



**Spelthorne
Borough Council**

Council Meeting
Thursday, 19 October 2023



11 October 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, 19 October 2023** commencing at **7.00 pm** for the transaction of the following business.

Daniel Mouawad
Chief Executive

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

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.
1. Apologies for absence To receive any apologies for non-attendance.	
2. Minutes To confirm as a correct record the minutes of the Council meeting held on 19 July 2023 and the Extraordinary Council meetings held 27 July 2023 and 14 September 2023.	7 - 28
3. Disclosures of Interest To receive any disclosures of interest from Councillors in accordance with the Council's Code of Conduct for Members.	
4. Announcements from the Mayor To receive any announcements from the Mayor.	
5. Announcements from the Leader To receive any announcements from the Leader.	
6. Announcements from the Chief Executive To receive any announcements from the Chief Executive.	
7. Questions from members of the public The Leader, or their nominee, to answer any questions raised by members of the public in accordance with Standing Order 13. Two questions have been received from members of the public.	29 - 30
8. Addendum to the 2023-24 to 2026-27 Capital Programme for Suspension of the Direct Housing Projects Council is asked to approve the addendum to the 2023-24 to 2026-27 Capital Programme for suspension of the direct housing projects.	31 - 42
9. Addendum Treasury Management Strategy Statement 2023-24 Council is asked to approve the amendments to the Authorisation Limit and the Operational Boundary and to note the updates to the Treasury Management Strategy Statement for 2023-24.	43 - 60
10. Members Allowances Scheme 2023-2024 Council is asked to consider the recommendations of the Independent Remuneration Panel on the Members' Allowances Scheme for 2023-24.	61 - 78

11. Grants Funding Panel

Report to follow

12. Reports from the Committee Chairs

To receive and agree the reports from the Committee Chairs.

79 - 102

13. Motions

In accordance with Standing Order 16, the Council has not received any written Notices of Motions.

14. General questions

No questions have been received on matters affecting the Borough, in accordance with Standing Order 14.

15. Exclusion of Public and Press (Exempt Business)

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

16. Leisure Operator Procurements

Council is asked to approve the entering into a management agreement with the preferred bidder to manage Sunbury Leisure Centre and the new Spelthorne Leisure Centre on behalf of the Council for a period of 10 years.

This item is to be considered by the Corporate Policy and Resources Committee on 16 October 2023 so a supplementary Council agenda will be published on 17 October 2023.

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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 Wednesday, 19 July 2023 at 7.00 pm

Present:

Councillors:

E. Baldock	T. Burrell	N. Islam
M. Arnold	J.R. Boughtflower	M. Lee
M.M. Attewell	J. Caplin	A. Mathur
C. Bateson	R. Chandler	A. McLuskey
S.N. Beatty	S.A. Dunn	L. E. Nichols
M. Beecher	D. Geraci	K. Rutherford
S. Bhadye	A. Gale	J.R. Sexton
M. Bing Dong	M. Gibson	J. Turner
H. Boparai	K.M. Grant	H.R.D. Williams
L. Brennan	S. Gyawali	
M. Buck	K. Howkins	

In Attendance

Apologies: Apologies were received from Councillors J. Button, D. Clarke, J.T.F. Doran, S.M. Doran, R. Geach, O. Rybinski and B. Weerasinghe and

Councillor D. Saliagopoulos, The Mayor, in the Chair

63/23 Minutes

The minutes of the Council meeting held on 25 May 2023 and the Extraordinary Council meeting held 06 June 2023 were agreed as a correct record.

64/23 Disclosures of Interest

Councillors Attewell, Boparai and Sexton advised that they were also Surrey County Councillors.

The Mayor advised that she today had a non-pecuniary interest in Item 11, Local Plan – Critical Review Friend and stated that she would not take part in the debate nor vote on this item.

65/23 Announcements from the Mayor

The Mayor provided the following announcements to the Council:

“It has been a very busy time and a big thank you to our Council staff who have assisted me. Too many engagements to list here but suffice it to say that I am getting around the Borough as much as I can.

Last weekend was the Open Day at St Peter’s Hospital Trust it was great to represent you there. We have had the famous “Staines upon Thames” Day which included our own Deputy Chief Exec, Terry Collier and I judging Classic Cars! Thank you Terry for accompanying my Consort and me throughout the day. I also attended the Business Awards and the launch of the Business Awards competition. I visited Shepperton Fair this year. What a magnificent day and my thanks to all my Shepperton colleagues for making me so welcome. I have travelled as far as Farnham to attend their Civic Service as well as visiting Waverley for theirs. There will be lots going on and lots of opportunities for you to attend functions too.

Please invite me to your Ward or your schools and I will do my best to be there. Next Month will include details of my Charities and my Charity Committee who are working hard in the background. I will also let you have details of the Mayor’s Facebook page and web page. Thank you to you all for entrusting me with this wonderful role on your behalf”.

66/23 Announcements from the Leader

The Leader made the following announcements:

“The 2023 Spelthorne Business Awards competition has officially been opened to enter. There are 17 categories which businesses can enter, including two new ones for Best Hospitality and Leisure Business and the Retail Excellence Award. This is an excellent initiative designed to celebrate the broad spectrum of businesses in the Borough and the deadline to enter is 02 October 2023.

The Council’s Housing Team hosted the Spelthorne Homelessness Prevention Forum on the 05 July. Over the past few years, some of our most vulnerable residents have been given a new lease of life because of the work of the Housing Team and this was recognised when they were announced as finalists for Team of the Year at this year’s MJ Awards. The team have led in many innovative housing schemes and services including the step-down service for people being discharged from hospital, the conversion of part of the Council offices to provide affordable housing for people on the housing register, and the White House and Harper House schemes which provide accommodation for homeless people and families in need of emergency accommodation.

Spelthorne hosted an interactive eco-conference for pupils from local primary schools on the 03 July. Led by environmentalist Phil Williams, the 'Action Speaks Louder' conference covered a range of topics including the climate emergency, waste, exploitation, deforestation, pollution, plastics, fast fashion and transportation.

The final of the Spelthorne Business Plan Competition was held recently at BP in Sunbury. Six finalists pitched in a Dragon's Den style final for the chance to win £3,500 and a year's package of business support to help them get their business started. The standard of the entries was extremely high again this year and after much deliberation, first place was awarded to Natalie Morris of Doodlekids which supports children with special needs through art, creativity, positivity and wellbeing.

Young people aged between 7 and 16 from across Spelthorne attended the Surrey Youth Games in June. Free sessions in a range of sports including swimming, dance, tennis, street basketball, judo and non-contact boxing were organised by the Council in the run up to the event with the aim of giving children the opportunity to get more involved in sport. The emphasis was on joining in, having a go, learning new skills and boosting confidence. A fun day was had by all the children and there was lots of positive feedback from parents. The Council would like to say a massive well done to everyone who took part and made it such a fantastic day.

I am delighted that we will soon be reaching the mid-point 'topping out' milestone for our new Leisure Centre. The project will include an eight lane 25m main pool, learner pool, splash pad and spa. Further sports facilities include a 6-court sports hall, three squash courts, 950 square metres of fitness space, two studios, one spin studio and a multi-use room which combines to create two further badminton courts. As well as providing fantastic facilities and a vital hub for the community, the Centre is being built to the highest environmental standards.

I am now going to pass over to the Deputy Leader, Councillor Bateson who will be providing an update to this Chamber on some positive news regarding Debenhams in Staines-upon-Thames"

The Deputy Leader made the following announcement:

"Planning permission has been refused for the re-development of the Debenhams building in Staines-upon-Thames following an appeal by the developer. On the 6 June 2022, Spelthorne Borough Council refused the planning application for the demolition of the former Debenhams Store and redevelopment of the site to provide two residential towers, fifteen storeys tall for 226 apartments and commercial units. The original refusal decision by the Planning Committee was based on three reasons: design and appearance; impact on Heritage assets, non-heritage assets and Staines Conservation Area, and lack of affordable housing. The applicant lodged an appeal, and a Planning Inquiry was held in May 2023 which consisted of eight days of discussion and a site visit. Following the inquiry, the inspector dismissed the

appeal on Thursday, 13 July 2023. This Council will continue to robustly defend its planning and conservation designation decisions for sites both in Staines-upon-Thames and across the Borough in the interest of our residents and their environment. I would like to express thanks to planning colleagues for their valued work which has brought such an excellent result to this Council”.

67/23 Announcements from the Chief Executive

The Chief Executive made the following announcements:

“Following the external Peer Review carried out at the end of last year by the Local Government Association - in which Spelthorne was identified as a good performing authority that delivers tangible results for residents and businesses alike – that was followed with the commissioning of a Corporate Establishment Review at the beginning of this year. Its comprehensive terms of reference included the review of the complete organisational structure and alignment of services under the senior management team; rate of recruitment and retention; digital transformation; scope for creating shared services with local authorities; and recommendations from staff audits and Peer Reviews.

A procurement exercise followed, with the South East Employers Group undertaking the establishment review and reported its findings to the Corporate Policy and Resource Committee 48 hours ago. Their review concluded that the Council, in line with high performing authorities: was constantly reviewing, refining and innovating to meet the objectives of its Corporate Plan and its defined priorities; and that it was achieving cost efficiencies and generating income to invest back into communities to improve lives of residents and businesses.

As Head of Paid Services, I was pleased to have reaffirmed that the Council was at the forefront of transformational innovation in how customers were provided with access to services; that there was clear evidence of workforce adaptability and a high level of resilience in how the Council deploys staff, transitions to new ways of working and continues to deliver services; and that there was a high level of trust in the senior managers in creating a safe environment to thrive and a sense of being ‘one council’.

I should like to place on record our thanks to HR colleagues for supporting this externally conducted and independent review and in particular to Jennifer McNeil, South East Employers Group Regional Director for leading this Corporate Establishment Review.

Madam Mayor, as a result of the Home Office’s approach to closing bridging hotels for Afghan families in August including the Mercure Hotel in Staines-upon-Thames, the Council needs to make urgent decisions about procurement of temporary accommodation of families. The Home Office imposed deadline is the 16th August and we anticipate that approximately 20 of

the 27 families in the hotel may present themselves to the Council, at least initially, as homeless.

The policy framework and support on offer from the Home Office is very fluid, so whilst the Veterans Minister made an announcement yesterday (18th July) about providing some support for families with matched funding, the Home Office is still finalising its policy guidance and it is not yet clear whether there would be sufficient financial support.

The ECM report for consideration, detailing the varying options for how this authority needs to procure roughly 20 properties or circa 62 rooms in hotels with an associated gross cost of procuring for up to six months potentially exceeding £1m, members will appreciate why the decision needs to be taken by full Council. The imperative of this decision regrettably has triggered the need for members to be called to an Extraordinary Council Meeting to take place next week on Thursday 27th July commencing at 6:30pm.

Please note that the speed of action within a Home Office funding policy vacuum translates as the biggest single challenge that our housing colleagues have faced in many-a-year, and every effort is being given to shoring up costed options as soon as is practicable into a report for members to consider. I am sure that members will commend the work that colleagues are endeavouring to undertake in support of our Afghan community.

And finally, Madam Mayor, over the past two weeks, colleagues have been supporting 17 students from local schools undertaking work experience placements at the Council.

In the words of Miss Katie from Thomas Knyvett College – who is with us tonight “I believe that work experience is an important opportunity to have offered to students to gain an understanding about different work environments to prepare for when they get a job of their own. Since being at Spelthorne Council for my work experience, I have gained an awareness of all the important roles that make a community whole. I have thoroughly enjoyed spending time here and thank the Chief Executive and Head of Communications for letting me shadow them”.

As you can clearly gather, the purpose of the placements is to provide the student with insight to what it's like to work for the Council, to be in a work environment and to gain experience specifically in their field of interest. Our thanks go to Nick Charalambous at our Jobs & Skills Hub and Emily Clayton in HR for facilitating and supporting both colleagues and students throughout their work experience placement”.

68/23 Questions from members of the public

The Mayor reported that, under Standing Order 14, no questions had been received from the public.

69/23 Appointment to Outside Body - Deputy Armed Forces Champion

Council considered the creation of a Deputy Armed Forces Champion.

