / Hybrid | Planning training - Introduction to Planning and Decision Making, Appeals/Costs | <i>Esme Spinks, Planning Development Manager</i> <i>Paul Tomson, Principal Planning Officer</i> <i>Kamil Dolebski, Solicitor</i> | Mandatory for all councillors on Planning Committee and all other councillors invited to attend. |
| Weds 31 May 6.00pm to 10.00pm Council Chamber | Planning Committee Meeting | <i>Esme Spinks, Planning Development Manager</i> | Mandatory for all councillors on Planning Committee and all other councillors invited. |
| Mon 5 June 6.00pm to 7.00pm 7.00pm to 10.00pm Council Chamber | Introduction from MAT Corporate Policy and Resources Committee | <i>Daniel Mouawad, Chief Executive</i> <i>Terry Collier, Deputy Chief Executive</i> <i>Lee O'Neil, Deputy Chief Executive</i> <i>Paul Taylor?</i> | Councillors on Corporate Policy and Resources Committee |

| Date | Topic | Facilitator | Intended audience |
|---|--|---|---|
| Tues 6 June 6.00pm to 9.00pm | Coach Tour around Borough Meet outside Council Offices | <i>Group Heads TBC</i> | All councillors but specifically newly elected. |
| Weds 7 June 7.00pm to 10.00pm Council Chamber / Hybrid | Licensing Training (and Committee meeting if required) Training to include: Licensing Act 2003, Gambling Act 2005, Hackney Carriage and private hire taxi regime, Scrap Metal Dealers regime, sex establishments | <i>Matt Lewin, Cornerstones</i> | Mandatory for councillors on Licensing Committee (with invite to all councillors) & lawyers |
| Thurs 8 June 6.00pm to 7.00pm 7.00pm to 10.00pm Council Chamber | Introduction from Group Head Administrative Committee | <i>Sandy Muirhead, Group Head Commissioning and Transformation</i> | Councillors on Administrative Committee with an invite to all councillors |
| Mon 12 June 5:00pm to 8:00pm Council Chamber | Standards Committee Training | <i>Farida Hussain, Group Head for Corporate Governance & Monitoring Officer</i> <i>External Trainers TBC</i> | Mandatory for all councillors on Standards Committee |
| Tues 13 June 6.00pm to 7.00pm 7.00pm to 10.00pm Council Chamber | Introduction from Group Head Community Wellbeing Committee | <i>Karen Sinclair, Group Head Community Wellbeing</i> | Councillors on Community Wellbeing Committee with an invite to all councillors |

| Date | Topic | Facilitator | Intended audience |
|--|---|---|---|
| Weds 14 June 7.00pm to 9.00pm Council Chamber / Hybrid | Spelthorne's Developments and Investments, affordable and keyworker residential delivery programme and the broader Capital Programme (including Leisure Centre) <ul style="list-style-type: none"> • KGE – history and how it works • Link to corporate priority of affordable housing delivery • Importance of maintaining momentum • Increased challenges of financing | <i>Group Head for Assets, Terry Collier, Deputy Chief Executive, Farida Hussain, Group Head for Corporate Governance & Monitoring Officer</i> | Mandatory for all councillors |
| Thurs 15 June 6.00pm to 7.00pm 7.00pm to 10.00pm Council Chamber | Introduction from Group Head Economic Development Committee | <i>Heather Morgan, Group Head Place, Protection and Prosperity</i> | Councillors on Economic Development Committee with an invite to all councillors |
| Mon 19 June TBC 7.00pm to 9.00pm Council Chamber | Determining the Strategic Direction of the Council (TBC) | <i>Presenter TBC</i> | Optional for all councillors |
| Tues 20 June 9.00am to 5.00pm Council Chamber | Carbon Literacy | <i>Jilly Mowbray, Environmental Health Support Officer Sandy Muirhead, Group Head Commissioning and Transformation</i> | Mandatory for all councillors – councillors to attend one session |

