



Please reply to:

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Date: 29 June 2015

Notice of meeting

Overview and Scrutiny Committee

Date: Tuesday, 7 July 2015

Time: 7.30 pm

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

To: Members of the Overview and Scrutiny Committee

Councillors:

A.E. Friday (Chairman)
D. Patel (Vice-Chairman)
M.M. Attewell
S.J. Burkmar
R. Chandler

K. Flurry
I.T.E. Harvey
A.T. Jones
J.G. Kavanagh
S. Lohmann

S.C. Mooney
A. Neale
O. Rybinski
B.B. Spoor
H.R.D. Williams

Spelthorne Borough Council, Council Offices, Knowle Green

Staines-upon-Thames TW18 1XB

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AGENDA

Description	Lead	Timings	Page Number.
1. Apologies To receive any apologies for non-attendance.	Chairman	7.30 pm	
Introductions As this is the first meeting of Overview and Scrutiny Committee in the Municipal Year 2015-2016, the Chairman will invite Councillors to briefly introduce themselves.			
2. Minutes To confirm the minutes of the meeting held on 21 May 2015 as a correct record.	Chairman		1 - 2
3. Disclosures of Interest To receive any disclosures of interest from members in accordance with the Members Code of Conduct.	Chairman		
4. Call-in of a Leader, Cabinet or Cabinet Member decision To consider any decisions of the Leader, Cabinet or a Cabinet member which have been called in for review.	Chairman		
5. Fundamentals of Overview and Scrutiny The Committee will receive a training session on the fundamentals of scrutiny facilitated by Ann Reeder, an Adviser and Regional Advocate for the South of England with the Centre for Public Scrutiny.	Chairman	7.35 pm	3 - 18
The attached documents are for background information:			
<ul style="list-style-type: none">➤ Overview and Scrutiny Committee Terms of Reference➤ Overview and Scrutiny Procedure Rules➤ Review of the work programme 2014-2015➤ Cabinet Forward Plan			

Description	Lead	Timings	Page Number.
6. Provisional Capital Outturn 2014-2015 To consider the report on the provisional Capital Outturn position for the period 2014-2015.	Adrian Flynn/Cllr Evans	9.30 pm	19 - 26
7. Provisional Revenue Outturn 2014-2015 To consider a report on the provisional Revenue Outturn position for the period 2014-2015.	Adrian Flynn/Cllr Evans		27 - 52
8. Treasury Management Annual Report 2014-2015 To consider the Treasury Management Annual Report 2014-2015.	Ryan Maslen/Cllr Evans		53 - 60
9. Work Programme 2015-2016 To note the draft Work Programme for 2015-2016.	Chairman	9.55 pm	61 - 64

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**Minutes of the Overview and Scrutiny Committee
21 May 2015**

Present:

Councillors:

S.J. Burkmar	J.G. Kavanagh	D. Patel
R. Chandler	S. Lohmann	O. Rybinski
K. Flurry	S.C. Mooney	B.B. Spoor
A.E. Friday	A. Neale	H.R. Williams
I.T.E. Harvey		

Apologies: Councillors M.M. Attewell and A. T. Jones

129/15 Appointment of Chairman

It was moved by Councillor D. Patel and seconded by Councillor S.J. Burkmar and

Resolved that Councillor A.E. Friday be appointed Chairman of the Overview and Scrutiny Committee for the Municipal Year 2015-2016.

130/15 Minutes

The minutes of the meeting held on 17 March 2015 were approved as a correct record.

131/15 Appointment of Vice-Chairman

It was moved by Councillor A.E. Friday and seconded by Councillor S. Lohmann and

Resolved that Councillor D. Patel be appointed Vice-Chairman of the Overview and Scrutiny Committee for the Municipal Year 2015-2016.

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OVERVIEW AND SCRUTINY COMMITTEE

(15 Members)

1. GENERAL ROLE

- (a) To be member led and discharge the function of overview and scrutiny as a critical friend in relation to the development of policies and strategies to meet local needs and in relation to service delivery and performance management;
- (b) Review and / or scrutinise decisions made or actions taken in connection with the discharge of any of the Council's functions
- (c) Make reports and / or recommendations to the Council and / or the Cabinet in connection with the discharge of any of the functions;
- (d) Question members of the Cabinet and / or committees and the Chief Executive, , Assistant Chief Executives or Heads of Service about their views on issues and proposals affecting Spelthorne and on their decisions and performance, whether generally in comparison with service plans and targets over a period of time, or in relation to particular decisions, initiatives or projects;
- (e) Consider any matter affecting Spelthorne or its inhabitants; and
- (f) Exercise the right to call in for reconsideration, decisions made but not yet implemented by the Cabinet.

2. POLICY REVIEW AND DEVELOPMENT

- (a) To assist the Council and the Cabinet on policy issues generally including the initiation and development of new policies and strategies (this includes not just the Council's policies and strategies but those of other bodies which affect the well being of the Spelthorne Community);
- (b) To consider and advise the Cabinet and Council on the content of the Corporate Plan;
- (c) To review, consider and recommend improvements and developments in advance of the decisions of the Cabinet in relation to policy matters;
- (d) Conduct research, and consultation in the analysis of policy issues and possible options;
- (e) Consider and implement mechanisms to encourage and enhance community participation in the development of policy options; and

- (f) Liaise with other external organisations operating in Spelthorne, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working.

3. SCRUTINY AND REVIEW

- (a) To review and monitor the Council's performance management arrangements and draw attention to local residents concerns;
- (b) To review and monitor the implementation of the Corporate Plan;
- (c) To review and monitor performance in meeting the Council's annual targets;
- (d) To review and monitor how and to what effect policies and strategies are being implemented and to make reports and recommendations, including proposals for changes to policies and practices to the Council and the Cabinet (this includes not just the delivery of Council policies and strategies but those of other bodies which affect the well being of the Spelthorne community);
- (e) To review and monitor performance acting as a critical friend to the Cabinet regarding the Council's budget and policy framework;
- (f) To review and monitor any areas that the Committee believes is not performing setting up task groups as required;
- (g) To review and scrutinise as a critical friend the performance and decisions of the Cabinet in relation to service provision and performance management and to exercise the right of 'call in' of decision in accordance with the provisions of the Constitution;
- (h) To review and scrutinise the performance of other public bodies in Spelthorne, in particular they will exercise the Council's scrutiny responsibilities arising under the Police and Justice Act 2006 and the 'Councillor Call for Action' provisions under the Local Government and Public Involvement in Health Act 2007 and invite reports from appropriate public bodies by requesting them to address the committee and local people about their activities and performance; and
- (i) Question and gather evidence from any person (with their consent) to fulfil its purpose.

OVERVIEW AND SCRUTINY PROCEDURE RULES

1. NUMBER AND SIZE OF COMMITTEES

- 1.1 The Council will have an Overview and Scrutiny Committee as set out in Article 8 and will appoint members to it. The Committee may appoint such sub-committees and working groups, as it considers appropriate.

2. WHO MAY SIT ON OVERVIEW AND SCRUTINY COMMITTEES

- 2.1 All Members except members of the Cabinet and the Mayor may be members of the Overview and Scrutiny Committee. However, no member may be involved in scrutinising a decision which he or she has been directly involved with.

3. CO-OPTEEES

- 3.1 The Overview and Scrutiny Committee shall be entitled to recommend to Council the appointment of a number of people as non-voting co-optees such as representatives from other organisations, local residents, outside experts etc.