It was proposed by Councillor Sexton and seconded by Councillor Bateson to create the role of Deputy Armed Forces Champion.

Council **resolved** to create the role of Deputy Armed Forces Champion.

It was proposed by Councillor Sexton and seconded by Councillor Boughtflower that Councillor Clarke should be made Deputy Armed Forces Champion.

Council **resolved** that Councillor Clarke be made Deputy Armed Forces Champion.

70/23 Appointment of Chair and Vice-Chair of the Development Sub-Committee for the Remainder of the Municipal Year

Council considered a recommendation by the Development Sub-Committee to appoint Councillor Williams as Chair of the Development Sub-Committee and Councillor Beatty as the Vice-Chair of the Development Sub-Committee for the remainder of the municipal year.

Council **resolved** to appoint Councillor Williams as Chair of the Development Sub-Committee and Councillor Beatty the Vice-Chair of the Development Sub-Committee for the remainder of the municipal year.

71/23 Motion of Censure

Council considered a report from the Deputy Monitoring Officer advising that the Standards Sub-Committee, at its hearing held 25 April 2023, had considered a report by the investigating officer which had concluded that Councillor Lawrence Nichols had breached the Authority's Code of Conduct in relation to the matters identified. The Standards Sub-Committee had decided that the following sanctions would be put in place: a public apology would be made at the next convenient meeting of Full Council; and at the next convenient meeting of the Council a formal motion would be put before the Chamber to consider censure.

It was proposed by Councillor Williams and seconded by Councillor McLuskey and **resolved** that the public and press be excluded during the discussion of this item, in accordance with paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972 (as amended).

A recorded vote was requested by Councillor A McLuskey.

For (0):	
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Against (21):	M Arnold, E Baldock, S Beatty, M Beecher, S Bhadye, M Bing Dong, H Boparai, M Buck, T Burrell, J Caplin, S Dunn, A Gale, D Geraci, M Gibson, K Grant, S Gyawali, A McLuskey, K Rutherford, J Sexton, J Turner, H Williams
Abstain (11):	M Attewell, C Bateson, J Boughtflower, L Brennan, R Chandler, K Howkins, N Islam, M Lee, A Mathur, L Nichols, D Saliagopoulos

Council **resolved** to not censure Councillor L Nichols.

Councillor Nichols made the following statement to Council:

“In April last year I misaddressed an email containing confidential information to two external email addresses. The Standards Committee have determined that this action was accidental but considered it to be reckless, in that I should have taken greater care – a finding that I accept. Accordingly, I apologise to the Council for this error on my part and undertake to ensure that this does not happen again”.

The meeting adjourned at 20:23.

The meeting reconvened at 20:45.

In accordance with Standing Order 23.4, it was moved by the Mayor, seconded and **resolved** that Councillor A McLuskey not be heard further.

Councillor A McLuskey left the meeting at 20:52.

72/23 Local Plan - Critical Friend Review

Council considered a report on the specification of work to be undertaken by the Critical Friend and a suggested timetable for that work.

It was proposed by Councillor J Sexton and seconded by Councillor C Bateson that Council agree the specification of work to be undertaken by the critical friend and the timetable as set out in the report.

A recorded vote was requested by Councillor J Boughtflower.

For (20):	M Arnold, E Baldock, C Bateson, S Beatty, M Beecher, M Bing Dong, H Boparai, M Buck, T Burrell, J Caplin, A Gale, D Geraci, M Gibson, K Grant, S Gyawali, L Nichols, K Rutherford, J Sexton, J Turner, H Williams
Against (8):	M Attewell, S Bhadye, J Boughtflower, R Chandler, K Howkins, N Islam, M Lee, A Mathur
Abstain (3):	L Brennan, S Dunn, D Saliagopoulos

Resolved to agree the specification of work to be undertaken by the Critical Friend as set out in Appendix A of the report and the timetable at paragraph 11.2 of the report.

73/23 Reports from the Committee Chairs

Council considered the Chair's reports that outlined matters Committees had considered since the last Council meeting.

Council **resolved** to note the Chair's reports that outlined the matters the Committees had considered since the last Council meeting.

74/23 Motions

In accordance with Standing Order 16, the Council had received no written Notices of Motions.

75/23 General questions

The Mayor reported that four general questions had been received, in accordance with Standing Order 15, from councillors.

Question One from Councillor Rybinski:

"In my view and based on my interactions with the local community, overwhelmingly residents consider the current Draft plan as the best compromise between our wishes and planning law. Why should we delay it any further and open all our communities up to the very real threat of predatory development?"

Response from the Leader, Councillor Sexton:

"May I remind you that Cllr Boughtflower together with ex Cllr Beardsmore and Cllr Harvey stated, then retracted the following statement. As you will recall from the Foreword to the Reg 19 Plan: 'The Journey ... has been divisive, bruising and at times unpleasant. It has fractured communities and turned councillors against each other.'

This short pause will give the Council some time to ensure that our plan which will shape Spelthorne for the next 15 years is the right one for the local communities of Spelthorne, taking account every possible option available. Recent and proposed changes to national policy provide more flexibility to local authorities in the way we balance the needs for housing with other priorities, including the role of the Green Belt and floodrisk, but also provide much more support around design and ensuring that whatever development is provided, it is of the highest quality and contributes positively to our existing places. As the elected representatives of our local communities, we owe it to them to make sure we have looked at every possible option to get the right

plan – not just any plan – in place. Those who voted for this plan admitted that it was not a perfect outcome but nevertheless went along with it. We have asked officers to present a full risk assessment for the September meeting which will obviously look at the risks around ‘predatory development’.”

Question Two from Councillor Howkins:

“Spelthorne is constricted by two dates – the end of the three month ‘Pause’ on the 13 September 23 and the deadline of December 23 by which time all Local Planning Authorities in England must have a valid Local Plan (This is written policy from the Department of Levelling Up, Housing and Communities).

Please could you provide a written timetable detailing how and when the Review Councillor Training and Consultation will be dealt with, within what time frame.”

Response from the Leader, Councillor Sexton:

“Thank you Councillor Howkins for your question. Whilst the end of December 2023 may be the Government’s official position, given the current state of play with planning reform and specifically the forthcoming update to the NPPF, we believe there is unlikely to be any consequences for local authorities who do not meet this deadline, especially as a significant number of local planning authorities are at a much earlier stage in their local plan process than Spelthorne. In response to a similar question at the Council Meeting on the 6 June, officers stated that there was a risk of government intervention if we did not meet this deadline, giving recent interventions in Guildford and Waverley as evidence. I’m hoping officers will confirm that the intervention in these cases was focused on the development management functions of the councils and their slow response rate to planning applications and was not related in any way to their plan-making. Nevertheless, any risks associated with this will be factored into the risk assessment being prepared by officers and considered by Council in due course”.

Councillor Howkins asked the following supplementary question:

“Have you read and been made aware of the Tandridge District Council examination of the Local Plan dated 23 June 2023?”

Response from the Leader, Councillor Sexton:

“No I have not, but I will look into it.”

Question Three from Councillor Lee:

“The Spelthorne Strategic Planning Team has been working on our Local Plan for more than five years. What experience does Catriona Riddell have in

working up a Local Plan from inception to Examination in Public (not as a consultant)?”

Response from the Deputy Leader, Councillor Bateson:

“Catriona Riddell’s C.V. has been circulated to all councillors which summarises her extensive experience but in response to your question, but I would be happy to provide more detailed information as follows:

Catriona was responsible for two major plans in the past – the Surrey Structure Plan and the South East Plan which, although not local plans, were very large and complex development plans developed under the statutory planning system, working with a wide range of stakeholders and local authorities.

Since 2010, 100% of Catriona’s work as a consultant has been supporting councils right across England in different capacities and different stages on their local plans. She runs a national learning group on local plans, provides training on local plan preparation, including examination training, and undertakes local plan reviews for both the Planning Officers Society (POS) and the government’s Planning Advisory Service where she worked for two years to help develop national practice around the Duty to Cooperate.

She is the Strategic Planning Specialist for the Planning Officers Society which represents local planning authorities across England and plays a key role in the POS Spatial Planning Committee which is where good practice in local planning is shared. Catriona also sits on the RTPI’s England Policy Committee which is responsible for advising the Royal Town Planning Institute (RTPI), the professional body for chartered planners, on how planning policy should be developed. Also at a national level, Catriona has been involved in advising our Government on planning policy over the years in different roles and recently was one of only 20 people invited to attend a two day meeting with the government’s Chief Planning advisor and her team to help develop planning reforms in relation to local plans. She also sits on the government’s working group looking at recruitment and retention challenges in local planning authorities.

In terms of her professional credibility, Catriona is a Fellow of the RTPI and only 1% of Chartered Planners have this status, and last year was awarded an Honorary Doctorate for her services to planning.

Can I gently remind colleagues that Catriona is not being commissioned to do the job of our officers and bringing her into help is not a criticism of our officers and the ‘great’ job they have done in getting us to where we are. The critical friend role is to bring wider knowledge and experience around how others are managing their local plans to help and support us all. We owe it to our residents to make sure we have covered absolutely every option possible to deliver the right Plan as the Leader has said – not any plan – for Spelthorne”.

Question Four from Councillor Lee:

“As the working-up of our Local Plan has cost more than £2 million so far. The Council is beholden under the LGA Code of Conduct to ensure that public resources are used prudently. What are the estimated costs of further delay to our Local Plan, and the desire by some Council group leaders to have the Local Plan re-written?”

Response from the Deputy Leader, Councillor Bateson:

“In response to your question, let me make it very clear this evening and kill a myth that has been circulated mischievously. There is no desire – no desire - amongst the overwhelming majority of councillors including group leaders, to roll the plan back and rewrite it. As a direct consequence of the motion to pause, this authority has not spent more than £5,000 to date. In regard to the estimated costs of any potential further delay, that will depend entirely on what this Chamber decides on the 14th of September and until we know exactly what that decision is, we are unable to accurately at this stage estimate that figure. However, be assured, that any potential costs will be made public at the time that we consider the matter in full Council on the 14th of September”.

Councillor Lee asked the following supplementary question:

“As part of the report presented at the Corporate Policy and Resources meeting on 26 June which I attended, along with other members, we were advised that the estimated cost of refreshing its evidence base would be about £100k, and if the Inspector deems the changes sufficient to have to withdraw our plan, it could cost in the region of £1m. Could I kindly ask an officer present to confirm whether they still feel that these figures are credible estimates or not?”

Response from the Deputy Leader, Councillor Bateson:

“I think the figures that are being bandied around at this stage are speculative, nothing more nothing less. Until we know the outcome of the Critical Friend Review, this Council will consider the final report on the 14th of September. Costs associated to that will be made available to the Council and indeed the wider public and the cost will determine what decision this Council makes. I cannot pre-empt that no more than any other councillor can in this chamber.”

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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, 27 July 2023 at 6.30 pm

Present:

Councillors:

E. Baldock	M. Buck	D. Geraci
M. Arnold	T. Burrell	K.M. Grant
M.M. Attewell	J.R. Boughtflower	S. Gyawali
C. Bateson	J. Button	A. Mathur
S.N. Beatty	J. Caplin	L. E. Nichols
M. Beecher	J.T.F. Doran	K. Rutherford
S. Bhadye	S.M. Doran	J.R. Sexton
M. Bing Dong	S.A. Dunn	J. Turner
L. Brennan	M. Lee	

Apologies: Apologies were received from Councillors H. Boparai, R. Chandler, D. Clarke, H.R.D. Williams, R. Geach, A. Gale, M. Gibson, K. Howkins, N. Islam, O. Rybinski and B. Weerasinghe.

Councillor D. Saliagopoulos, The Mayor, in the Chair

76/23 Disclosures of Interest

There were no disclosures of interest.

77/23 Afghan Bridging Hotel Closure

Council considered a report that sought a decision on how to proceed with assisting Afghan refugees once the Afghan bridging hotel in Staines-upon-Thames was closed on 16 August 2023.

Council **resolved** to agree the recommendations as outlined in the report.