| Date | Topic | Facilitator | Intended audience |
|--|--|--|---|
| Weds 21 June 9.00am to 5.00pm Council Chamber | Carbon Literacy | <i>Jilly Mowbray, Environmental Health Support Officer</i> <i>Sandy Muirhead, Group Head Commissioning and Transformation</i> | Mandatory for all councillors – councillors to attend one session |
| Thurs 22 June 6.00pm to 7.00pm 7.00pm to 10.00pm Council Chamber | Introduction from Group Head (to cover Spelthorne Direct Services) Neighbourhood Services Committee | <i>Jackie Taylor, Group Head Neighbourhood Services</i> | Councillors on Neighbourhood Services Committee with an invite to all councillors |
| Tues 27 June 6.00pm to 7.00pm 7.00pm to 10.00pm Council Chamber | Introduction from Group Head Environment & Sustainability Committee | <i>Sandy Muirhead, Group Head Commissioning and Transformation</i> | Councillors on Environment & Sustainability Committee with an invite to all councillors |
| Weds 28 June 6.00pm to 10.00pm Council Chamber | Planning - Green Belt (and Committee Meeting) | <i>Russ Mounty, Principal Planning Officer</i> <i>Paul Tomson, Principal Planning Officer</i> | Councillors on Planning Committee. New and re-elected councillors for planning issues arising in their wards. |
| Thurs 29 June 6.00pm to 7.00pm Hybrid | Introduction to the River Thames Scheme | <i>Gary Webb, Surrey County Council</i> | Mandatory for all new councillors |

| Date | Topic | Facilitator | Intended audience |
|---|---|---|--|
| Tues 4 July 7.00pm to 8.00pm Council Chamber | Emergency Planning | <i>Applied Resilience and Sandy Muirhead, Group Head for Commissioning and Transformation</i> | Mandatory for all councillors |
| Tues 11 July (TBC) 7.00pm to 9.00pm Council Chamber / Hybrid | Risk Appetite | <i>Punita Talwar, Internal Audit Manager</i> | Mandatory for all councillors |
| Thurs 13 July 7.00pm to 10.00pm Council Chamber | Council Meeting | | All councillors |
| Mon 17 July (TBC) | Planning Training – Planning Enforcement | <i>Esme Spinks, Planning Development Manager</i> | Mandatory for all councillors on Planning Committee and all other councillors invited. |
| Tues 18 July 7.00pm to 9.30pm Council Chamber / Hybrid | LGA Chairing Skills | LGA | Chairs and Vice-Chairs/All Councillors |

| Date | Topic | Facilitator | Intended audience |
|--|--|--|--|
| Weds 19 July 7.00pm to 9.30pm TBC Council Chamber/Hybrid | LGA Equality, Diversity and Inclusivity | LGA | Mandatory for all councillors |
| Thurs 20 July 7.00pm to 9.30pm Council Chamber/ Hybrid | Audit Committee Training Training to include: <ul style="list-style-type: none"> • what is an Audit Committee • roles and responsibilities • working with internal audit and understanding assurance • Annual Governance Statement • Financial Statement of Accounts and how these differ from company accounts | Elizabeth Humphrey | All members of Audit Committee All other interested councillors |
| Tues 25 July TBC | Planning Training – Appeals/Cost catch up (if required) | <i>Esme Spinks, Planning Development Manager</i> <i>Kamil Dolebski, Solicitor</i> | Mandatory for all councillors on Planning Committee |
| Weds 26 July 6.00pm to 10.00pm Council Chamber | Planning Committee Meeting | <i>Esme Spinks, Planning Development Manager</i> | Committee members |
| Thurs 27 July 7:00pm to 10:00pm Council Chamber | Audit Committee | | Committee members |

Additional Planning Sessions

| Date | Topic | Facilitator | Intended audience |
|---|--|---|---|
| 23/08/2023 | Use Classes Order and Permitted Development 1 | <i>Esme Spinks, Planning Development Manager</i> | Committee members All other interested councillors |
| 20/09/2023 | Use Classes Order and Permitted Development 2 | <i>Esme Spinks, Planning Development Manager</i> | Committee members All other interested councillors |
| 18/10/2023 | Design 1 | <i>Esme Spinks, Planning Development Manager</i> | Committee members All other interested councillors |
| 15/11/2023 | Design 2 | <i>Esme Spinks, Planning Development Manager Russ Mounty and Paul Tomson, Principal Planning Officers</i> | Committee members All other interested councillors |
| 13/12/2023 | Flooding | <i>Esme Spinks, Planning Development Manager Russ Mounty and Paul Tomson, Principal Planning Officers</i> | Committee members All other interested councillors |
| 17/01/2024 7:00pm to 10:00pm Council Chamber | Minerals (and other short items) | <i>Esme Spinks, Planning Development Manager Russ Mounty and Paul Tomson, Principal Planning Officers Caroline Smith, Surrey County Council</i> | Committee members All other interested councillors |
| 07/02/2024 7:00pm to 10:00pm Council Chamber | Planning – Transportation | <i>Esme Spinks, Planning Development Manager Caroline Smith, Surrey County Council</i> | Committee members All other interested councillors |

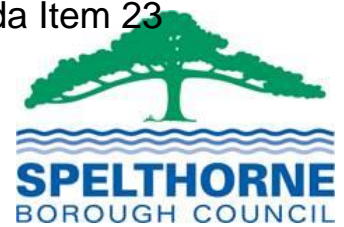
Further member development workshops and seminars will be arranged throughout the year and publicised to councillors including training/briefing relating to specific topics.