4. MEETINGS

- 4.1 There shall be at least 4 ordinary meetings of the Overview and Scrutiny Committee in every year in accordance with the calendar of meetings agreed by the Council. These shall be at times and venues to be decided by the Committee.
- 4.2 In addition, extraordinary meetings may be called from time to time as and when appropriate. An extraordinary Overview and Scrutiny Committee meeting may be called by:
- (a) the Chairman of the Overview and Scrutiny Committee,
 - (b) any 3 members of the Committee; or
 - (c) The lead officer to the Committee if he or she considers it necessary or appropriate after consultation with the Chairman.
- 4.3 When calling an extraordinary meeting the justification for doing so shall be given.
- 4.4 Any Member may attend meetings of the Overview and Scrutiny Committee of which he or she is not a member but shall sit separately from the members of the Committee so that it is clear to members of the public, who are the members of the Committee. A Member shall not be entitled to attend meetings of working groups or sub-committees unless appointed as a member or invited to attend by the working group or sub-committee.
- 4.5 A Member in attendance at meetings may, when invited to do so by the Chairman, speak at the meeting in relation to an issue being discussed, provided he or she has notified the Chairman before the start of the meeting of his or her wish to speak on the item.
- 4.6 A Member appointed as the Council's representative on an outside body may attend meetings and speak in relation to an issue being discussed which affects that body, provided that he or she has notified the Chairman before the start of the meeting of his or her wish to speak on the item.

5. APPOINTMENT OF CHAIRMAN

- 5.1 At the first meeting in the municipal year the Committee will elect the Chairman for the year from amongst the Members sitting on the Committee. In the event of an equality of votes, the appointment shall automatically be deferred to the next meeting and the Committee shall elect a Chairman for the meeting to enable the business on the agenda to be transacted. The Chairman will then conduct the appointment of a Vice-Chairman.
- 5.2 The Chairman shall preside at every meeting of the Committee at which he or she is present but may invite the Vice-Chairman of the Committee to preside over all, or any part of the meeting.
- 5.3 In the absence of the Chairman, the Vice-Chairman shall preside and, in the absence of the Chairman and the Vice-Chairman, the Committee shall elect a person from among their number to preside at the meeting, which will be conducted by the lead officer.

6. QUORUM

- 6.1 The quorum for the Overview and Scrutiny Committee (or any sub-committee) shall be one quarter of the members of the Committee.

7. WORK PROGRAMME

- 7.1 The Overview and Scrutiny Committee shall be responsible for setting its own work programme and in doing so shall take into account the wishes of members on that Committee who are not members of the largest political group on the Council. Any work programme agreed may be amended from time to time.

8. AGENDA ITEMS

- 8.1 Any member of the Overview and Scrutiny Committee shall be entitled to notify the Chairman that they wish a relevant item to be included on the agenda for the next available meeting of the committee; such notice to include the reason for wanting the matter to receive Committee consideration. The Chairman shall consider such a request and if he or she agrees that it is an appropriate matter for the Committee to discuss, the lead officer to the Committee will ensure that it is included on the next available agenda. If the Chairman does not consider it appropriate for the Committee to consider the item requested, then he or she shall give his or her reasons to the member making the request. (Note: this relates to any matter relevant to the functions of the Committee other than a 'call-in of a key decision, which is dealt with separately in paragraph 16 below)

9. ORDER OF BUSINESS

- 9.1 The normal order of business at overview and scrutiny committees shall be:
- (a) Apologies for absence;
 - (b) Minutes of the last meeting;
 - (c) Matters arising from the minutes
 - (d) Declarations of interests;
 - (e) Call in of a Leader, Cabinet or Cabinet Member decision;

- (f) Any matter referred under the “Councillor call for action” procedures
- (g) Outcomes of any reports or recommendations to the Leader, Cabinet or Cabinet Member
- (h) Matters set out in the work programme for the meeting
- (i) Cabinet Forward Plan
- (j) Members of the Committee to suggest items for future Committee consideration
- (k) Work Programme; and
- (l) Any business identified by the Lead Officer to the Scrutiny Committee and agreed by the Chairman
- (m) Any Other Business

9.2 Duration of meetings (Please see Standing Orders for Council contained in part 4 section (a) of the Council’s Constitution for the rules on the length of time allowed for a single meeting).

10. POLICY REVIEW AND DEVELOPMENT

10.1 The role of the Overview and Scrutiny Committee in relation to the development of the Council’s budget and policy framework is set out in detail in the Budget and Policy Framework Procedure Rules.

10.2 In relation to the development of the Council’s approach to other matters not forming part of its policy and budget framework, the Overview and Scrutiny Committee may make proposals to the Leader, Cabinet or Cabinet Member (as the case may be) for developments in so far as they relate to matters within their terms of reference.

10.3 The Overview and Scrutiny Committee may hold enquiries and investigate the available options for future direction in policy development and may appoint advisers and assessors to assist them in this process. They may go on site visits, conduct public surveys, hold public meetings, commission research and do all other things that they reasonably consider necessary to inform their deliberations. They may ask witnesses to attend to address them on any matter under consideration and may pay to any advisers, assessors and witnesses a reasonable fee and expenses for doing so.

11. CONDUCT OF REVIEWS

11.1 Before starting any review or enquiry, the Overview and Scrutiny Committee will:

- (a) Define the issue it wishes to look at and the Committee’s purpose in undertaking the review;
- (b) Indicate the type of background information and any performance or other data the Committee requires;
- (c) Indicate the individuals the Committee would like to interview as part of their review (eg Members of the Cabinet, officers, representatives from other organisations, local residents and outside experts. etc);

- (d) Set a realistic timescale including meeting dates if there are to be additional meetings to those in the calendar; and
 - (e) Decide whether the review is to be undertaken by the Committee itself or by a working group of members of the Committee reporting to the main Committee.
- 11.2 The terms of reference for any review to be undertaken by the Overview and Scrutiny Committee will be agreed by the Chairman of the Committee with the assistance of the lead officer and sent to all members of the Committee. The Chairman of the Committee will then manage the review with the lead officer and support of the committee manager.
- 11.3 Where the Overview and Scrutiny Committee conducts reviews or investigations and asks people to attend to give evidence, it will proceed in accordance with the following principles:
- (a) that the review or investigation will be conducted fairly and all members of the Committee will be given the opportunity to ask questions, to contribute and speak;
 - (b) that those assisting the Committee by attending be treated with respect and courtesy; and
 - (c) that the review or investigation be conducted so as to maximise the efficiency of the investigation or analysis.

12. REPORTS FROM THE OVERVIEW AND SCRUTINY COMMITTEE

- 12.1 Once it has formed recommendations on proposals for development, the Overview and Scrutiny Committee will prepare a formal report or recommendation and submit it to the lead officer for consideration by the Leader or Cabinet (if the proposals are consistent with the existing budgetary and policy framework), or to the Council (if the recommendation would require a departure from or a change to the agreed budget and policy framework) as appropriate.
- 12.2 If the Overview and Scrutiny Committee cannot agree on one single final report or recommendation to the Council, Leader or Cabinet as appropriate, then up to one minority report or recommendation may be prepared and submitted for consideration by the Council, Leader or Cabinet with the majority report or recommendation.
- 12.3 The Council, Leader or Cabinet shall consider the report or recommendation of the Overview and Scrutiny Committee within eight weeks of it being submitted to the lead officer.
- 12.4 The agenda for Cabinet meetings shall include an item entitled 'Issues arising from Overview and Scrutiny'. The reports and recommendations of the Overview and Scrutiny Committee referred to the Leader, Cabinet or Cabinet Member shall be included at this point in the agenda (unless they have already been considered in the context of the Cabinet's deliberations on a substantive item on the agenda) within eight weeks of the Overview and Scrutiny Committee completing its report or recommendations.