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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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**Minutes of the Council
14 September 2023**

Present:

Councillors:

E. Baldock	J.R. Boughtflower	M. Gibson
M. Arnold	J. Caplin	K.M. Grant
M.M. Attewell	R. Chandler	S. Gyawali
C. Bateson	D. Clarke	K. Howkins
S.N. Beatty	J.T.F. Doran	N. Islam
M. Beecher	S.M. Doran	A. Mathur
S. Bhadye	S.A. Dunn	L. E. Nichols
M. Bing Dong	H.R.D. Williams	K. Rutherford
H. Boparai	M. Lee	O. Rybinski
L. Brennan	R. Geach	J.R. Sexton
M. Buck	D. Geraci	J. Turner
T. Burrell	A. Gale	B. Weerasinghe

Apologies: Councillors D. Saliagopoulos, J. Button and Woodward

1/23 Disclosures of Interest

There were no disclosures of interest.

2/23 Spelthorne Local Plan

The Council's Chief Executive read out the contents of a letter that had been sent to the Leader from Rachel Maclean MP, Minister of State for Housing and Planning (copy of letter attached to the minutes).

In light of the letter from the Minister of State for Housing and Planning, the Council's Monitoring Officer advised Council that they were no longer able to consider Option 3 outlined in the report, as adoption of this option would be unlawful.

It was proposed by Councillor Sexton and seconded by Councillor Nichols that Option 2, as outlined in the report be amended to:

“Extend the pause in the examination timetable until the proposed changes to the NPPF have been published (expected in the Autumn) before determining the next steps and take immediate legal advice to confirm the validity of the Minister’s directive”.

It was requested by Councillor Boughtflower that a recorded vote be taken on the amendment.

For: Councillors Baldock, Arnold, Bateson, Beatty, Beecher, Bing Dong, Boparai, Burrell, Caplin, Dunn, Gale, Geach, Geraci, Gibson, Grant, Gyawali, Nichols, Rutherford, Sexton, Turner, Williams (21)

Against: Councillors Attewell, Bhadye, Boughtflower, Brennan, Buck, Chandler, Clarke, J Doran, S Doran, Howkins, Islam, Lee, Mathur, Rybinski, Weerasinghe (15)

Council **resolved** to amend Option 2 to the wording proposed by Councillor Sexton.

It was requested by Councillor Boughtflower that a recorded vote be taken on which option was to be agreed.

Councillor	Option 1	Option 2
Deputy Mayor, Baldock	N	Y
Arnold	N	Y
Attewell	Y	N
Bateson	N	Y
Beatty	N	Y
Beecher	N	Y
Bhadye	Y	N
Bing Dong	N	Y
Boparai	N	Y
Boughtflower	Y	N
Brennan	Y	N
Buck	Y	N
Burrell	N	Y
Caplin	N	Y
Chandler	Y	N
Clarke	Y	N
Doran J	Y	N
Doran S	Y	N
Dunn	Y	N
Gale	N	Y
Geach	N	Y
Geraci	N	Y
Gibson	N	Y

Grant	N	Y
Gyawali	N	Y
Howkins	Y	N
Islam	Y	N
Lee	Y	N
Mathur	Y	N
Nichols	N	Y
Rutherford	N	Y
Rybinski	Y	N
Sexton	N	Y
Turner	N	Y
Weerasinghe	Y	N
Williams	N	Y
Total	16	20

Council **resolved** to extend the pause in the examination timetable until the proposed changes to the NPPF have been published, (expected in the Autumn) before determining the next steps and take immediate legal advice to confirm the validity of the Minister's directive.

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Public Question from Alderman Robin Sider

“In this years South and South East in Bloom competition, both the Sunbury Walled Garden and the Cemeteries of Ashford, Sunbury and Staines each received a Gold Award in this fiercely contested and prestigious competition.

Will the Leader of the Council join me in congratulating Neighbourhood Services on these magnificent achievements and share my view that such awards clearly demonstrate the pride and commitment that council employees have to our Borough”

Public Question from Emma Pattinson, Founder of Shepperton Open Water Swim

“Having read the consultation report which was commissioned to support the Bathing Water Designation application to DEFRA for Shepperton Open Water Swim, will Spelthorne Council write a letter in support of that application?”

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Council

19 October 2023



Title	Addendum to the 2023-24 to 2026-27 Capital Programme for suspension of the direct housing projects.
Purpose of the report	To approve the revised 2023-24 to 2026-27 Capital Programme
Report Author	Paul Taylor Chief 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 revised Capital Programme for 2023-24 to 2026-27, as set out in Appendix B.
Reason for Recommendation	On 11 September 2023, the Corporate Policy & Resources Committee agreed to suspend the direct housing projects, and this is now reflected in the revised 2023-24 to 2026-27 Capital Programme.

This report is subject to the decision to be made at the Corporate Policy & Resources Committee on 16 October 2023, and may be subject to change.

1. Key issues

1.1 Council approved the 2023-24 to 2026-27 Capital Programme at its February meeting, as shown in **Appendix A** and highlights the following:

- (a) Gross cost - £446.045m
- (b) Funding – (£107.613m)
- (c) Net borrowing requirement - £338.432m.

The Funding element of the Capital Programme includes third party funding from Homes England to reduce the Council borrowing requirement.

1.2 On 11 September 2023, the Corporate Policy & Resources Committee confirmed its support to suspend the direct housing projects as listed below, and at their meeting on 16 October 2023 confirmed that the following projects, as represented by the grey block filling in **Appendix B** and shown below are to be suspended:

- (a) £28.528m - Reduction in the Street Acquisitions Budget

- (b) £0.6m - Recruitment of a property manager, which was funded from the Street Acquisitions budget
- (c) £13.94m - Ashford MSCP Residential Scheme
- (d) £4.172m Whitehouse - Design Fees & Construction Phase B
- (e) £77m Thameside House
- (f) £47.25m - Oast House
- (g) £25.94m - Victory Place (Ashford Hospital car park site)
- (h) £5.348m - Elmsleigh Centre
- (i) £5.926m - William Hill (91/93 High Street)
- (j) £62m - Tothill MSCP
- (k) £3.5m - Ashford Community Centre
- (l) £8.662m - Benwell 2

1.3 The revised 2023-24 to 2026-27 Capital Programme in **Appendix B** reflects the suspended projects mentioned in 1.2 above and highlights the following:

- (a) Gross costs - £58.604m
- (b) Funding – (£3.536m)
- (c) Net borrowing requirement - £55.068m

1.4 The change in the 2023-24 to 2026-27 Capital Programme projects has resulted in the following:

- (a) (£387.441m) – Reduced gross costs.
- (b) £104.077m – Reduced funding income not received.
- (c) (£283,365m) – Reduced net borrowing costs.

1.5 These reductions will form the basis for the reduction in the Authorised Limit and Operational Boundary recommended in the Addendum Treasury Management Strategy, submitted for approval at tonight's meeting.

1.6 In producing this report, it has been assumed that all projects will be suspended, and that whatever option is finally agreed for certain projects, it will not involve the Council in direct construction of these projects.

1.7 All other capital projects are unaffected by this adjustment.

1.8 The impact on the following:

- (a) Capita Financing Requirement
- (b) Authorised Limit
- (c) Operational Boundary

Will be quantified in the addendum Treasury Management Report

2. Capitalised costs

2.1 By suspending the Direct Housing Development Projects, approximately £14.7m of capitalised costs (interest, salaries, design fees, security, etc.) as shown below by project:

- (a) £0.634m – Whitehouse Residential
- (b) £4.381m – Thameside House
- (c) £5.0m – Oast House
- (d) £0.111m – 91/93 High Street
- (e) £0.115m – Benwell

The above amounts to £10.2m, which must be charged to the 2023-24 Revenue Budget.

The following project costs amounting to £4.527m are subject to the final Council decision on the way forward:

- (f) £3.832m Ashford Victory Place
- (g) £0.345m Ashford MSCP
- (h) £0.35m Tothill

On the basis that Council wish to progress these sites to completion, (excluding direct delivery), i.e., as part a joint venture or selling the sites to a third party, these costs can remain in the balance sheet as capitalised costs.

If Council decides that these sites will not form part of a joint venture or are not to be sold, then these costs must be charged to the Revenue Budget immediately.

- 2.2 In respect of all of these projects, there will be ongoing costs, that can no longer be capitalised, and again subject to Council's final decision, additional annual ongoing costs of up to £2m per annum covering interest, Minimum Revenue Provision (MRP), capitalised salaries, will be incurred and need to be funded by either utilising reserves, cutting services or raising fees and charges.
- 2.3 Please note that under the Council's MRP policy, when a project is suspended, MRP is charged to the revenue budget 12 months after the suspension of the direct housing delivery projects has been confirmed by Council, rather than being deferred until the project is completed.

3. Equality and Diversity

- 3.1 The suspension of the direct housing projects will have a significant impact on the 1,700 residents currently on the Council's waiting list for housing including key workers, the young and most vulnerable within the Borough.

4. Sustainability/Climate Change Implications

- 4.1 There will be no impact on the Passivhaus capabilities for the leisure centre.

5. Procurement

- 5.1 There will be a reduction in the number of planned procurement projects, because of suspending the direct housing development projects. However, the Council may need to procure joint venture partners.
- 5.2 Some projects, where the procurement is already commenced and are underway, will need to be formally abandoned.

6. Legal

- 6.1 There are no legal impacts on the Council because of suspending the direct housing development projects.

7. Timetable for implementation

- 7.1 The changes to the Capital Programme as set out in **Appendix B**, will take immediate effect, if approved by Council on 19 October 2023.

Background papers:

Estimated 2023-24 to 2026-27 Capital Programme (February Council meeting)

Treasury Management strategy (February Council meeting)

2023-24 Reserves strategy (February Council meeting)

Addendum to the Treasury Management Strategy (19 October Council meeting)

Addendum to the 2023-24 Reserves Strategy (19 October Council meeting)

Appendices:

A - 2023/24 to 2026/27 Capital Programme – original programme

B - 2023-24 to 2026-27 Capital Programme – revised programme

Appendix A Spelthorne Capital Programme 2023-24 to 2026-27 as at 31 July 2023

	Revised Total Budget 2023/24 Budget £000s	Budget 2023/24 £000s	2024/25 £000s	2025/26 £000s	2026/27 £000s	Total for 4 Years £000s
Disabled Facilities Mandatory	943	943				943
Disabled Facilities Discretion	60	60				60
Grants received from Central Government	-943	-943				-943
Grants received from Central Government (Growth)			0	0	0	0
Replacement refuse vehicle	80	80	0	0	0	80
Replacement refuse vehicle - external fund insurance claim	-45	-45	0	0	0	-45
Procurement of new food waste vehicles (Growth)	400	400	0	0	0	400
Lease of seventeen waste & cleansing vehicles (Growth)	3,220	805	805	805	805	3,220
County Transit Site	127	127	0	0	0	127
Replacement Spelride Bus	100	100	0	0	0	100
Wheelie Bins (Growth)	50	50	0	0	0	50
Laleham Park- Portacabins	116	116	0	0	0	116
River Ash Boardwalk	150	150	0	0	0	150
River Ash Boardwalk - Bronzefield Reserve Funding	-150	-150	0	0	0	-150
River Thames Scheme	1,300	1,300	0	0	0	1,300
Air Quality	25	25	0	0	0	25
Car Park Management System update in Elmsleigh Surface+MSCP	250	250	0	0	0	250
PCN/Permit/Season Ticket management and issuance management system	50	50	0	0	0	50
Supply of 5 new CCTV cameras in Shepperton (Growth)	35	35	0	0	0	35
Property acquisition for families	34,528	5,588	5,930	6,120	16,890	34,528
Local Authority Housing Fund Grant	-1,259	-378	-881	0	0	-1,259
Recruit an additional Development Manager - Affordable Housing (Growth)	600	150	150	150	150	600
Funding for the additional Development Manager from Street Acquisitions budget (Growth)	-600	-150	-150	-150	-150	-600
Spelthorne Leisure Centre	41,391	7,253	23,348	7,143	3,647	41,391
Ashford MSCP Residential Scheme	18,570	7,428	7,000	4,142	0	18,570
Ashford MSCP Residential Scheme - Homes for England Grant	-4,630	-2,778	0	-1,852	0	-4,630
Whitehouse - Design Fees & Construction Phase B	5,558	2,223	3,335	0	0	5,558
Whitehouse - Design Fees & Construction Phase B - Homes for England Grant	-1,386	-831	-554	0	0	-1,386
Thameside House	77,000	2,000	33,000	37,500	4,500	77,000
Victory Place (Ashford Hospital car park site)	36,250	12,000	18,000	6,250	0	36,250
Victory Place (Ashford Hospital car park site) - Homes for England Grant	-10,310	-6,200		-4,110	0	-10,310