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

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Administrative Committee

Decisions taken at the meeting held on Thursday, 19 January 2023.

Meeting Time:

7.00 pm

Meeting Venue:

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

PRESENT: Councillor Naz Islam (Chairman), Councillor John Doran (Vice-Chairman), Councillor Chris Bateson, Councillor Ian Beardsmore, Councillor Jon Button, Councillor Sandra Dunn, Councillor Richard Dunn, Councillor Nick Gething, Councillor Tony Mitchell, Councillor Jenny Vinson and Councillor Stuart Whitmore

1. APOLOGIES AND SUBSTITUTES

Apologies were received from Councillor Brar, Councillor Harman, and Councillor Spoor. Councillor Beardsmore attended as Councillor Harman's substitute, and Councillor Bateson attended as Councillor Spoor's substitute.

4. NEW AND REVISED PROCUREMENT POLICIES AND PROCEDURES*

The Committee **resolved** to

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

5. 23/24 BUDGET

The Committee **resolved** that the Chief Accountant requests that cost centres under the remit of the Administrative Committee look for further savings to meet the cost of the Paralegal growth bid.

The Committee **resolved** to recommend the draft 23/24 budget to the Corporate Policy and Resources Committee.

7. APPOINTMENT OF REPRESENTATIVE TRUSTEES - LALEHAM CHARITIES VILLAGE HALL AND RECREATION GROUNDS*

The Committee **resolved** to appoint Bob Parry, Ken Williams and Kevin Rowell as representative trustees to Laleham Charities Village Hall and Recreation Grounds.

8. FORWARD PLAN

The Committee **resolved** to note the Forward Plan with to the additional item raised at the meeting.

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*
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- (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 Council for review and decision (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 Council makes its determination.*
- (7) *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 January 2023.*

Decisions taken at the meeting held on Monday, 16 January 2023.

Meeting Time:

7.00 pm

Meeting Venue:

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

PRESENT: Councillor John Boughtflower (Chairman), Councillor Maureen Attewell, Councillor Ian Beardsmore, Councillor Malcolm Beecher, Councillor Richard Barratt, Councillor John Doran, Councillor Sandra Dunn, Councillor Tom Fidler, Councillor Sinead Mooney, Councillor Lawrence Nichols, Councillor Bob Noble and Councillor Joanne Sexton

15. TERMS OF REFERENCE FOR A CORPORATE ESTABLISHMENT REVIEW

The Committee considered a report that outlined the Terms of Reference for a Corporate Establishment Review that had been requested at a previous meeting of this Committee.

The Committee **resolved** to agree:

1. The Terms of Reference for the Corporate Establishment Review'
2. Delegation of any expenditure to the Chair and Vice-Chair of the Corporate Policy & Resources Committee; and
3. To secure through a procurement process additional HR capacity resource to accelerate the Corporate Establishment Review.

19. ANNUAL COMMERCIAL PROPERTY REPORT 2021/22

The Committee considered the Annual Commercial Property Report for Financial Year 2021/22..

The Committee **resolved** to approve the Annual Commercial Property Report for the year ending 31 March 2022 and agreed that the report should be made publicly available on the Council's website.

20. URGENT ITEM - 2ND FLOOR CHARTER BUILDING, UXBRIDGE

The Committee considered an urgent exempt report on the Charter Building, Uxbridge.

It was **resolved** that the recommendations outlined in the report were approved.

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;*
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- (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 01 February 2023.*

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Decisions taken at the meeting held on Tuesday, 17 January 2023.

Meeting Time:

7.00 pm

Meeting Venue:

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

PRESENT: Councillor Maureen Attewell (Chairman), Councillor Olivia Rybinski (Vice-Chairman), Councillor Clare Barratt, Councillor Richard Barratt, Councillor Chris Bateson, Councillor Jon Button, 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 20 September 2022 were agreed as a correct record subject to agreed amendments.

5. REVIEW OF SPELTHORNE WINTER WARMER PROJECT

The Committee **resolved** to note the verbal update from the Strategic Lead Independent Living on the Spelthorne Winter Warmer Project.