- 12.5 All references and recommendations from the Overview and Scrutiny Committee will be considered by the Cabinet notwithstanding that the original decision may have been taken by an individual member of the Cabinet.
- 12.6 When the Council does meet to consider any referral from the Overview and Scrutiny Committee on a matter which would impact on the budget and policy framework, it shall also consider the response of the Leader or Cabinet to the Overview and Scrutiny proposals.
- 12.7 Where the Overview and Scrutiny Committee prepares a report or recommendation for consideration by the Cabinet in relation to a matter where the Leader has delegated decision making power to an individual member of the Cabinet, then the Overview and Scrutiny Committee will submit a copy of their report or recommendation to that individual for consideration and all members of the committee, for information. At the time of doing so, the Overview and Scrutiny Committee shall also serve a copy on the lead officer and the Leader. If the member with delegated decision making power does not accept the recommendations of the Overview and Scrutiny Committee, then they must then refer the matter to the next available meeting of the Cabinet for debate before exercising their decision making power and responding to the report in writing to the Overview and Scrutiny Committee. The Cabinet Member to whom the decision making power has been delegated will respond to the Overview and Scrutiny Committee within eight weeks of receiving its report. A copy of their written response to it shall be sent to the lead officer and the member will attend a future meeting to respond.
- 12.8 The Overview and Scrutiny Committee will in any event have access to the Cabinet's forward plan and timetable for decisions and intentions for consultation. Even where an item is not the subject of detailed proposals from the Overview and Scrutiny Committee following its consideration of possible policy/service developments, the Committee will at least be able to make its views known to the Cabinet in relation to any key decision.

13. RIGHTS OF COMMITTEE MEMBERS TO DOCUMENTS

- 13.1 In addition to their rights as Members, members of the Overview and Scrutiny Committee have the additional right to documents, and to notice of meetings as set out in the Access to Information Procedure Rules in Part 4 of this Constitution.
- 13.2 The above provision does not prevent detailed discussion between the Cabinet and the Overview and Scrutiny Committee taking place on the particular matter under consideration.

14. MEMBERS AND OFFICERS GIVING ACCOUNT

- 14.1 The Overview and Scrutiny Committee or sub-committee may scrutinise and review decisions made or actions taken in connection with the discharge of any Council functions. As well as reviewing documentation, in fulfilling the scrutiny role, it may require any member of the Cabinet, the Chief Executive, Deputy Chief Executive, Assistant Chief Executives or Heads of Service to attend before it to explain in relation to matters within their remit:
- (a) any particular decision or series of decisions;
 - (b) the extent to which the actions taken implement Council policy; and/or

(c) their performance.

And it is the duty of those persons to attend if so required.

- 14.2 Where any member or officer is required to attend the Overview and Scrutiny Committee under this provision, the Chairman of that committee will inform the lead officer. The lead officer shall inform the member(s) or officers in writing giving at least 5 working days notice of the meeting at which they are required to attend. The notice will state the nature of the item on which they are required to attend to give account and whether any papers are required to be produced for the committee. Where the account to be given to the Committee will require the production of a report, then the member or officer concerned will be given sufficient notice to allow for the preparation of that documentation.
- 14.3 Where in exceptional circumstances, the member or officer is unable to attend on the required date, then the Overview and Scrutiny Committee shall in consultation with the member or officer arrange an alternative date for attendance.

15. ATTENDANCE BY OTHERS

- 15.1 The Overview and Scrutiny Committee may invite people other than those people referred to in 14 above to address the meeting, discuss issues of local concern and/or answer questions. It may for example wish to hear from residents, stakeholders and members and officers in other parts of the public sector and shall invite whosoever it considers appropriate to attend.

16. CALL IN PROCEDURE

- 16.1 The Overview and Scrutiny Committee shall be entitled to call in for consideration any decisions taken by the Leader, Cabinet or a Cabinet Member in accordance with the following procedure:
- 16.2 The "call in" procedure shall not apply to recommendations the Cabinet makes to the Council.
- 16.3 The call in procedure does not apply to urgent decisions (i.e. a decision which has been taken without the normal period of notice being given after consultation with and the agreement of the Chairman of the Overview and Scrutiny Committee that the decision was urgent).
- 16.4 Within three working days of the date on which a decision of the Leader, Cabinet or a Cabinet Member is published, not less than three members [one of whom must be the Chairman] of the Overview and Scrutiny Committee, may give notice in writing to the lead officer of their wish that the decision should be considered by the Overview and Scrutiny Committee before it is implemented.
- 16.5 On receipt of such a notice the lead officer will advise the Chairman of the Committee of the call in and liaise with the Chairman to arrange for the committee to meet to consider the matter as soon as reasonably practicable.
- 16.6 To avoid delay in considering an item "called in", an extraordinary meeting of the Committee shall be convened within seven working days of a "call in" being received if an ordinary meeting is not scheduled in that period.

- 16.7 When calling in a Leader, Cabinet or Cabinet Member decision for review, the members doing so shall in their notice of "call in"
- outline their reasons for requiring a review;
 - Indicate any further information they consider the Committee needs to have before it in order to conduct a review in addition to the written report made by officers ;
 - Indicate whether, where the decision was taken collectively by the Cabinet, they wish the Leader or his nominee (who should normally be the Cabinet Member) or where the decision was taken by a Cabinet Member, the member of the Cabinet making the decision, to attend the committee meeting; and
 - Indicate whether the officer making the report to the Cabinet or to the Cabinet Member taking the decision or his/her representative should attend the meeting.
- 16.8 When a decision is called in for review, the Chairman of the Overview and Scrutiny Committee may arrange for any additional information they consider necessary to be made available to the Committee when it meets.
- 16.9 Where requested to do so, officers will arrange for the additional information to be supplied to the meeting and the officer making the report to the Leader or Cabinet etc will attend.
- 16.10 When requested to do so, the Leader or his nominee, where the Cabinet has made the decision or the Cabinet Member who has made the decision will attend the meeting.
- 16.11 Having reviewed the decision, the Overview and Scrutiny Committee may either:
- (a) Request the Leader, Cabinet or Cabinet Member to reconsider the matter for reasons to be put forward by the Committee in their request to reconsider; or
 - (b) decide that no further action be taken, in which case the decision of the Leader or Cabinet etc may be actioned without further consideration or delay.
- 16.12 Where a decision is taken by the Leader, Cabinet or a Cabinet Member following consideration of a recommendation on the matter from the Overview and Scrutiny Committee and the decision is called in under the above procedure (ie a second call in on the same matter), the Overview and Scrutiny Committee must either:
- (a) refer the matter to the Council for decision with a recommendation from the Committee as to what it considers appropriate; or
 - (b) decide that no further action be taken, in which case the decision of the Cabinet or Cabinet Member may be actioned without further consideration or delay.

17. THE PARTY WHIP

- 17.1 The party political groups represented on the Council have recognised and agreed in principle that political group whipping as described in the Secretary of States' Guidance to New Council Constitutions is not appropriate and will not be applied in relation to the function of overview and scrutiny.
- 17.2 When considering any matter in respect of which a member of the Overview and Scrutiny Committee is subject to a party whip, the Member must declare the existence of the whip and the nature of it before commencement of the Committee's deliberations on the matter. This shall then be recorded in the minutes of the meeting.