Appendix A Spelthorne Capital Programme 2023-24 to 2026-27 as at 31 July 2023	Revised Total Budget 2023/24 Budget £000s	Budget 2023/24 £000s	2024/25 £000s	2025/26 £000s	026/27 £000s	Total for 4 Years £000s
Oast House	115,500	2,000	38,500	65,000	10,000	115,500
Oast House - Homes for England Grant	-23,250	0	-13,950	0	-9,300	-23,250
Oast House - NHS Funding	-45,000	0	0	0	-45,000	-45,000
Elmsleigh Centre	5,348	500	2,350	2,498	0	5,348
William Hill (91/93 High Street)	5,926	200	4,226	1,500	0	5,926
Tothill MSCP (Growth)	82,000	2,500	5,000	32,500	42,000	82,000
Tothill MSCP - Homes for England Grant	-20,000	0	-12,000	0	-8,000	-20,000
Decathlon Unit	150	150	0	0	0	150
Centros Upgrade - systems and processes	384	190	194	0	0	384
Elmsleigh Centre WCs	57	57	0	0	0	57
Elmsleigh Centre WCs	-40	-40	0	0	0	-40
Ashford Community Centre	3,500	3,500	0	0	0	3,500
Cedars Rec Toilet block	250	250	0	0	0	250
Greeno Rec	1,200	1,200	0	0	0	1,200
Manor Park Pavilion	750	750	0	0	0	750
Revelstoke	400	400	0	0	0	400
Benwell II	8,662	2,888	5,774	0	0	8,662
Sandhills Meadow Bridge - Contribution	200	200	0	0	0	200
Centro Upgrade	170	170	0	0	0	170
General Hardware, Software and Mobiles/Tablets (Growth)	25	25	0	0	0	25
Network Infrastructure	170	170	0	0	0	170
Customer Services Contact Cent	34	34	0	0	0	34
SharePoint Upgrade	16	16	0	0	0	16
General Hardware - Homeworking Kit (Growth)	46	46	0	0	0	46
General Hardware - Tablets (Growth)	31	31	0	0	0	31
General Hardware - Mobiles (Growth)	21	21	0	0	0	21
Service Delivery Hardware Printers (Growth)	38	38	0	0	0	38
Service Delivery Hardware Infrastructure (Growth)	5	5	0	0	0	5
SharePoint redesign & Relaunch	155	155	0	0	0	155
Corporate EDMS Project	99	99	0	0	0	99
Acquisition of GovTech	20	20	0	0	0	20
Website upgrade	85	85	0	0	0	85
Total Expenditure	446,045	152,931	227,689	265,109	123,155	446,045
Less Funding	- 107,613	- 107,613	- 107,613	- 107,613	- 107,613	- 107,613
Net Capital expenditure	£338,432	£45,318	£120,076	£157,496	£15,542	£338,432

Appendix A Spelthorne Capital Programme 2023-24 to 2026-27 as at 31 July 2023

Summary of net expenditure by:

Investment Projects

Regeneration Projects

Housing Projects

Municipal Projects

	Revised Total Budget 2023/24 Budget £000s	Budget 2023/24 £000s	2024/25 £000s	2025/26 £000s	2026/27 £000s	Total for 4 Years £000s
Investment Projects	£0	£0	£0	£0	£0	£0
Regeneration Projects	£5,498	£650	£2,350	£2,498	£0	£5,498
Housing Projects	£278,218	£26,699	£93,379	£147,050	£11,090	£278,218
Municipal Projects	£54,716	£17,969	£24,347	£7,948	£4,452	£54,716
	£338,432	£45,318	£120,076	£157,496	£15,542	£338,432
	£0	£0	£0	£0	£0	£0

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**Appendix B Spelthorne Capital Programme 2023-24 to 2026-27
as at 31 July 2023**

	Revised Total Budget £000s	Budget 2023/24 £000s	2024/25 £000s	2025/26 £000s	2026/27 £000s	Total for 4 Years £000s
Disabled Facilities Mandatory	943	943				943
Disabled Facilities Discretion	60	60				60
Grants received from Central Government	-943	-943				-943
Grants received from Central Government (Growth)			0	0	0	0
Committee Total	60	60	0	0	0	60
Replacement refuse vehicle	80	80	0	0	0	80
Replacement refuse vehicle - external fund insurance claim	-45	-45	0	0	0	-45
Procurement of new food waste vehicles (Growth)	400	400	0	0	0	400
Lease of seventeen waste & cleansing vehicles (Growth)	3,220	805	805	805	805	3,220
County Transit Site	127	127	0	0	0	127
Replacement Spelride Bus	100	100	0	0	0	100
Wheellie Bins (Growth)	50	50	0	0	0	50
Laleham Park- Portacabins	116	116	0	0	0	116
River Ash Boardwalk	150	150	0	0	0	150
River Ash Boardwalk - Bronzefield Reserve Funding	-150	-150	0	0	0	-150
River Thames Scheme	1,300	1,300	0	0	0	1,300
Air Quality	25	25	0	0	0	25
Committee Total	5,373	2,958	805	805	805	5,373
Car Park Management System update in Elmsleigh Surface+MSCP	250	250	0	0	0	250
PCN/Permit/Season Ticket management and issuance management system	50	50	0	0	0	50
Supply of 5 new CCTV cameras in Shepperton (Growth)	35	35	0	0	0	35
Committee Total	335	335	0	0	0	335

Appendix B Spelthorne Capital Programme 2023-24 to 2026-27 as at 31 July 2023	Revised Total Budget £000s	Budget 2023/24 £000s	2024/25 £000s	2025/26 £000s	2026/27 £000s	Total for 4 Years £000s
Property acquisition for families	6,000	6,000	0	0	0	6,000
Local Authority Housing Fund Grant	-2,358	-2,358	0	0	0	-2,358
Recruit an additional Development Manager - Affordable Housing (Growth)						0
Funding for the additional Development Manager from Street Acquisitions budget (Growth)						0
Spelthorne Leisure Centre	41,391	7,253	23,348	7,143	3,647	41,391
Ashford MSCP Residential Scheme						0
Ashford MSCP Residential Scheme - Homes for England Grant						0
Whitehouse - Design Fees & Construction Phase B						0
Whitehouse - Design Fees & Construction Phase B - Homes for England Grant						0
Thameside House						0
Victory Place (Ashford Hospital car park site)						0
Victory Place (Ashford Hospital car park site) - Homes for England Grant						0
East House						0
East House - Homes for England Grant						0
East House - NHS Funding						0
Elmsleigh Centre						0
William Hill (91/93 High Street)						0
Tothill MSCP (Growth)						0
Tothill MSCP - Homes for England Grant						0
Decathlon Unit	150	150	0	0	0	150
Centros Upgrade - systems and processes	384	190	194	0	0	384
Elmsleigh Centre WCs	57	57	0	0	0	57
Elmsleigh Centre WCs	-40	-40	0	0	0	-40
Ashford Community Centre						0
Cedars Rec Toilet block	250	250	0	0	0	250
Greeno Rec	1,200	1,200	0	0	0	1,200
Manor Park Pavilion	750	750	0	0	0	750
Revelstoke	400	400	0	0	0	400
Benwell II						0
Sandhills Meadow Bridge - Contribution	200	200	0	0	0	200
Committee Total	48,384	14,052	23,542	7,143	3,647	48,384

**Appendix B Spelthorne Capital Programme 2023-24 to 2026-27
as at 31 July 2023**

	Revised Total Budget £000s	Budget 2023/24 £000s	2024/25 £000s	2025/26 £000s	2026/27 £000s	Total for 4 Years £000s
Centro Upgrade	170	170	0	0	0	170
General Hardware, Software and Mobiles/Tablets (Growth)	25	25	0	0	0	25
Network Infrastructure	170	170	0	0	0	170
Customer Services Contact Cent	34	34	0	0	0	34
SharePoint Upgrade	16	16	0	0	0	16
General Hardware - Homeworking Kit (Growth)	46	46	0	0	0	46
General Hardware - Tablets (Growth)	31	31	0	0	0	31
General Hardware - Mobiles (Growth)	21	21	0	0	0	21
Service Delivery Hardware Printers (Growth)	38	38	0	0	0	38
Service Delivery Hardware Infrastructure (Growth)	5	5	0	0	0	5
SharePoint redesign & Relaunch	155	155	0	0	0	155
Corporate EDMS Project	99	99	0	0	0	99
Acquisition of GovTech	20	20	0	0	0	20
Website upgrade	85	85	0	0	0	85
Committee Total	916	916	0	0	0	916
Total for Other	55,068	18,320	24,347	7,948	4,452	55,068
Total Expenditure	58,604	21,856	24,347	7,948	4,452	58,604
Less Funding	- 3,536 -	- 3,536	-	-	- -	- 3,536
Net Capital expenditure	£55,068	£18,320	£24,347	£7,948	£4,452	£55,068

Appendix B Spelthorne Capital Programme 2023-24 to 2026-27 as at 31 July 2023	Revised Total Budget £000s	Budget 2023/24 £000s	2024/25 £000s	2025/26 £000s	2026/27 £000s	Total for 4 Years £000s
Net Capital expenditure split by:						
Investment Properties	£0	£0	£0	£0	£0	£0
Regeneration Projects	£150	£150	£0	£0	£0	£150
Housing Projects	£3,702	£3,702	£0	£0	£0	£3,702
Municipal Projects	£51,216	£14,469	£24,347	£7,948	£4,452	£51,216
	£55,068	£18,320	£24,347	£7,948	£4,452	£55,068
Control	-	-	-	-	-	-

Council

19 October 2023



Title	Addendum Treasury Management Strategy Statement 2023-24
Purpose of the report	To make approve
Report Author	Paul Taylor Chief Accountant
Wards affected	All Wards
Exempt	No
Corporate Priority	Community Affordable Housing Recovery Environment Service delivery
Recommendations	<p>Council is asked to approve:</p> <ol style="list-style-type: none"> 1. the Authorisation Limit is reduced from £1,450m to £1,167m. 2. the Operational Boundary is reduced from £1,350m to £1,067m. <p>and note</p> <ol style="list-style-type: none"> 3. the updates to the Treasury Management Strategy for 2023-24 as set out in this report.
Reason for Recommendation	To reflect the changes to the Treasury Management Strategy following Council's decision to suspend the Direct Housing Development Projects, as recommended by the Corporate Policy & Resources Committee on 16 October 2023.

This report is subject to the decision to be made at the Corporate Policy & Resources Committee on 16 October 2023, and may be subject to change.

1. Introduction

- 1.1 On 16 September 2023, the Corporate Policy & Resources committee recommended the suspension of the Council's Direct Housing Delivery Projects and at their meeting on 16 October agreed to recommendations above.
- 1.2 As shown in the addendum 2023-24 to 2026-27 Capital Programme, discussed earlier in the meeting, the reduction in the approved 2023-24 to 2026-27 Capital Programme as shown below:
 - (a) (£387.441m) - Gross costs
 - (b) £104.077m - Funding
 - (c) (£283,365m) - Net borrowing

- 1.3 Accordingly, the Authorised Limit and Operational Boundary approved at the February Council meeting are to be reduced by £283m as shown in the table below:

	Authorised Limit	Operational Boundary
As per February's report to Council	£1,450m	£1,350m
Reduction in the Capital Programme	(£283m)	(£283m)
Revised figures	£1,167m	£1.067m

- 1.4 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.
- 1.5 The prime objective of the Council's investment strategy, remains unchanged, and 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 whilst balancing risk.
- 1.6 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.
- 1.7 This report updates 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.
- 1.8 The 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. Summary position

On 31 March 2023, the Council held £1,098.9m of borrowing, £48.9m of treasury investments and £756.2m of non-treasury investment property. Overall, the Council position is £293.8m net borrowing. This is detailed in Table 1 below and shows a net movement of £241.4m from February's report, which is mainly due to the fall in the investment property portfolio valuations at 31 March 2023.