6. HOUSEHOLD SUPPORT FUND PHASE 3*

The Committee **resolved** to:

1. Expedite the distribution of Household Support Fund Phase 3.
2. Have the scheme open to individual applications for people who are not just in receipt of council tax support but receive an income based DWP benefit.
3. Agree that in the event of any funds being unallocated that they are moved to the "General Allocation Pot" at the end of March 2023.
4. Agree that this becomes, subject to any new national criteria, the ongoing approach for the HSF when it extends to phases 4 and beyond from April 2023.
5. Accept that the amounts used here, with the exception of the total HSF Phase 3 award are based on best estimates of number of applicants in phases 1 and 2.

7. URGENT ITEM- COST OF LIVING CRISIS

The Committee **resolved** to agree distribution of grant support to households in need.

8. ANNUAL COMMUNITY GRANTS REPORT*

The Committee **resolved** to:

1. agree the grants awards for 2023/24, subject to final determination of the annual

budget by Council

2. note all other support Spelthorne Borough Council provides to the voluntary/charity sector.
3. consider the proposal that unallocated Councillors' Better Neighbourhood Grant monies for 2023/24 are transferred to the Grants budget for allocation.

9. 23/24 BUDGET

The Committee **resolved** to recommend the draft 23/24 budget to the Corporate Policy and Resources Committee.

11. LEISURE CENTRE UPDATE

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

12. FORWARD PLAN

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

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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- (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**23 January 2023***

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Decisions taken at the meeting held on Tuesday, 10 January 2023.

Meeting Time:

7.00 pm

Meeting Venue:

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

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 Vivienne Leighton, Councillor Sinead Mooney, Councillor Lawrence Nichols, Councillor Olivia Rybinski and Councillor Joanne Sexton

1. MINUTES

The minutes of the meeting held on 8 November 2022 were agreed as a correct record.

2. DISCLOSURES OF INTEREST

There were none.

5. GREEN INITIATIVES FUND BID - GREENFIELD RECREATION GROUND*

The Committee **resolved** to approve funding of £7,400 from the Green Initiatives Fund to purchase and sow wildflower seeds through Greenfield Recreation Ground.

6. 23/24 BUDGET

The Committee **resolved** to recommend the draft 23/24 budget to the Corporate Policy and Resources Committee.

8. UPDATES FROM TASK AND FINISH AND/OR WORKING GROUPS

The Committee **resolved** to note the updates from the CIL Task Group and the Climate Change Working Group.

9. FORWARD PLAN

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

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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- (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 16 January 2023.*

Decisions taken at the meeting held on Tuesday, 31 January 2023.

Meeting Time:

7.00 pm

Meeting Venue:

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

PRESENT: Councillor Ian Beardsmore (Chairman), Councillor Bob Noble (Vice-Chairman), Councillor Richard Barratt, Councillor Malcolm Beecher, Councillor Jon Button, Councillor Amar Brar, Councillor Sati Buttar, Councillor Tom Fidler, Councillor Nick Gething, Councillor Kathy Grant, Councillor Karen Howkins, Councillor Vivienne Leighton, Councillor Lawrence Nichols, Councillor Olivia Rybinski and Councillor Joanne Sexton

4. LOCAL PLAN UPDATE AND IMPLICATIONS OF REVISED NATIONAL PLANNING POLICY FRAMEWORK*

The Committee **resolved** to note the contents of the report setting out the potential implications of the proposed changes to the National Planning Policy Framework on Spelthorne's submitted local plan.

5. SPELTHORNE BOROUGH COUNCIL'S PROPOSED RESPONSE TO GOVERNMENT CONSULTATION ON CHANGES TO THE NATIONAL PLANNING POLICY FRAMEWORK*

The Committee **resolved** to agree the draft consultation response subject to the proposed changes being incorporated into the final draft.

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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- (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 6 February 2023.*

Decisions taken at the meeting held on Thursday, 12 January 2023.

Meeting Time:

7.00 pm

Meeting Venue:

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

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

1. MINUTES

The minutes of the meeting held on 29 September 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. ECONOMIC PROSPERITY STRATEGY / REVISED TOWN CENTRES AND SHOPPING PARADES STRATEGY

The Committee **resolved**:

to agree the economic prosperity strategy 2023 – 2028, and
to agree the revised town centres and shopping parades strategy 2023.

6. ADDITIONAL RESTRICTIONS GRANT UPDATE

The Committee **resolved** to note report on the Additional Restrictions Grant update.