Review of Work undertaken by Overview and Scrutiny in 2014-15

Meeting date	Topic
July 2014	Scrutiny of bus provision in Spelthorne
	A2Dominion plans for Spelthorne - overview
	Developing a Housing Strategy for Spelthorne - Presentation
	Capital and revenue outturn 2013/14 - reports
	Treasury Management Annual Report 2013/14
September 2014	Review of Community Safety
	Capital and revenue monitoring - reports
	Leader's task groups – update
	Flooding Recovery – update
	Project Management – update
November 2014	Towards a Sustainable Future – a self-funding Council – joint presentation by Cabinet and Management leads
	Waste Management - update
	Communications - update
	Flooding - update
	Project Management – update
	Leader's task groups – update
January 2015	Budget 2015-2016 - presentation
	Localism - update
	Flooding - update
March 2015	Scrutiny of voluntary sector
	Review of Better Neighbourhood Grants
	Legal and Committee Services - overview
	Capital and revenue monitoring - reports
	Towards a Sustainable Future – a self-funding Council - update
	Project Management – update

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Spelthorne Borough Council – Forward Plan - 30/06/15

	Report title or issue	Officer	C/Member	Key	Exempt	MAT	Briefing	Cabinet	Licensing	O&S	Audit	Council
	Local Plan Working Party report	John Brooks	V.J. Leighton	No		26-May		24-Jun				
A	Appointments to Outside Bodies	Greg Halliwell	R.L. Watts	No	Open	26-May	09-Jun	24-Jun				
A	Treasury Management Annual Report	Ryan Maslen	T.J.M. Evans	No	Open	26-May	09-Jun	24-Jun				
	Report on residents' survey	Dawn Morrison	J.R. Sexton	No	Open	26-May	09-Jun	24-Jun				
A	Revenue Outturn	Adrian Flynn	T.J.M. Evans	No	Open	26-May	09-Jun	24-Jun				
A	Capital Outturn	Adrian Flynn	T.J.M. Evans	No	Open	26-May	09-Jun	24-Jun				
	Amendments to Constitution - Independent Persons revised role	Michael Graham	R.L. Watts	No		09-Jun						
A	Corporate Risk Management report	Punita Talwar	T.J.M. Evans	No		09-Jun		15-Jul			25-Jun	
A	Internal Audit Annual report	Punita Talwar	T.J.M. Evans	No		09-Jun					25-Jun	
	Gambling Act Policy 2016-2019	Dawn Morrison	P.C. Forbes-Forsyth	Yes		16-Jun	30-Jun	15-Jul				
A	Summary of Appraisal feedback	Jan Hunt		No		21-Jul						
A	Christmas opening for 2015	Jan Hunt	R.L. Watts	No		21-Jul						
A	Draft Training Plan 2015-16	Jan Hunt	R.L. Watts	No		21-Jul						
A	Monthly income and salary monitoring	Adrian Flynn	T.J.M. Evans	No		28-Jul						
A	Workforce monitoring	Jan Hunt	R.L. Watts	No		25-Aug						

	Report title or issue	Officer	C/Member	Key	Exempt	MAT	Briefing	Cabinet	Licensing	O&S	Audit	Council
A	Monthly income and salary monitoring	Adrian Flynn	T.J.M. Evans	No		25-Aug						
A	Project Management Dashboard update			No		01-Sep	29-Sep			15-Sep		
	Joint Municipal Waste Management Strategy 2015			Yes				14-Oct				
	Review of parking fees and charges	Sandy Muirhead	TM	Yes		15-Sep	29-Sep	14-Oct				
	Appointment of property consultants for Knowle Green (provisional)	Heather Morgan	N.J. Gething	No		15-Sep	29-Sep	14-Oct				
	Making Spelthorne sustainable	Mark Rachwal	A.J. Mitchell	No		15-Sep	29-Sep	14-Oct				
A	Review of Members' Allowances	Greg Halliwell	R.L. Watts	No		15-Sep	29-Sep	14-Oct				
A	Revenue monitoring	Adrian Flynn	T.J.M. Evans	No		15-Sep	29-Sep	14-Oct				
A	Capital monitoring	Adrian Flynn	T.J.M. Evans	No		15-Sep	29-Sep	14-Oct				
	New waste services and vehicles To propose a change to the waste collection services and new waste vehicles	Sandy Muirhead	A.J. Mitchell	Yes	Open	15-Sep	29-Sep	14-Oct				
A	External Audit report on Audit and Statement of Accounts	Terry Collier	T.J.M. Evans	No		08-Sep					24-Sep	
A	Internal Audit interim report	Punita Talwar	T.J.M. Evans	No		08-Sep					24-Sep	
A	Corporate Risk Management	Punita Talwar	T.J.M. Evans	No		08-Sep					24-Sep	
A	Annual Governance Statement	Punita Talwar	T.J.M. Evans	No		08-Sep					24-Sep	
A	Effectiveness of the system of internal audit	Punita Talwar	T.J.M. Evans	No		08-Sep					24-Sep	

	Report title or issue	Officer	C/Member	Key	Exempt	MAT	Briefing	Cabinet	Licensing	O&S	Audit	Council
A	Monthly income and salary monitoring	Adrian Flynn	T.J.M. Evans	No		29-Sep						
A	Monthly income and salary monitoring	Adrian Flynn	T.J.M. Evans	No		27-Oct						
	Corporate Plan	Lee O'Neil	R.L. Watts	Yes		10-Nov	23-Nov	09-Dec				
A	6-month Revenue monitoring and projected outturn	Ryan Maslen	T.J.M. Evans	No		10-Nov	23-Nov	09-Dec				
A	6-month Capital monitoring and projected outturn	Ryan Maslen	T.J.M. Evans	No		10-Nov	23-Nov	09-Dec				
A	Treasury Management half-yearly report	Ryan Maslen	T.J.M. Evans	No		10-Nov	23-Nov	09-Dec				
A	Outline Budget 2016-17	Terry Collier	T.J.M. Evans	Yes		10-Nov	23-Nov	09-Dec				
A	Capital Programme 2016-17 1st draft	Terry Collier	T.J.M. Evans	No		10-Nov	23-Nov	09-Dec				
	Gambling Act Policy 2016-2019	Dawn Morrison	P.C. Forbes-Forsyth	Yes		10-Nov	23-Nov	09-Dec				17-Dec
A	Project Management dashboard update			No		05-Jan	11-Jan			19-Jan		
A	Treasury Management Strategy	Terry Collier	T.J.M. Evans	Yes		07-Dec	11-Jan	27-Jan				25-Feb
A	Calendar of Meetings 2016-17	Greg Halliwell	R.L. Watts	No		07-Dec	11-Jan	27-Jan				25-Feb
A	Revenue Budget 2016-17 1st draft	Terry Collier	T.J.M. Evans	No		07-Dec	11-Jan	27-Jan				
	Review of the Leisure and Culture Strategy action plan for 2015 and proposed action plan for 2016	Lisa Stonehouse	P.C. Forbes-Forsyth	No		07-Dec	11-Jan	27-Jan				