Table 1: Updated Current Investment & Debt Portfolio Position at 31 March 2023

As at 31.03.2023	Actual Portfolio
	£m
External Borrowing:	
Public Works Loan Board	(1,068.7)
Local Authorities (short term)	(30.2)
Total Gross External Debt	(1,098.9)
Long-Term Investments:	
Pooled Fund Investments	33.3
Funding Circle	0.4
Short-Term Investments:	
Local Authorities	0.0
Fixed Rate Deposits	0.0
Money Market Funds	15.2
Total Investments	48.9
Net (borrowing)/ investments	(1,050.0)

Non-treasury investments:	
Investment property (as at 31Mar22)	756.2

Overall net borrowing	(293.8)
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Original 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 31 Mar22)	916.4

Overall net borrowing	(52.4)
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- 2.1 There are no changes to the Funding Circle is a peer-to-peer lending platform, as a result of the suspension of the Direct Housing Delivery Projects.
- 2.2 **Minimum Revenue Provision (MRP):** As a result of the proposed suspension of the Direct Housing Development Projects, the need for the Council to set aside resources to repay that debt are reduced by £283m, and there is no change to the Council's MRP policy approved in February 2023.

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: Revised Capital Financing Requirement

	Estimate 31.03.2024	Estimate 31.03.2025	Estimate 31.03.2026	Estimate 31.03.2027
	£m	£m	£m	£m
Opening CFR	1,124.0	1,116.2	1,112.1	1,091.2
Revised In-year movement (below)	(7.8)	(4.1)	(20.9)	(24.7)
Closing CFR	1,116.2	1,112.1	1,091.2	1,066.5
Less: External borrowing	(1,096.5)	(1,100.8)	(1,075.1)	(1,075.1)
Internal borrowing	19.7	11.3	16.1	(8.6)
<i>Capital programme:</i>				
Revised Housing & Regeneration	3.7	0.0	0.0	0.0
Revised Other capital expenditure	14.6	24.3	7.9	4.4
Revised Total Capital Expenditure	18.3	24.3	7.9	4.4
<i>Financing:</i>				
Capital Receipts	(11.7)	(11.4)	(11.4)	(11.4)
Capital Grants and Contributions	(1.2)	(1.2)	(1.2)	(1.2)
Revenue Contributions	(0.8)	(0.8)	(0.8)	(0.8)
Revised Net Financing Need	4.6	10.9	(5.5)	(9.0)
Less: Minimum Revenue Provision (MRP)	(12.4)	(15.0)	(15.4)	(15.7)
Revised In-year movement in CFR	(7.8)	(4.1)	(20.9)	(24.7)

Original 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

2.3 The Council has decreased the CFR as a result of the suspension of the Direct Housing Development Projects. The CFR will steadily fall each year over time.

2.4 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. The revised table 2 above shows that the Council expects to continue to comply with this recommendation for 2023-24.

Local context - Liability benchmark

2.5 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 in the revised table 3 below. 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: Revised Liability benchmark

	Estimate 31.03.2024	Estimate 31.03.2025	Estimate 31.03.2026	Estimate 31.03.2027
	£m	£m	£m	£m
CFR	1,116.2	1,114.4	1,095.3	1,072.4
Balance Sheet resources	(87.3)	(93.3)	(87.3)	(87.3)
Minimum investment	20.0	20.0	20.0	20.0
Liability benchmark	1,048.9	1,041.1	1,028.0	1,005.1

The balance sheet resources figure reflects the use of £9.4m of Earmarked Reserves in 2023-24 to partially fund the £10.2m of capitalised costs released from the balance sheet, please refer to the addendum Estimated 2023-24 to 2026-27 Capital Programme and 2023-24 Reserves Strategy reports, for full details

Original 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

- 2.6 The revised 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. Borrowing and Investment Strategies

Borrowing Strategy

- 3.1 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.
- 3.2 The forecast in Table 2 shows that the Council expects borrowing to be a maximum of £1,096.5m 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 £1,167m to enable

the Council to limit its borrowing, following the decision to suspend the Direct Housing Delivery programme. Once the Council's leisure centre scheme is completed and fully financed it is expected that in subsequent years the amount of long term term debt will steadily reduce each year.

- 3.3 The revised Estimated 2023-24 to 2026-27 Capital Programme sets out the proposed budget for 2023-24 has been set at £18.3m, net of funding,
- 3.4 The contributions into and from the Sinking Fund, as already approved by Council are no impacted by the proposed suspension for the Direct Housing Delivery Programme.
- 3.5 Given the current high interest rates of long-term Public Works Loan Board (PWLB), combined with significant inflationary increases in building materials and labour costs, reduced income following height restrictions and delays in obtaining planning permission, it is not financially viable to progress the Council's Direct Housing Development Projects.
- 3.6 With short-term investments currently yielding 20% less than the PWLB long term interest 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 and refinance the loans on a lower interest rate over the medium term.
- 3.7 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.
- 3.8 There are no changes to the following, which were included in the 2023-24 Treasury Management Strategy as shown below – 3.9 to 3.56.
- 3.9 Where appropriate, 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.
- 3.10 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.
- 3.11 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.
- 3.12 In addition, the Council may borrow short-term when needed to cover unplanned cash-flow shortages.
- 3.13 **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
- 3.14 **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.
- 3.15 **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.
- 3.16 **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.
- 3.17 **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.
- 3.18 **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

- 3.19 The Council holds significant levels of invested funds representing income received in advance of expenditure plus balances and reserves held. Total

investments are £48.9m as at the end of March 2023 (Table 1). This includes £33.3m 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.

- 3.20 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.
- 3.21 **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.
- 3.22 **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.
- 3.23 **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.
- 3.24 **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.
- 3.25 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 (unchanged)

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.

- 3.26 **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.
- 3.27 **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
- 3.28 **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.

- 3.29 **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.
- 3.30 **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.
- 3.31 **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.
- 3.32 **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.
- 3.33 **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.
- 3.34 **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.
- 3.35 **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.
- 3.36 **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.

- 3.37 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.
- 3.38 **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.
- 3.39 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.
- 3.40 **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.
- 3.41 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.
- 3.42 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 (Unchanged)

	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

3.43 **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.

3.44 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

3.45 The Council measures and manages its exposures to treasury management risks using the following indicators.

3.46 **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.

3.47 **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

3.48 **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.

- 3.49 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.
- 3.50 The Council generally invests medium- to long-term at fixed rates. The Council currently has no variable rate investments.
- 3.51 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.
- 3.52 **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. It should be noted that as the bulk of our long term debt has been fixed and designed to be paid down year by year, that as the debt matures as shown below there is not a need to refinance that debt.

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%

- 3.53 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.
- 3.54 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.
- 3.55 **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 (unchanged)

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

- 3.56 **Revised 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 – Revised Authorised limit and operational boundary for external debt

	2023/24	2024/25	2025/26	2026/27
	£m	£m	£m	£m
Authorised borrowing limit	1,167	1,167	1,167	1,167
Operational boundary	1,067	1,067	1,067	1,067

- 3.57 **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 (unchanged)

	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 – (unchanged)

	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

- 3.58 The CIPFA TM Code requires the Council to include the following in its treasury management strategy.
- 3.59 **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).
- 3.60 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.
- 3.61 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.
- 3.62 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.
- 3.63 **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.

4. Financial implications - unchanged

- 4.1 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.

5. Risk considerations

- 5.1 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.

- 5.2 Some alternative strategies, with their financial and risk management implications, are listed below in Table 11.

Table 11: Alternative strategies - unchanged

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
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

Alternative	Impact on income and expenditure	Impact on risk management
		Programme which would need to be reduced

6. Procurement considerations

Not applicable

7. Legal considerations

The Council has a statutory obligation, under The Local Government Act 2003 to approve and publish its Treasury Management Strategy and to have regard to statutory and relevant professional guidance such as the CPFA Treasury Management and Prudential Codes..

8. Other considerations

Not applicable.

9. Equality and Diversity

Not applicable

10. 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 an ESG strategy is to enable the Council to transition the investment portfolio to a more sustainable and environmentally sound approach.

11. Timetable for implementation

To be implemented immediately

12. Contact

Paul Taylor p.taylor@spelthorne.gov.uk

Background papers:

Estimated 2023-24 to 2026-27 Capital Programme (February Council meeting)

2023-24 Treasury Management Strategy (February Council meeting)

2023-24 Reserves strategy (February Council meeting)

Revised Housing Delivery Policy 2023-24 (September CPRC Meeting)

Addendum to the 2023-24 Reserves Strategy (19 October Council meeting)

Addendum to the 2023-24 Estimated 2023-24 to 2026-27 Capital Programme Strategy (19 October Council meeting)

Appendices: None

Council



19 October 2023

Title	Members' Allowances Scheme 2023-24
Purpose of the report	To make a decision
Report Author	Gillian Scott, Corporate Governance Support Officer
Ward(s) Affected	All Wards
Exempt	No
Exemption Reason	Not applicable
Corporate Priority	This item is not in the current list of Corporate Priorities but still requires a Council decision
Recommendations	Council is asked to consider the recommendations of the Independent Remuneration Panel on the Members' Allowances Scheme for 2023-24, as set out in full in the attached report.
Reason for Recommendation	The Council is required to make a scheme of allowances and the Independent Remuneration Panel is appointed by the Council to advise on the type of its allowances and the amounts to be paid.

1. Summary of the report

- 1.1 This report provides Council with advice from the Independent Remuneration Panel on its review of the Members' Allowances Scheme for 2023-24. The Panel has recommended increases in the Basic Allowance for all councillors and the Special Responsibility Allowances for specific councillor roles, of 2% in line with the average senior management staff pay increase for 2023-24.

2. Key issues

- 2.1 The Independent Remuneration Panel met on 12 October 2023 to review the Members' Allowances Scheme for 2023-24.
- 2.2 It is a matter for the Council to decide the level of members' allowances under the Spelthorne Members' Allowances Scheme.
- 2.3 The function of the Independent Remuneration Panel (the Panel) is to provide the Council with advice on the type of its allowances and the amounts to be paid.
- 2.4 The statutory position is that Spelthorne Borough Council "shall have regard to" the advice from the Panel and the Council cannot make any changes to its Scheme of Members' Allowances without first considering the Panel's advice on the issues involved. The Panel acknowledges that it is a matter for the

Council to decide the level of Members' Allowances. In having regard to the Panel's advice, the Council is to "give proper consideration" to the Panel's report. In this way, the Council can take full account of its particular circumstances and be directly accountable to its electorate.

3. Options analysis and proposal

- 3.1 The proposals recommended by the Panel are set out in detail in the attached report. A summary of the Panel's recommendations can be found on page 9 of the report.

4. Financial implications

- 4.1 The annual budget for Members' Allowances for 2022-23 was £360,209. Taking into account the proposed increases in the Basic Allowance and Special Responsibility Allowances in 2023-24, the Scheme recommended by the Panel requires an increase in the budget of £6899 to £367,108 for 2023-24.
- 4.2 It is noted that should Council agree a reduction in the number of established Committees, following a review of the current Committee System, this could potentially result in fewer roles being awarded a special responsibility allowance. This may lead to a consequent reduction in the overall budget for member allowances.
- 4.3 At such time as Council agrees any changes to the Committee System which may impact member allowances, the Independent Remuneration Panel will undertake a further review and report to Council on its recommendations and the financial implications.

5. Risk Considerations

- 5.1 There are none.

6. Procurement Considerations

- 6.1 There are none.

7. Legal Considerations

- 7.1 In accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003, Spelthorne Borough Council "shall have regard to" the advice from the Panel and the Council cannot make any changes to its Scheme of Members' Allowances without first considering the Panel's advice on the issues involved.

8. Other considerations

- 8.1 There are none.

9. Equality and Diversity

- 9.1 There are no impacts on equality and diversity arising from the recommendations in the Panel's report.