7. YOUTH HUB

The Committee **resolved** to note the report on the Youth Hub.

8. 23/24 BUDGET

The Committee **resolved** to recommend the draft 2023/24 budget to the Corporate Policy and

10. FORWARD PLAN

The Committee **resolved** to note the forward 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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- (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 18 January 2023.*

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Report of the Chairman on the Work of the Licensing Committee

There has been one Licensing Committee meeting and one Licensing Sub-Committee since the last report, and I set out the main item of business considered at those meetings.

Licensing Sub-Committee – 9 December 2022

The Sub-Committee considered an application by Environmental Health for a review of a Premises License at Vegan Pind, 21B Clarence Street, Staines-upon-Thames TW18 4SU. Representations had also been made by the Licensing Authority and Surrey Police. The Sub-Committee resolved to revoke the premises license for the reasons set out in the decision notice.

Licensing Committee – 15 December 2022

The Licensing Committee considered a report on the review and setting of fees and charges for the licensing of Hackney Carriages, Private Hire and Private Hire Operators. The Committee resolved to agree with the proposed taxi and private hire fees and charges.

Councillor Robin Sider BEM

Chairman of the Licensing Committee

23 February 2023

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Decisions taken at the meeting held on Thursday, 5 January 2023.

Meeting Time:

7.00 pm

Meeting Venue:

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

PRESENT: Councillor Richard Barratt (Chairman), Councillor Joanne Sexton (Vice-Chairman), Councillor John Doran, Councillor Richard Dunn, Councillor Malcolm Beecher and Councillor Nick Gething

1. APOLOGIES AND SUBSTITUTES

Apologies were received from Councillors Mitchell, Chandler and Whitmore.

Councillor Gething was nominated to attend as Councillor Mitchell's substitute, and Councillor Beecher substituted for Councillor Whitmore.

2. MINUTES

The minutes of the meeting held on 06 October 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. 23/24 BUDGET

The Committee **resolved** to recommend to Corporate Policy and Resources Committee that the growth bid for the JET Administrator be approved.

The Committee **resolved** to recommend that Corporate Policy and Resources Committee approve the draft 23/24 budget.

8. STREET CLEANSING

The Committee **resolved** to add a report on street sweeping to the forward plan.

9. FORWARD PLAN

The Committee **resolved** to note the forward plan.

10. URGENT ITEM - FLY TIPPING GRANT APPLICATION

The Committee **resolved** to support the application to the Fly-Tipping Intervention Grant Scheme 2022-23.

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(Insert date).*

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Report of the Chairman on the Work of the Planning Committee

This report gives an overview of the key items considered by the Committee at its meetings on 14 December 2022, 11 January 2023 and 8 February 2023.

1. Planning Committee Meeting – 14 December 2022

1.1 The Committee considered one application

1.2 Application No. 22/00744/FUL, Land At Northumberland Close Bedfont Road, Stanwell- This application was for the erection of two industrial storage buildings (flexible Use Class B2/B8) and associated site infrastructure, including landscaping, parking, and a new access from Bedfont Road.

1.3 The application was **refused**.

2. Planning Committee Meeting - 11 January 2023

2.1 The Committee considered one application that had been called in by Councillor Gething.

2.2 Application No. 22/01410/ADV, Retail Warehouse, Stanwell Road, Ashford, TW15 3DT– This application was for the retrospective application for the display of 1 no. 7.5m high illuminated totem sign.

2.3 The application was **deferred**

3. Planning Committee Meeting- 8 February 2023

3.1 The Committee considered two applications

3.2 Application No. 21/00947/FUL, Cadline House, Drake Avenue, Staines-upon-Thames, TW18 2AP- This application was for the demolition of existing building and construction of new build 2.5 storey residential building comprising of 13 flats and 15 under-croft car spaces.

3.3 Application No. 22/01562/FUL, Land to the South of New Road, Littleton, Shepperton- This application was for the use of land to the South of New Road, with alterations to existing fence line to facilitate pedestrian access for a temporary period of 24 months, alongside associated infrastructure.

3.4 Both applications were **approved**.

Councillor N Gething
Chairman of Planning Committee

13 February 2023

Questions from councillors

| |
|---|
| Question 1 – Councillor Robin Sider BEM |
| Will the Leader of the Council share my concerns that Health and Safety legislation is having a serious effect on the morale of volunteers who are striving to organize events and functions in local areas of Spelthorne leading up to Christmas and who have met with similar experiences over the past year. |

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