	Report title or issue	Officer	C/Member	Key	Exempt	MAT	Briefing	Cabinet	Licensing	O&S	Audit	Council
A	Pay Policy Statement 2016-17	Jan Hunt	R.L. Watts	No		07-Dec	11-Jan	27-Jan				25-Feb
A	Fees and Charges 2016-17	Terry Collier	T.J.M. Evans	Yes		07-Dec	11-Jan	27-Jan				
A	Capital Programme 2016-17 draft	Terry Collier	T.J.M. Evans	No		07-Dec	11-Jan	27-Jan				
A	Food and Health and Safety Service Plans 2016-17	Jonathan Bramley	P.C. Forbes-Forsyth	No		26-Jan	09-Feb	24-Feb				
A	Discretionary Rate relief	Linda Norman	T.J.M. Evans	No		26-Jan	09-Feb	24-Feb				
A	Recommendation from Audit Committee on Corporate Risk Management	Sam Nicholls	T.J.M. Evans	No		26-Jan	09-Feb	24-Feb				
A	Annual Grants awards 2016-17	Joanne Jones	R.L. Watts	No		26-Jan	09-Feb	24-Feb				
A	Council Tax and Business Rates write-offs	Linda Norman	T.J.M. Evans	No		26-Jan	09-Feb	24-Feb				
A	Capital Programme 2016-17 final	Terry Collier	T.J.M. Evans	Yes		26-Jan	09-Feb	24-Feb				25-Feb
A	Revenue Budget 2016-17 final	Terry Collier	T.J.M. Evans	Yes		26-Jan	09-Feb	24-Feb				25-Feb
A	Monthly income and salary monitoring	Adrian Flynn	T.J.M. Evans	No		26-Jan						
A	Monthly income and salary monitoring	Adrian Flynn	T.J.M. Evans	No		23-Feb						
A	Project Management dashboard update			No		05-Apr	12-Apr					
A	Annual Sickness Monitoring to 31 March	Jan Hunt	R.L. Watts	No	Open	26-Apr						

Overview and Scrutiny Committee

7th July 2015



Title	2014/15 Provisional Capital Outturn Report		
Purpose of the report	To note		
Report Author	Adrian Flynn		
Cabinet Member	Councillor Tim Evans	Confidential	No
Corporate Priority	Value for money Council		
Cabinet Values	Accountability		
Recommendations	The Committee is asked to note the provisional capital outturn spend for 2014/15.		

1. Key issues

- 1.1 Due to rescheduling on some schemes and a large capital payment of £1million paid on the last day of the financial year for the Crooked Billet housing scheme, there will be an over spend for the 2014/15 financial year of £784k.
- 1.2 If we strip out the £1 million pound paid to secure nomination rights on the Crooked Billet housing scheme which is being funded from reserves (the payment had been anticipated to have been made in 2015/16) then we do have a underspend of £216k (19%),this is significantly closer to budget than the last few years. A proportion of this underspend will be addressed in the form of carry forwards to 2015/16.

Detail of Variances

- 1.3 Attached as appendix A &B is the provisional level of spend as at the 31st March of £1.9m against the revised budget.

Attached as appendix C is the list of £103K worth of carry forwards that MAT have agreed.

Transactions involving all the projects are reviewed on a regular basis throughout the year to ensure that they meet the definition of capital expenditure as laid down by our external auditors KPMG and accounting standards. Any transaction that fails to meet the capital expenditure definition will be transferred to revenue.

The following projects are worth noting

- (a) Crooked Billet Scheme: A one million pound payment was made to Thames Valley Housing on the last day of the financial year 31st March to secure nomination rights for 20 dwellings on the housing development. This expenditure will be funded from our reserves.
- (b) Enforcement Project : The original budget was overstated, therefore the £70k underspend will no longer be required and no carry forward will be needed.
- (c) Customer Relationship Management : The project is in two phases with phase one completed in the financial year and phase two due to go live by the end of the 2nd quarter of the 2015/16 financial year. A carry forward request has been agreed by MAT for this project.

2. Options analysis and proposal

- 2.1 The Committee are asked to note the provisional capital outturn position.

3. Financial implications

- 3.1 Any underspend on the approved capital programme enables the authority to invest the monies to gain additional investment income or can be used to fund additional schemes identified.

4. Other considerations

- 4.1 Schemes which are currently incomplete and require a budget carry forward may have contractual obligations which could leave us liable to litigation if they are not allocated the funds to complete the works.

5. Timetable for implementation

- 5.1 Monthly position statements are provided to MAT as an update on the current spends to date position.
- 5.2 All heads of service with capital schemes are provided monthly with system reports which enable them to investigate spend in order to identify any spend which doesn't relate to the scheme.
- 5.3 Quarterly reports with officer comments are provided to Cabinet and Overview and Scrutiny committee for investigation and comments.

Background papers: None

Appendices: A, B & C

CAPITAL OUTTURN REPORT 2014/15

Portfolio Member	ORIGINAL BUDGET	REVISED BUDGET	ACTUALS YTD	VARIANCE TO REVISED BUDGET
Cllr Pinkerton - Housing, Health, Wellbeing & Ind Living	222,600	267,200	1,243,652	976,452
Cllr Mitchell - Environment	283,000	112,100	87,000	(25,100)
Cllr Gething - Asset Management	215,600	277,400	239,610	(37,790)
Cllr Sexton - Communication, Procurement and ICT	143,800	319,900	289,948	(29,952)
Cllr Forbes-Forsyth - Comm Safety, Young People, Leisure & Culture	-	145,000	45,000	(100,000)
	865,000	1,121,600	1,905,210	783,610

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CAPITAL OUTTURN REPORT 2014/15

Portfolio Member / Service Head	Cost Centre	Description	Original Budget	Revised Budget	Actuals YTD	Variance to Revised Budget	Comments
Housing Investment Programme							
Cllr Pinkerton - Housing, Health, Wellbeing & Independent Living							
Lee O'Neil	40203	Disabled Facilities Mandatory	450,000	461,914	468,219	6,305	DFG payments are higher due to more referrals. DCLG have awarded SBC an additional grant of £11,914
Lee O'Neil	40204	Disabled Facilities Discretion	29,600	29,600	-	(29,600)	No expenditure as more focus on mandatory payments due to higher referrals
Lee O'Neil		Less Specified Capital Grant	(285,000)	(296,914)	(296,914)	-	Additional grant of £11,914 has been received
		Net Cost of Disabled Facilities Grants	194,600	194,600	171,305	(23,295)	
Lee O'Neil	40209	Home Improvement Agency grant	28,000	80,705	80,451	(254)	Higher payments funded through Surrey County Council
		HIA Funding	-	(52,705)	(52,705)	-	Funding from Surrey County Council to off set the above additional costs
		Total	28,000	28,000	27,746	(254)	
Total For HIP			222,600	222,600	199,051	(23,549)	
Other Capital Programme							
Cllr Pinkerton - Housing, Health, Wellbeing & Independent Living							
Deborah Ashman	40201	Crooked Billet Scheme			1,000,000	1,000,000	This is funded from reserves to secure nomination rights on properties within the development.
Deborah Ashman	42271	Fordbridge Day Centre	-	33,700	37,966	4,266	Overspends are funded through Personalisation & Prevention Partnership Fund (£9k) and remainder from Revenue Carry forwards.
Deborah Ashman		External Funding	-	(13,100)	(17,366)	(4,266)	Funding from Personalisation & prevention Partnership and Revenue Carried forwards to off set additional costs
Deborah Ashman	42014	Housing Locata	-	65,600	65,553	(47)	External funding/contribution from joint partners to off set the additional costs.
		External Funding	-	(41,600)	(41,553)	47	External Funding from joint Partners to off set the above additional costs
		Total	-	44,600	1,044,600	1,000,000	
Sandy Muirhead	41623	Insulation (SALIX)	-	5,530	5,530	-	Funded through SALIX project funds
Sandy Muirhead		Salix Funding	-	(5,530)	(5,530)	-	Salix funding to off set the above costs
		Total	-	-	-	-	
Cllr Mitchell - Environment							
Jackie Taylor	41601	DCLG Bins		54,771	54,771	(0)	Funded through Department for Communities of Local Govt (DCLG)
		DCLG Funding		(54,771)	(54,771)	0	DCLG Funding to off set the above costs
Jackie Taylor	41620	Wheelie Bins	50,000	50,000	50,000	-	
		Total	50,000	50,000	50,000	-	
Lee O'Neil	41314	Air Quality	-	25,100	-	(25,100)	£25,100 is the outstanding balance on a DEFRA grant to be used for air quality action planning purposes. Project is delayed due to maternity leave of staff. Work is due to start in 2015-16 and Budget is agreed to be carried forward into that year. Project is likely to be completed by March 2017
		Total	-	25,100	-	(25,100)	
Sandy Muirhead	42047	Bring Site Initiative	-	37,000	38,240	1,240	
		External Funding	-	-	(1,240)	(1,240)	External funding to off set the above additional costs
		Total	-	37,000	37,000	-	
Sandy Muirhead	41006	Kenyngton Manor Pavilion	33,000	-	-	-	Project has been re-phased to 2015-16.
Sandy Muirhead	41026	Laleham Park Upgrade	200,000	-	-	-	Project has been re-phased to 2015-16.
		Total	233,000	-	-	-	
Sandy Muirhead	41317	Car Park Improvements	-	-	-	-	Project has been re-phased to 2015-16.
		Total	-	-	-	-	