10. Sustainability/Climate Change Implications

- 10.1 There are no impacts on sustainability or climate change arising from the recommendations in the Panel's report.

11. Timetable for implementation

- 11.1 Subject to Council approval on 19 October 2023, the change to the level of Basic Allowance will be backdated to 1 April 2023. Those members who were first elected on 4 May 2023, will receive the increase on a pro-rata basis.
- 11.1 In accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003 the Scheme will be made available on the website and a notice published in a local newspaper giving details of the Scheme and the amounts payable in respect of each allowance mentioned in the Scheme.

12. Contact

- 12.1 Gillian Scott, g.scott@spelthorne.gov.uk

Background papers: There are none.

Appendices:

Appendix 1 - Report of the Independent Remuneration Panel – October 2023

Appendix 2 - List of Approved Duties

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REPORT OF THE

INDEPENDENT REMUNERATION PANEL

ON

THE MEMBERS' ALLOWANCES SCHEME 2023 - 2024

FOR

SPELTHORNE BOROUGH COUNCIL

October 2023

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Introduction

1. This report has been prepared in accordance with the *Local Authorities (Members' Allowances) (England) Regulations 2003* ("the 2003 Regulations") as amended, which require all local authorities to appoint an Independent Remuneration Panel ('the Panel') to advise on the terms and conditions of their Scheme of Members' Allowances ('the Scheme').
2. The Panel acknowledges that it is a matter for the Council to decide the level of Members' Allowances. The statutory position (Paragraph 19 of the 2003 Regulations) is that Spelthorne Borough Council "**shall have regard to**" the advice from the Panel and the Council cannot make any changes to its Scheme without first considering the Panel's advice on the issues involved. In "having regard" to the Panel's advice, the Council is to "give proper consideration" to the Panel's report. In this way, the Council can take full account of its particular circumstances and be directly accountable to its electorate.
3. The function of the Panel is therefore to provide the Council with advice on the type of its allowances and the amounts to be paid.
4. The 2003 Regulations require the authority to make copies of the Scheme available for inspection by members of the public at all reasonable hours and publish a notice in a local newspaper giving details of the Scheme and the amounts payable in respect of each allowance mentioned in the Scheme.

Independent Remuneration Panel

5. Spelthorne Borough Council has appointed the following persons to comprise the Panel:
Sir Ivan Lawrence KC (Chairman)
Mr. Colin Squire OBE
Ms. Alison Osmond
6. The members of the Panel have between them diverse experience in central Government, the law, local and national business, human resources and charity work.
7. The Panel is fully independent of the Council and is not fettered in any way from providing impartial enquiry, scrutiny, advice and recommendation.
8. The Panel does not receive any payment for the time or work that it expends in undertaking the annual review of Members' Allowances.

Terms of Reference

9. Our terms of reference are in accordance with the requirements of the 2003 Regulations, together with "Guidance on Consolidated Regulations for Local Authority Allowances" ("the Guidance") issued in 2003. We are required to make recommendations to the Council about the following:
 - a) The amount of basic allowance payable to all Council members;
 - b) The categories of Council members who should receive a special responsibility allowance (SRA) and the amount of that allowance;

- c) Whether the Scheme should include an allowance for the expenses of arranging for the care of children and dependants, and, if so, the amount of this;
- d) The amount of travel and subsistence allowances and the approved duties in respect of which they can be paid;
- e) Allowances for co-optees (for example the independent members appointed by the Council to serve on the Council's Standards Committee); and
- f) Whether adjustments to the level of allowances may be determined according to an index and, if so, which index and how long that index should apply, subject to a maximum of four years before its application is reviewed.

Principles underpinning our Review

10. Before the Panel arrived at its recommendations it determined that its deliberations should continue to be underpinned by the following principles, taking into account the current statutory provisions: -
- (i) The basic allowance is intended to recognise the time devoted by councillors to their work, not just work in formal council meetings, but in the community and in meetings with constituents, officers and their political group, and also to cover incidental costs (such as the use of their homes and private telephones).
 - (ii) Special responsibility allowances (SRAs) are used to recognise the *significant additional responsibilities* which attach to some roles, not just the extra time required.
 - (iii) Members' allowances are not intended to compensate for loss of earnings, nor are they to recompense for the total number of hours councillors spend on their duties, bearing in mind the voluntary element of service in fulfilling the role of a local councillor, as recognised in government guidance. Councillors are not paid employees of the Council and their allowances should not be treated as salary.
 - (iv) The Scheme¹ should be fair, easy to understand and straightforward to administer.
11. Alongside the general principle that the payment of an allowance is not intended to compensate for loss of earnings, the Panel advocates a principle of fair remuneration and subscribes to the view promoted by the Independent Councillors' Commission which says that remuneration should not be an incentive for service as a councillor, nor should lack of remuneration be a barrier. The level of remuneration should be sufficient to allow most people to consider becoming an elected member without suffering unreasonable financial disadvantage and equally applies to existing councillors who may be deterred from fulfilling their role successfully if the remuneration is not sufficient.²
12. The Panel aspires to a Scheme that is both fair to members and seen to be fair by council taxpayers.

¹Proposed Scheme payments for 2023 is attached at Appendix 1

²Rodney Brooke and Declan Hall, *Members' Remuneration: Models, Issues, Incentives and Barriers*. London: Communities and Local Government, 2007

Background

13. Council agreed at its annual meeting on 25 May 2023 to retain [the existing scheme \(for 2022-23\)](#) as an interim arrangement until it had received a recommendation from the Independent Remuneration Panel on the 2023-24 scheme. Any adjustments to the scheme, following the Panel's review, would be retrospectively applied with adjustments backdated as appropriate.
14. The total combined amount paid in basic allowances and special responsibility allowances during 2022/23 was £360,209.
15. The Panel met on 12 October 2023 to discuss the review for the 2023-2024 Scheme.
16. The Panel reviewed background information relevant to the coming years' Scheme to inform their deliberations, in particular:
 - relevant benchmarking information about members' allowances elsewhere in other Surrey district councils
 - the Council has previously supported the existing principle that any increases in the basic allowance should be linked to officer pay reviews
 - the Council's financial position, as reported to the [Corporate Policy and resources Committee at its meeting on 23 February 2023](#)
 - the frequency of substitutions on the Development Sub-Committee in light of the Council's request that the Panel consider whether to award a Special Responsibility Allowance to these substitutes.
 - the need to undertake a more comprehensive review of the Allowances Scheme commencing later in 2023, for implementation in April 2024.

Considerations and Recommendations

Basic Allowance

17. The Panel noted the statutory guidance it must pay regard to, that the authority's Scheme of allowances must include provision for a Basic Allowance, payable at an equal flat rate to all councillors.
18. The Panel compared Spelthorne's current Basic Allowance against the other Surrey Boroughs and Districts. Of those other Authorities, 8 out of 10 had already agreed their Schemes for 2023-24 so the benchmarking information was particularly relevant.
19. The Panel noted that Spelthorne would maintain its third place ranking in the 'league table' of Surrey authorities for at least the fifth year running, even if it recommended no increase on the 2022-23 Basic Allowance.

Basic allowances				
	2023/24	2022/23	% +/-	Notes
Elmbridge	5736.00	5326.00	107.70	Increases linked to staff pay award
Epsom and Ewell	4031.70	3914.27	103.00	Increases linked to staff pay award
Guildford	8348.00	7730.00	108.00	Increases linked to staff pay award
Mole Valley	5162.59	4793.01	107.70	Increases linked to staff pay award
Reigate and Banstead	5956.00	5783.00	102.99	Increase in line with Council Tax increase
Runnymede	5665.00	5500.00	103.00	Increases linked to staff pay award
Spelthorne	*6662.00	6531.00	102.00	Increases linked to staff pay award
Surrey Heath	5711.00	5288.00	108.00	Increases linked to staff pay award
Tandridge	4856.63	4446.00	109.00	Increases linked to staff pay award
Waverley	5609.10	5164.47	108.60	Increases linked to staff pay award
Woking	7380.00	7380.00	100.00	No change to allowances
Average change			106.40	

***IRP recommendations**

20. Although Spelthorne Borough Council's current level of Basic Allowance still compared favourably against the other Surrey authorities, the Panel agreed in view of the current economic situation, to recommend an increase which reflected the staff pay award for 2023-24. This would be both fair and reasonable and ensure that councillors continue to be sufficiently recompensed for undertaking their role.
21. The staff pay award for 2023-24 was agreed as a consolidated payment of £1925 per full time equivalent (FTE) to all scale points. 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.
22. The Panel considered that the role of a councillor was equivalent in terms of responsibility to that of a senior manager. The Panel noted advice from the Chief Accountant that the average pay increase across all senior managerial staff grades was 2%.
23. A 2% uplift applied to the Basic Allowance equates to a new allowance for 2023-2024 of £6662, maintaining Spelthorne's position compared to its Surrey counterparts.
24. In recommending this level of increase the Panel was mindful of the Council's financial situation and the challenging forecast deficits for the next three years.

RECOMMENDATION

The Panel recommends that the Basic Allowance payable to all members of Spelthorne Borough Council should be increased by reference to the average senior managerial staff pay increase for 2023-24 of 2%, resulting in an allowance of £6662.

Special Responsibility Allowances

25. A Special Responsibility Allowance (SRA) may be paid to recognize the significant additional time and responsibility that certain roles in the Council require of councillors, over and above the generally accepted duties of a councillor. The SRAs do not have to be the same across different roles.
26. The 2003 Regulations do not limit the number of SRAs which may be paid, nor do they prohibit the payment of more than one SRA allowance to any one Member. The Regulations specify the categories of role for which the Council may make provision to pay an SRA. The categories are:
 - acting as leader or deputy leader of a political group;
 - chairing meetings of a council committee or a sub-committee, or a joint committee of the council and one or more other authorities, or a sub-committee of such a joint committee;
 - representing the council at meetings of, or arranged by, any other body;
 - membership of a committee or a sub-committee of the council which meets with exceptional frequency or for exceptionally long periods;
 - acting as the spokesman of a political group on a committee or sub- committee;
 - membership of a committee that deals with licensing
 - such other activities in relation to the discharge of the council's functions as require of the Member an amount of time and effort equal to or greater than would be required of him by any one of the activities mentioned above
27. The Panel noted that discussions were ongoing regarding potential changes to the number of Committees set up under the current governance structure at Spelthorne, however this review was only concerned with the current structure. At such time as the Council agrees any changes to its Committee arrangements, the Panel will review the effect of those changes on the roles for which a Special Responsibility Allowance is paid.
28. The Panel received benchmarking information about changes in SRA at other Surrey authorities in 2023. It noted that of the 10 Surrey authorities compared, 8 had increased their SRA payments in line with their staff pay award. The other two had made no change to the payments.

29. Spelthorne's current SRAs are set out below:

Leader of the Council and Chair of Policy and Resources Committee	£11000
Deputy Leader and Vice-Chair Policy and Resources Committee	£5500
Service Committee Chairs: Environment and Sustainability Community Wellbeing and Housing Economic Development Neighbourhood Services and Enforcement	£7700
Service Committee Vice-Chairs	£3850
Planning Committee Chair	£6600
Planning Committee Vice-Chair	£3300
Licensing Committee Chair	£5500
Licensing Committee Vice-Chair	£2750
Audit Committee Chair	£4400
Audit Committee Vice-Chair	£2200
Administrative Committee Chair	£2200
Administrative Committee Vice-Chair	£1100
Members of Development Sub-Committee	£2000
Co-optees' Allowance (Chair/Vice-Chair of Standards Committee)	£1500/£750
Independent Person on Audit	£500

30. The Panel agreed to recommend that the SRAs for 2023-2024 should be increased in line with the average senior managerial staff pay award. This would be at the same level as recommended for the Basic Allowance of 2%.

RECOMMENDATION

The Panel recommends that the Special Responsibility Allowances for the roles identified previously should be increased by reference to the average senior managerial staff pay increase for 2023-24 of 2%, resulting in payments as shown at Annex 1.

Development Sub-Committee Substitutes allowance

31. At the Panel's last review it was asked by Council to give consideration to a new SRA for Development Sub-Committee substitutes.