CAPITAL OUTTURN REPORT 2014/15

Portfolio Member / Service Head	Cost Centre	Description	Original Budget	Revised Budget	Actuals YTD	Variance to Revised Budget	Comments
Cllr Gething - Asset Management							
Dave Phillips	41007	Stanwell Skate Park	-	-	-	-	Project has been re-phased to 2015-16.
		External Funding	-	-	-	-	
Dave Phillips	41015	Runnymede Estates	55,600	55,600	49,854	(5,746)	
Dave Phillips	41028	Fire Alarm Systems	-	-	(1,076)	(1,076)	Retention payments to be made in 2015/16
Dave Phillips	41031	Fencing	-	-	(1,299)	(1,299)	Retention payments to be made in 2015/16
Dave Phillips	41618	Esso Site Stanwell	-	20,000	-	(20,000)	Project is agreed to be carried forward into 2015-16 due to delay in planning & contamination of land issues.
Dave Phillips	42018	Parks Properties	-	38,500	37,759	(741)	
Dave Phillips	42043	Renewal of Toilet Facilities	-	3,300	8,088	4,788	Overspends are funded through "Capitalised Planned Maintenance" budget.
Dave Phillips	42050	KG Reception & Other Moves	-	-	101	101	Retention payment
Dave Phillips	42053	Knowle Green Heating	-	-	697	697	Retention payment
Dave Phillips	42046	Greeno Centre Re-roofing	160,000	160,000	145,485	(14,515)	Project is completed under budget.
		Total	215,600	277,400	239,610	(37,790)	
Cllr Sexton - Communication, Procurement & ICT							
Helen Dunn	43003	New Software	20,000	20,000	21,970	1,970	Overspends are funded through underspends in other ICT Projects
Helen Dunn	43311	Voice Over Internet (VOIP)	-	64,500	54,738	(9,762)	Project completed under budget.
Helen Dunn	43314	Integra Upgrade	-	10,000	1,960	(8,040)	Balance of Budget agreed to be carried forward into next financial year
Helen Dunn	43608	Other Hardware	50,000	50,000	48,295	(1,705)	Project completed.
Helen Dunn	43609	ICT Security	-	-	360	360	Expenditure funded through underspends in other ICT projects
Helen Dunn	43610	Code of Connection Requirement	6,000	6,000	8,070	2,070	Overspends are funded through underspends in other ICT Projects
Helen Dunn	43611	Mobiles and Tablets	28,800	28,800	31,983	3,183	Overspends are funded through underspends in other ICT Projects
Helen Dunn	43612	Mobile device management	10,000	10,000	4,455	(5,545)	Project completed under budget.
Helen Dunn	43613	Disaster Recovery Requirements	16,000	16,000	15,963	(37)	Project completed.
Helen Dunn	43614	ESIP	13,000	13,000	10,805	(2,195)	Project completed under budget.
		Total	143,800	218,300	198,599	(19,701)	
Jan Hunt	41608	HR and Payroll system	-	11,500	11,453	(47)	
		Total	-	11,500	11,453	(47)	
Linda Norman	43505	CRM Solution	-	85,400	47,745	(37,655)	Currently in development. Phase 1 is completed & Phase 2 is expected to be completed by September 2015. Balance of Budget is agreed to be carried forward into next financial year.
Linda Norman	43308	Liquid Voice	-	-	28,618	28,618	Project is in the process of being completed. Balance of £3k is agreed to be carried forward into next financial year.
		Total	-	85,400	76,363	(9,037)	
Rowena Davison	43304	GOSS - Website Upgrade	-	4,700	3,533	(1,167)	Project has been completed
		Total	-	4,700	3,533	(1,167)	
Michael Graham	43504	Elections IER Equipment	-	1,323	1,323	0	IER (Individual Electoral Registration) funding through Cabinet Office
		External Funding	-	(1,323)	(1,323)	(0)	IER (Individual Electoral Registration) funding to off set the above costs
		Total	-	-	-	-	
Cllr Forbes-Forsyth - Community Safety, Young People, Leisure & Culture							
Keith McGroary	41605	Staisafe Radio	-	53,300	51,461	(1,839)	Project has been completed.
Keith McGroary		Funding from Car Parks	-	(8,300)	(6,461)	1,839	A portion of the above expenditure is funded through a revenue contribution from car parks.
Keith McGroary	41611	Law Enforcement	-	100,000	30,075	(69,925)	All the expenditure funded through Police
		External Funding	-	-	(30,075)	(30,075)	Above Expenditure funded through Police
		Total	-	145,000	45,000	(100,000)	
Total For Other			642,400	899,000	1,706,158	807,158	
Total Expenditure			1,150,000	1,595,843	2,413,148	817,305	
Total Funding			(285,000)	(474,243)	(507,938)	(33,695)	
GRAND TOTAL			865,000	1,121,600	1,905,210	783,610	

2014/15 Capital Carry forward requests

Appendix C

Carry Forward No	Account no	Capital Project	Amount requested to carried forward £	Comments
1	416188225	Short Lane	20,000	Delays in contamination land issues, lease is expected to be in place by May 2015.
2	433088252	Liquid Voice	3,180	Project in the process of being completed.
3	413148239	Air Quality Improvement work	25,100	Grant money received from DEFRA which is ringfenced for this project.
4	433148252	Integra Eseries 2	8,000	Upgrade of system will commence in 2015/16
5	435058253	CRM Project	46,160	CRM project is to be rolled out in 3 phases over 3 years.
Total Capital Carry Forwards			102,440	

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Overview and Scrutiny Committee

7th July 2015



Title	2014/15 Provisional Revenue Outturn Report		
Purpose of the report	To note		
Report Author	Adrian Flynn		
Cabinet Member	Councillor Tim Evans	Confidential	No
Corporate Priority	Value for money Council		
Cabinet Values	Accountability		
Recommendations	The Committee is asked to note the provisional revenue outturn for 2014/15.		

1. Key issues

- 1.1 The summary on appendix A shows that we have spent £13.491m against the full year revised budget of £13.621m (a 1% or £131k underspend). Taking into account the use of carry forwards, investment income and business rates retention the net underspend is approximately £250k
- 1.2 Appendix B summarises spend across portfolios by service areas broken down in employees, other expenditure and income.
- 1.3 Appendices C1 to C9 give a breakdown by service of spend against the revised budget plus comments on various variances. These appendices are attached.
- 1.4 There is an end of year accounting adjustment relating to the accounting requirements to replace cash pension transactions with notional accounting values in accordance with accounting standards. This has resulted in the historic pension deficit charge from the Surrey Pension fund on the central overheads cost centre being reversed out and incorporated in a recharge across all services. This has resulted in a favourable variance of £827k on the central overheads cost centre.

Investment Income

- 1.5 Interest earned on our investments amounted to £536k which was £201k better than the original budget. The main reason was better than expected performance from the pooled funds and confirms the benefits of the Council diversifying its investment strategy a couple of years ago.

Transfers to and from Reserves

- 1.6 There will be a transfer of £285k from the Business Improvement Reserve to cover a portion of the severance costs of a number of staff who are leaving the authority as part of the towards a sustainable future scheme.
- 1.7 Additional transfers to reserves are proposed relating to
Carry forward reserve: an amount of £217k- This can be accommodated within the under spend. It is proposed to transfer to reserves in relation to work underway but not completed in 2014-15 – these schemes are identified in appendix D.

As budgeted £384k will be transferred from reserves to help fund a number of projects including a spend to save project at Fordbridge bowls club, the car park ramp at Elmsleigh multi storey car park plus the Staines town redevelopment and enforcement projects. However, only £44k rather than £450k planned to be drawn from reserves to fund Staines Town Centre development work.

2. Options analysis and proposal

- 2.1 The Committee is asked to note the provisional revenue outturn position and list of carry forwards provisionally approved by MAT.

3. Financial implications

- 3.1 There are no on-going financial implications in the report but variances which have occurred will be investigated to see if they are on-going and should be incorporated into future year budget deficit/surplus projection calculations

4. Other considerations

- 4.1 There are none.

5. Timetable for implementation

- 5.1 Quarterly reports with officer comments are provided to Cabinet and Overview and Scrutiny Committee for investigation and comments.
- 5.2 Monthly system generated summary reports with drill down facilities are sent to MAT, heads of service and cabinet members.

Background papers: None

Appendices: A, B, C & D

2014/15 Net Revenue Budget Monitoring
As at end of 31 MARCH 2015

	14/15	14/15	14/15	14/15
	Budget		Total	Variance
	Original	Revised	Actuals	to Revised
	£	£	£	£
Gross Expenditure	54,088,900	54,197,200	56,495,568	2,298,368
Less Benefits (offset by grant)				
Total Gross Expenditure excluding Benefits	54,088,900	54,197,200	56,495,568	2,298,368
Less Specific fees and charges income	(40,390,400)	(40,350,800)	(43,004,755)	(2,653,955)
Net Expenditure - broken down as below	13,698,500	13,846,400	13,490,813	(355,587)
Leader	333,900	336,900	424,625	87,725
Parking Services and ICT	62,500	62,500	71,394	8,894
Planning and Corporate Development	2,206,900	2,135,900	1,735,780	(400,120)
Housing, Health, Wellbeing and Independent Living Environment	2,557,600	2,538,900	2,575,315	36,415
Community Safety, Young People, Leisure and Culture	4,034,000	4,050,200	3,819,402	(230,798)
Finance	283,600	320,200	323,585	3,385
Communications	3,118,700	3,189,700	3,115,107	(74,593)
Economic Development and Fixed Assets	222,800	222,800	220,710	(2,090)
	878,500	989,300	1,204,894	215,594
NET EXPENDITURE AT SERVICE LEVEL	13,698,500	13,846,400	13,490,813	(355,587)
Salary expenditure - vacancy monitoring	(300,000)	(300,000)		300,000
Pay award	100,000	100,000		(100,000)
Efficiencies to offset pay award	(100,000)	(100,000)		100,000
Increased Employer contributions due to auto enrollment	75,000	75,000		(75,000)
NET EXPENDITURE	13,473,500	13,621,400	13,490,813	(130,587)
NET EXPENDITURE	13,473,500	13,621,400	13,490,813	(130,587)
Interest earnings	(335,300)	(335,300)	(535,804)	(200,504)
Extraordinary Item				
Appropriation from Reserves:				
Business Improvement Reserve	-	-	(285,000)	(285,000)
Staines Town Development	(450,000)	(450,000)	(44,416)	405,584
Elmsleigh Car Park	(287,000)	(287,000)	(293,000)	(6,000)
Customer Services	(46,700)	(46,700)	(18,750)	27,950
Spend to Save (Bowls club)	(13,000)	(13,000)	(10,050)	2,950
Enforcement Project	(100,000)	(100,000)	(17,760)	82,240
BUDGET REQUIREMENT	12,241,500	12,389,400	12,286,033	(103,367)
Baseline NNDR Funding	(2,361,348)	(2,361,348)	(2,361,348)	-
Revenue Support grant	(1,932,189)	(1,932,189)	(1,932,189)	-
New Homes Bonus	(1,218,600)	(1,218,600)	(1,218,600)	-
DCLG Transitional LCTSS grant	-	-	-	-
NET BUDGET REQUIREMENT	6,729,363	6,877,263	6,773,896	(103,367)
Collection Fund Surplus/(deficit)	(187,920)	(187,920)	(187,920)	-
CHARGE TO COLLECTION FUND	6,541,443	6,689,343	6,585,976	(103,367)
2013/14 Revenue carryforward			(147,000)	(147,000)
Net Position				(250,367)

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Appendix B			
REVENUE MONITORING 2014/15			
EXPENDITURE AND INCOME SUMMARY 31 MARCH 2015			
Results to	Budget	Actual	Variance
	Revised	YTD	to Revised
31-Mar-15	£	£	£
Leader			
Employees	342,000	434,000	92,000
Other Expenditure	37,100	32,929	(4,171)
Income	(42,200)	(42,305)	(105)
	336,900	424,625	87,725
Parking Services and ICT			
Employees	1,132,400	1,185,178	52,778
Other Expenditure	1,629,600	1,733,762	104,162
Income	(2,699,500)	(2,847,546)	(148,046)
	62,500	71,394	8,894
Planning and Corporate Development			
Employees	1,612,400	1,826,192	213,792
Other Expenditure	1,237,300	956,452	(280,848)
Income	(713,800)	(1,046,864)	(333,064)
	2,135,900	1,735,780	(400,120)
Housing, Health, Wellbeing and Independent Living			
Employees	2,950,100	3,213,810	263,710
Other Expenditure	32,950,600	34,214,009	1,263,409
Income	(33,361,800)	(34,852,504)	(1,490,704)
	2,538,900	2,575,315	36,415
Environment			
Employees	2,573,000	2,765,174	192,174
Other Expenditure	3,487,000	3,572,960	85,960
Income	(2,009,800)	(2,518,732)	(508,932)
	4,050,200	3,819,402	(230,798)
Community Safety, Young People, Leisure and Culture			
Employees	391,100	444,594	53,494
Other Expenditure	482,000	509,482	27,482
Income	(552,900)	(630,491)	(77,591)
	320,200	323,585	3,385
Finance			
Employees	2,885,500	2,476,469	(409,031)
Other Expenditure	658,700	1,046,832	388,132
Income	(354,500)	(408,194)	(53,694)
	3,189,700	3,115,107	(74,593)
Communications			
Employees	130,200	160,299	30,099
Other Expenditure	92,600	60,661	(31,939)
Income	0	(250)	(250)
	222,800	220,710	(2,090)
Economic Development and Fixed Assets			
Employees	223,800	255,859	32,059
Other Expenditure	1,381,800	1,606,904	225,104
Income	(616,300)	(657,869)	(41,569)
	989,300	1,204,894	215,594
NET EXPENDITURE AT SERVICE LEVEL	13,846,400	13,490,813	(355,587)
Total Employees	12,240,500	12,761,576	521,076
Total Other Expenditure	41,956,700	43,733,993	1,777,293
Total Income	(40,350,800)	(43,004,755)	(2,653,955)
	13,846,400	13,490,813	(355,587)
Total Expenditure	54,197,200	56,495,568	2,298,368
Total Income	(40,350,800)	(43,004,755)	(2,653,955)
Net	13,846,400	13,490,813	(355,587)