32. The Panel noted that no other Committee substitutes were entitled to an SRA and it was not minded to recommend an exception for the Development Sub-Committee substitutes at the 2022-23 review. However, it requested information on the frequency

with which substitutes were called to sit on the Sub-Committee to inform its review for the 2023-2024 Allowances Scheme.

33. The Panel noted the attendance of substitutes at the 14 meetings of the Development Sub-Committee held between 3 October 2022 and 3 July 2023. Out of the 11 possible substitutes (7 since May 2023), there had been 1 member substituting on three occasions, 2 on one occasion and 3 on one occasion.
34. The Panel noted that an SRA cannot be paid to a specific member, it is paid to a role e.g. a substitute member on the Development Sub-Committee.
35. The Panel recognised that as a substitute may be called upon to attend up to two hours before a meeting, a degree of preparatory reading was necessary, even if the substitute eventually did not attend. The Panel considered that the need for preparatory reading was an integral part of the role of a committee member or a substitute regardless of which Committee a councillor might be called upon to sit as a substitute.
36. The Panel was not minded to recommend an SRA for the Development Sub-Committee substitutes at this review, as there was no general need for an increase.

Other Allowances

37. Co-opted Members

The current Scheme pays an allowance of £1500 and £750 to the Chair and Vice-Chair respectively of the Standards Committee, both of whom are co-opted members.

38. There is also an allowance of £500 for the independent member of the Council's Audit Committee.
39. The frequency of these meetings for the 2023-24 municipal year has remained as it was in the 2022-23 municipal year.

RECOMMENDATION

The Panel recommends that no change be made to the current remuneration of £1500 and £750 for the Chair and Vice-Chair respectively, of the Standards Committee and £500 for the independent member of the Council's Audit Committee, on the basis there was no general need for any such change.

40. Dependents Carer's allowance

The current arrangements for the Dependents Carer's allowance provides for members to be reimbursed the actual costs incurred in relation to the care of dependent relatives or children while they are undertaking approved Council duties, subject to submission of receipts/invoices in support of claims.

41. The Panel noted that only one councillor had claimed carer's allowance in 2022-23 for a total of £130.

RECOMMENDATION

The Panel recommends that no change be made to the current Scheme for Dependents Carer's allowance, on the basis there was no general need for any such change.

42. Travel and subsistence allowance

The current rates paid for travel and subsistence allowances reflect those available to Council officers and are paid when a member is undertaking an approved duty.

43. The list of approved duties has been updated to reflect the current outside bodies to whom the Council appoints and changes to the names of some of those organisations. The updated list is attached at Appendix 2.

44. The current mileage rates are set out below:

Cars	Per mile
up to 999cc	46.9p
1000cc - 1199cc	52.2p
1200cc and over	65p
Motorcycles	24p
Bicycles	20p

45. The subsistence allowance covers the actual expenditure incurred, subject to various measures set out in the allowances scheme.

46. The Panel noted that Spelthorne's travel allowances and permitted duties for which a claim can be made, are broadly the same as those of other Surrey districts and boroughs and reflect the HMRC approved rate in respect of motorcycles and bikes. The HMRC rate for cars of all engine sizes is 45p for the first 10,000 miles in the tax year. Spelthorne's rates are aligned with the amounts paid to staff.

47. The Panel noted that only 5 out of 39 councillors had made claims for travel and subsistence in 2022-23 at a total cost of £482.35.

RECOMMENDATION

The Panel recommends that the current arrangements for payment of travel and subsistence allowances be retained as at present, on the basis there was no general need for any such change.

SUMMARY OF PANEL'S RECOMMENDATIONS

The Panel makes the following recommendations to the Council on the Members' Allowances Scheme for 2023-2024:

Type of Allowance	Current Allowance	Recommended Allowance for 2023/2024	Number
Basic:	£6531	£6662	39
Special Responsibility:			
Leader of the Council and Chair of Policy & Resources Committee	£11000	£11220	1
Deputy Leader and Vice-Chair Policy & Resources Committee	£5500 (50% of Leader's allowance)	£5610	1
Service Committee Chairs: Environment and Sustainability Community Wellbeing and Housing Economic Development Neighbourhood and Enforcement	£7700 (70% of Leader's allowance)	£7850 (£31,400)	4
Planning Committee Chair	£6600 (60% of Leader's allowance)	£6730	1
Planning Committee Vice-Chair	£3300 (30% of Leader's allowance)	£3360	1
Licensing Committee Chair	£5500 (50% of Leader's allowance)	£5610	1
Licensing Committee Vice-Chair	£2750 (25% of Leader's allowance)	£2800	1
Audit Committee Chair	£4400 (40% of Leader's allowance)	£4490	1
Audit Committee Vice-Chair	£2200 (20% of Leader's allowance)	£2240	1
Service Committee Vice-Chairs	£3850 (35% of Leader's allowance)	£3930 (£15720)	4
Administrative Committee Chair	£2200 (20% of Leader's allowance)	£2240	1
Administrative Committee Vice-Chair	£1100 (10% of Leader's allowance)	£1120	1
Development Sub-Committee members	£2000	£2000 (£12,000)	6*
Co-optees' Allowance	£1500 (Chair) £750 (Vice-Chair)	No change	1 1
Independent Person on Audit	£500	No change	1
Total Budget	£360,209	£367,108	24 cllrs in receipt of SRAs

Due to the 'one SRA only' rule that Spelthorne subscribes to in its Member Allowances Scheme, 5 of the 11 members on this Sub-Committee are not entitled to claim this SRA.

Allowance for expenditure incurred in relation to Approved Duties (Schedule 1 to Scheme)	Unchanged allowances for 2023/234
Dependents Carer's Allowance	Reimbursement of actual costs incurred

Travelling and Subsistence Allowances	
Motor Mileage Allowance (per mile)	
Cars	Up to 999cc – 46.9p 1000cc – 1199cc – 52.2p 1200cc and over – 65p
Motorcycles	24p
Cycle	20p
Day Subsistence Allowance	Reimbursement of actual costs incurred

Sir Ivan Lawrence KC (Chairman)
Colin Squire OBE
Alison Osmond

October 2023

Members' Allowances Scheme 2023-2024

List of Approved Duties

When a member uses his or her own home to undertake representative duties on behalf of the Council (e.g. to see constituents), that home becomes their place of work and an allowance can be paid for travel between home and the Council Offices for approved duties, but not for ordinary visits to the Council.

Meetings:

The activities that shall be approved duties include:

- meetings of the Council and committees including Task Groups and Panels.
- deputations, delegations or other representation at meetings with a government department or another local authority.
- training seminars organised by the Council, including members' inductions.
- presentations to councillors by government departments, statutory undertakers, utility or private companies, in respect of proposals in or affecting the Borough, as well as meetings of the organisations external to the Council listed below.
- opening of tenders where Standing Orders require one or more members to be present.
- Visits to sites for which a Planning application is due to come before Planning Committee, by members of the Planning Committee.
- Meetings with Council partners and other Leaders where such meetings take place outside the Borough of Spelthorne.

To qualify as an approved duty, such meetings, seminars and presentations need to be authorised by the Council or a Committee and representatives of more than one political group must be invited, except in the case where the Leader is invited

Meetings with organisations

Meetings of the following organisations **have been approved** by the Council for travel/expenses claims:

- Armed Forces Covenant
- Ashford and St Peter's Hospitals NHS Foundation Trust
- Citizens Advice Runnymede and Spelthorne
- Enterprise M3 (where held outside Spelthorne)
- Council for the Independent Scrutiny of Heathrow Airport
- Heathrow Local Focus Forum (BAA)
- Heathrow Airport Ltd - Annual Meeting with Spelthorne Borough Council
- Heathrow Noise and Airspace Community Forum
- Heathrow Strategic Planning Group (where held outside Spelthorne)
- Management Committee of Mediation North Surrey
- PATROL (Parking and Traffic Regulations outside London) Adjudication Joint Committee
- Runnymede and Spelthorne SHMA – Joint Member Liaison Group
- South East Employers (SEE)

- South West Middlesex Crematorium Board
- Spelthorne Mental Health Association Management Committee - Trustee
- Spelthorne Safer, Stronger Partnership Board
- Strategic Aviation Special Interest Group (SASIG)
- Surrey Environment Partnership
- Surrey Leaders' Group
- Surrey Museums Partnership
- Surrey Police and Crime Panel
- Surrey Traveller Community Relations Forum
- (NHS) Sustainability and Transformation Plan Stakeholder Reference Group
- Thames Landscape Strategy Partnership Executive Review Board

List of authorised conferences:

The following have been prescribed under Section 175 of the Local Government Act 1972 for the payment of travel and expenses claims:

- Chartered Institute of Housing (CIH)
- Chartered Institute of Public Finance and Accountancy (CIPFA)
- Institute of Building Control
- Institute of Waste Management
- Local Government Association Annual Conference
- Local Government Association Annual Housing Conference
- National Housing and Town Planning Conference
- Royal Town Planning Institute (RTPI)
- South East Employers (SEE)
- Surrey Heritage Strategy Annual Conference

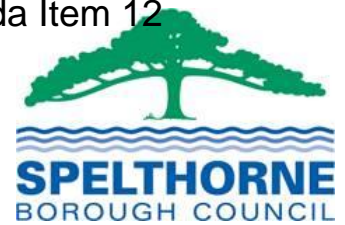
List of duties not approved:

The following is a list of those organisations external to the Council to which the Council makes appointments, but which **do not qualify** for any travel or expenses allowances:

- A2 Dominion Customer Insight Panel

The following duties have **not** been approved by the Council:

Social occasions, receptions, official openings, sporting occasions, visits by members to the Council offices to meet with staff outside of formal meetings; and ward surgeries.



Audit Committee

Decisions taken at the meeting held on Thursday, 27 July 2023.

Meeting Time:

7.30 pm

Meeting Venue:

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

PRESENT: Councillor Jon Button (Chair), Councillor Karen Howkins (Vice-Chair), Councillor Michelle Arnold, Councillor Simon Bhadye, Councillor Mary Bing Dong, Councillor Lawrence Nichols and Philip Briggs

1. APOLOGIES AND SUBSTITUTES

There were no apologies received.

3. DISCLOSURES OF INTEREST

Councillor Nichols declared that he was a member of Knowle Green Estates Limited Board.

4. REFRESHED INTERNAL AUDIT ASSURANCE OPINIONS

The Committee **resolved** to note and endorse the refreshed assurance opinions which have been adopted from 2023.

5. CORPORATE RISK REGISTER (CORPORATE RISK MANAGEMENT)

The Committee **resolved**:

1. To note the significant strategic risks and issues highlighted in the report,
2. To recommend that the Corporate Risk Register be presented to the Corporate Policy and Resources Committee
3. To ensure continued wider reporting of the Corporate Risk Register and Risk Action Plan across other Committees

6. ANNUAL INTERNAL AUDIT REPORT & OPINION FOR 2022/23

The Committee **resolved** to:

1. Note the Annual Internal Audit Report for 2022/23.
2. Note the annual audit opinion on the Council's internal control environment, risk management and governance arrangements

7. PUBLIC INTEREST REPORT RECOMMENDATIONS - ACTION PLAN

The Committee **resolved** to note and agree the action plan, subject to continued input and review by the Development Sub-Committee, to adopt a robust asset and tenancy management strategy that manages tenant risk, reduces void periods and empty premises costs, and delivers certainty of income receipt which supports the debt repayment strategy set out for each asset, and approve the proposed KPIs, and to establish a risk-based view of the expected long term portfolio and individual property behaviour to inform members and support future decisions including sinking fund adequacy.

9. EXTERNAL AUDIT UPDATE

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

10. ANNUAL GOVERNANCE STATEMENT 2022-23

The Committee **resolved** to approve the draft Annual Governance Statement subject to any further amendments in conjunction with the Chair of Audit Committee and endorse the improvement actions identified in the Statement

11. KGE ACCOUNTS YEAR END 31 MARCH 2022

The Committee **resolved** to note the report

12. SDS ACCOUNTS YEAR END 31 MARCH 2022

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

13. SBC ACCOUNTS YEAR END 31 MARCH 2023

The Committee **resolved** to note the report and the draft unaudited financial statements, which were published on the Council's website on 31 May 2023, in accordance with the statutory deadline.

14. COMMITTEE FORWARD PLAN

Resolved that the Committee Work Programme for the remainder of the 2023-2024 Municipal year with the inclusion of updates from External Auditors, be approved.

Meeting ended at 22:24

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 Tuesday 1 August 2023.*

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Decisions taken at the meeting held on Tuesday, 26 September 2023.

Meeting Time:

7.00 pm

Meeting Venue:

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

PRESENT:

5. GRANTS PANEL TERMS OF REFERENCE*

The Committee **resolved** to approve the four recommendations outlined in the report and **resolved** to approve option 3 set out in the report subject to inclusion of the agreed amendment on absent panel members.

6. COMMUNITY CENTRE SATURDAY OPENING (A CONTINUATION)

The Committee **resolved** to:

1)continue to endorse the Council's approach of expanding the Community Centres provision to take account of the impact of current cost of living, energy and social isolation crisis on our communities.

2)continue with the provision of opening at least one community centre within the borough of Spelthorne for 6 days a week, which is currently in place throughout the winter period, engaging centre staff to provide the additional provision.

7. NORTH WEST SURREY ROLE MAPPING RISKS AND OPPORTUNITIES

The Committee **resolved** to:

1)Note the range of roles that support residents through a Health and Wellbeing lens. Appendices 1 & 2

2)Note the current approaches to our populations through this lens by major stakeholders including North West Surrey Health and Care Alliance and Surrey County Council.

3)Make recommendations in relation to the level of engagement expected with these similar initiatives.

4)Consider opportunities offered as a system partner

10. EXCLUSION OF PUBLIC AND PRESS

It was proposed by Councillor Bateson, seconded by Councillor Arnold and **resolved** to exclude the public and press in view of the likely disclosure of exempt information within the meaning of Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

11. STAFFING REPORT - INDEPENDENT LIVING

The Committee **resolved** to make a recommendation to Corporate Policy and Resources Committee.

12. LEISURE OPERATOR PROCUREMENTS*

The Committee **resolved** to make recommendations to Corporate Policy and Resources Committee and Council.

13. URGENT ITEM- COST OF LIVING SUPPORT FUND*

The Committee **resolved** to note the recommendations outlined in the report and make recommendations to Corporate Policy and Resources Committee.

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:*
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 - 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*
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- (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 3 October 2023*

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Decisions taken at the meeting held on Thursday, 28 September 2023.

Meeting Time:

7.00 pm

Meeting Venue:

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

PRESENT: Councillor Howard Williams (Chair), Councillor Mary Bing Dong, Councillor Jon Button, Councillor Suraj Gyawali, Councillor Matthew Lee and Councillor Anant Mathur

5. ECONOMIC DEVELOPMENT COMMITTEE TERMS OF REFERENCE

The Committee **resolved** to not make any amendments to the Committee's Terms of Reference pending the outcome of the proposed changes to the Committee System.

6. ECONOMIC PROSPERITY STRATEGY UPDATE

The Committee **resolved** to note an update from the Economic Development Manager on the implementation of the 2023-2028 Economic Prosperity Strategy.

7. REVIEW OF THE ECONOMIC PROSPERITY STRATEGY

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

8. EM3 LOCAL ENTERPRISE PARTNERSHIP

The Committee **resolved** to note the update on the EM3 Local Enterprise Partnership.

9. FORWARD PLAN

The Committee **resolved** to note the Forward Plan for the business of this Committee.

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Decisions taken at the meeting held on Tuesday, 5 September 2023.

Meeting Time:

7.00 pm

Meeting Venue:

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

PRESENT: Councillor Malcolm Beecher (Chair), Councillor Kathy Grant (Vice-Chair), Councillor Sean Beatty, Councillor Lisa Brennan, Councillor Tony Burrell, Councillor Jolyon Caplin, Councillor Darren Clarke, Councillor Sue Doran, Councillor Karen Howkins, Councillor Matthew Lee, Councillor Anant Mathur, Councillor Lawrence Nichols, Councillor Katherine Rutherford, Councillor John Turner and Councillor Howard Williams

5. STAINES CONSERVATION AREA APPRAISAL

The Committee **resolved** to

- 1) Agree the revisions to the boundary of the Staines Conservation Area (“SCA”);
- 2) Agree the Staines Conservation Area Appraisal as Supplementary Planning Guidance.

6. PLANNING DEVELOPMENT MANAGEMENT PERFORMANCE REPORT

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

7. CLIMATE CHANGE SUPPLEMENTARY PLANNING DOCUMENT

The Committee **resolved** to approve to commence a statutory 4 week consultation on a new Climate Change Supplementary Planning Document.

8. GREEN INITIATIVES FUND BIDS

The Committee **resolved** to

- 1) Agree the request for funding for a review of the Council’s investment portfolio in terms of Environmental, Social and Governance credentials of £11,500
- 2) Agree the request for funding by Cocoon Kids of an EAV cargo e-trike of £5,876

9. RIVERS AND WATERCOURSES UPDATE

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

10. UPDATE ON CLIMATE CHANGE STRATEGY

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

11. UPDATES FROM TASK AND FINISH AND/OR WORKING GROUPS

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

12. 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:*
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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 11 September 2023.*

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Decisions taken at the meeting held on Thursday, 5 October 2023.

Meeting Time:

7.00 pm

Meeting Venue:

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

PRESENT: Councillor Katherine Rutherford (Vice-Chair, in the Chair), Councillor Mary Bing Dong, Councillor Tony Burrell, Councillor Jolyon Caplin, Councillor Darren Clarke and Councillor Joanne Sexton

6. SPELTHORNE BOROUGH COUNCIL - ENVIRONMENTAL HEALTH & BUILDING CONTROL ENFORCEMENT POLICY

The Committee **resolved** to:

1. Recommend to Corporate Policy and Resources Committee that they adopt the Environmental Health & Building Control Enforcement Policy (2023-2026)
2. Recommend to Corporate Policy and Resources Committee that they grant approval that minor changes can be made to the Policy with the approval of Deputy Chief Executive with responsibility for Place, Protection and Prosperity.
3. To note Spelthorne Borough Council's Environmental Health 'Procedure for Setting Financial Penalties – Banding the Offence and Determining Appropriate Sanctions'.

7. REVIEW OF COMMUNITY SAFETY 2023

The Committee **resolved** to note the 2023 review of Community Safety.

9. PLAY AREA IMPROVEMENTS

The Committee **resolved** to:

1. Authorise the Group Head of Neighbourhood Services to commence a tender for the procurement of play area equipment;
2. Delegate authority to the Group Head Neighbourhood Services in consultation with the Chair of Neighbourhood Services to appoint the chosen supplier/s; and
3. Authorise the Group Head of Corporate Governance to enter the contract with the selected supplier.

10. ROAD CHANNEL SWEEPING

The Committee **resolved** that a letter would be sent from the Committee to Surrey County Council. The letter would be approved by the Chair and Vice-Chair of the Committee as well as Councillor Attewell and Councillor Sexton.

The Committee **resolved** that a report would be added to the Forward Plan for March 2024 with possible options to deal with the Road Channel Sweeping issue.

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

NOTES:-

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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 26 July 2023, 23 August 2023, and 20 September 2023.

1. Planning Committee Meeting- 26 July 2023

1.1 The Committee considered four reports.

1.2 Application No. 23/00517/FUL Buildings 3, 4, 6, 11, 15 & 17, Littleton Lane, Trading Estate, Shepperton TW17 0NF- This application was for the use of Building 3 for the storage of equipment and materials ancillary to vehicle body repairs, Building 4 for the storage of plant and equipment for groundworks / civils, Building 6 for the storage of plant and equipment for groundworks / civils, Building 11 for general storage, Building 15 for the manufacture of exhibition equipment and Building 17 as a cafe, for a temporary period ending 01 May 2026.

1.3 The application was **approved**.

1.4 Application No. 23/00518/FUL Area B, Buildings 12 and 19, Littleton Lane Trading Estate, Shepperton TW17 0NF- This application was for the use of Area B for the storage of shipping containers, building 12 for general storage, and Building 19 for manufacture of safety case for camera equipment, manufacture of timber/wood products, van export, motor vehicle repair and restoration, vehicle radiator repair and exhibition furniture production.

1.5 The application was **approved**.

1.6 Application No. 22/01666/FUL Land at Ashford Road, Ashford Road, Shepperton TW15 1TZ- This application was for the demolition of existing buildings/structures including Ash House and Oak House in Littleton Road and redevelopment of the site with the erection of two buildings subdivided into seven units for speculative B2 general industrial, B8 storage and distribution, and E(g)(iii) light industrial purposes with ancillary offices, together with associated car parking servicing and landscape planting.

1.7 The application was **refused**

1.8 Application No. 23/00557/SCC Sunbury Fire Station, Staines Road West, Sunbury-on-Thames TW16 7BG- This was a Surrey County Council consultation for the redevelopment of the former Sunbury Fire Station site for a mixed-use hub building incorporating Class E (Commercial, business and service) and Class F1 (Learning and non-residential) uses including library plus 12 no. supported independent living units (use class C3). (SCC Consultation reference: 2023-0051)

1.9 **Resolved** to inform Surrey County Council that this Council has NO OBJECTION to this application.

2. Planning Committee Meeting- 23 August 2023

2.1 The Committee considered three reports.

2.2 Application No. 22/01615/OUT Bugle Nurseries, Upper Halliford Road, Shepperton TW17 8SN- This was an outline application with approval sought for scale, access and siting, with details of layout, appearance and landscaping reserved, for the demolition of existing buildings and structures, removal of waste transfer facility and the redevelopment of the site for up to 80 residential units and the provision of open space and a play area, plus associated works for landscaping, parking areas, pedestrian, cycle and vehicular routes.

2.3 The application would have been **refused** had the Council been able to formally determine it. The reasons for refusal will form the basis of the Council's case at Planning Appeal.

2.4 Application No. 23/00058/FUL, Vacant Land adjacent to the White House, Kingston Road, Ashford, TW15 3SE- This application was for the erection of a residential block for 17 residential units, with associated parking, servicing, and landscaping/amenity provision.

2.5 The application was **overturned** and **refused**.

2.6 Application No. 23/00799/HOU 41 Windsor Road, Sunbury on Thames TW16 7QY- This application was for the erection of a single storey side and rear extension.

2.7 The application was **approved**.

3. Planning Committee Meeting- 20 September 2023

3.1 The Planning Committee considered one report.

3.2 Application No. 01/00018/FUL Wheatsheaf Park, Wheatsheaf Lane, Staines-upon-Thames, TW18 2PD – This was an application to enter into a Deed of Variation (DoV) to the Agreement dated 12 September 2001 made under Section 106 of the Town and Country Planning Act 1990, relating to Land at Staines Town Football Club, Wheatsheaf Lane, Staines, Middlesex, under Planning Application PA/01/0018 ('the Section 106 Agreement').

3.3 The motion to enter into a deed of variation was **refused**.

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Decisions taken at the meeting held on Wednesday, 4 October 2023.

Meeting Time:

7.00 pm

Meeting Venue:

Council Chamber, Council Offices, Knowle Green, Staines-upon-Thames TW181XB

PRESENT: Dylan Price (Vice-Chair), Councillor Maureen Attewell, Councillor Chris Bateson, Councillor Jon Button, Councillor Rebecca Geach, Councillor Kathy Grant and Councillor Howard Williams

4. RE-ESTABLISHMENT OF COMMITTEE SYSTEM WORKING GROUP*

The Committee **resolved** to:

1. Re-establish the Committee System Working Group for 2023-24 to allow it to meet to consider the proposals to revise the number of committees and to agree the Terms of Reference for the new committees; and
2. Agree that the membership be made up of one member from each political group and any unaffiliated independent members.

5. UPDATE ON MEMBER COMPLAINTS

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

7. OUTCOME OF COMPLAINT INVESTIGATION

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

NOTES:-

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- (11) *The deadline of three working days for "call in" in relation to the above decisions by the Committee is the close of business on 12 October 2023.*