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Appendix C1				
Leader				
Results to	Budget	Actual	Variance	Comments
31-Mar-15	Revised	YTD	to Revised	
	£	£	£	
Employees	43,000	49,345	6,345	Higher current service pension costs based on 'Actuarial valuation as at 31 March 2015'.
Other Expenditure	27,500	26,946	(554)	
Income	0	(20)	(20)	
People & Partnerships	70,500	76,271	5,771	
Employees	248,600	327,265	78,665	Additional Severance costs of £70k and higher current service costs based on 'Actuarial valuation as at 31 March 2015'
Other Expenditure	9,200	5,439	(3,761)	Savings achieved against leased car budget.
Income	(42,200)	(42,285)	(85)	
HR	215,600	290,419	74,819	
Employees	50,400	57,390	6,990	Higher current service pension costs based on 'Actuarial valuation as at 31 March 2015' and higher overtime payments against budget.
Other Expenditure	400	545	145	
Income	0	0	0	
Payroll	50,800	57,935	7,135	
Total Employees	342,000	434,000	92,000	
Total Other Expenditure	37,100	32,929	(4,171)	
Total Income	(42,200)	(42,305)	(105)	
	336,900	424,625	87,725	

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Appendix C2				
Parking Services and ICT				
Results to	Budget	Actual	Variance	Comments
31-Mar-15	Revised	YTD	to Revised	
	£	£	£	
Employees	470,000	494,051	24,051	Higher current service pension costs based on 'Actuarial valuations as at 31 March 2015' responsible for small overspend.
Other Expenditure	601,800	552,459	(49,341)	Slight underspend due to some deferred development work and no Housing Needs software costs.
Income	(48,400)	(57,632)	(9,232)	Increased income figures relates to website reimbursements from Runnymede and GIS consultancy work.
Information & Comms Technology	1,023,400	988,879	(34,521)	
Employees	379,200	374,093	(5,107)	Reduction in pension costs at year end, covering overtime and temp staff expenditure.
Other Expenditure	894,100	1,023,567	129,467	CCTV at Bridge St, increased rent at Kingston Rd, management fees at Riverside ext, 2 scooters, rates overcharge at Church St Ashford, consultants/membership fees, signage/posts and staff mileage.
Income	(2,020,000)	(2,109,956)	(89,956)	Prior year income adjustment from SCC relating to 11/12 enforcement.
Car Parks	(746,700)	(712,295)	34,405	
Employees	0	13,684	13,684	Overtime payments relating to flooding and flooding meeting.
Other Expenditure	8,000	21,265	13,265	Flood associated expenditure.
Income	0	0	0	Flooding costs to be funded from additional funding received.
Emergency Planning	8,000	34,949	26,949	
Employees	283,200	303,350	20,150	Higher current service pension costs based on 'Actuarial valuation as at 31 March 2015' and higher salary costs due to re-grading of some of the posts.
Other Expenditure	16,100	20,138	4,038	
Income	(316,100)	(377,936)	(61,836)	Increased activity in generating additional income for the service.
Building Control	(16,800)	(54,449)	(37,649)	
Employees	0	0	0	
Other Expenditure	109,600	116,333	6,733	Increased operational equipment costs offset by lower electricity expenditure.
Income	(315,000)	(302,022)	12,978	Original budget was overstated and budget may need revising in the 2015/16 year.
Staines Market	(205,400)	(185,690)	19,710	
Total Employees	1,132,400	1,185,178	52,778	
Total Other Expenditure	1,629,600	1,733,762	104,162	
Total Income	(2,699,500)	(2,847,546)	(148,046)	
	62,500	71,394	8,894	

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Appendix C3				
Planning and Corporate Development				
Results to 31-Mar-15	Budget Revised	Actual YTD	Variance to Revised	Comments
	£	£	£	
Employees	277,400	286,752	9,352	Higher current service pension costs based on 'Actuarial valuations as at 31 March 2015' responsible for small overspend. In year, one vacancy was recruited to and temporary agency costs were incurred to cover maternity leave.
Other Expenditure	22,800	77,831	55,031	Additional costs for PLC Subscriptions reimbursed by other Local Authorities (below) and IKEN Licence costs.
Income	(1,200)	(77,730)	(76,530)	Reimbursement from other Local Authorities for PLC subscriptions and grant funding received for purchase of IKEN Licences.
Legal	299,000	286,852	(12,148)	
Employees	90,300	107,722	17,422	Increased salary costs to reflect Head of Legal arrangement with Reigate and Higher current service pension costs based on 'Actuarial valuations as at 31 March 2015'.
Other Expenditure	100	10,076	9,976	Venue hire costs incurred reimbursed by third parties (below).
Income	0	(53,906)	(53,906)	Income from Head of Legal arrangement with Reigate and venue hire costs reimbursement.
Corporate Governance	90,400	63,892	(26,508)	
Employees	117,500	114,961	(2,539)	Small underspend due to one member of staff reducing their hours.
Other Expenditure	2,100	5,243	3,143	Start up costs for modern.gov system.
Income	0	0	0	
Committee Services	119,600	120,204	604	
Employees	57,600	64,123	6,523	Higher current service pension costs based on 'Actuarial valuations as at 31 March 2015'.
Other Expenditure	900	38,940	38,040	Land search fees costs incurred, recovered as part of total income received (below).
Income	(190,000)	(235,305)	(45,305)	Additional income recovery due to upturn in housing market. Still an ongoing risk to future years income streams in this area due to the proposed changes by Land Registry.
Land Charges	(131,500)	(132,243)	(743)	
Employees	0	0	0	
Other Expenditure	82,900	48,642	(34,258)	Underspend due to changes in photocopier supplier.
Income	0	0	0	
Print Unit	82,900	48,642	(34,258)	
Employees	180,500	269,689	89,189	Redundancy costs for two members of staff, as well as higher current service pension costs based on 'Actuarial valuations as at 31 March 2015'.
Other Expenditure	444,900	459,036	14,136	Underspends on KG and office expenditure offset by employer pension costs on redundancy packages.
Income	(142,800)	(141,212)	1,588	
Knowle Green	482,600	587,513	104,913	
Employees	191,100	232,006	40,906	Higher salary costs due to one member of staff paid on higher grade and temporary staff expenditure relating to Data Capture work approved by MAT. Additionally higher current service pension costs based on 'Actuarial valuation as at 31 March 2015'.
Other Expenditure	98,200	46,034	(52,166)	Lower expenditure mainly against Consultants budget.
Income	(1,000)	(198)	803	
Planning Policy	288,300	277,842	(10,458)	
Employees	577,300	621,422	44,122	Overtime payments with no budget to cover vacant posts during the year and higher current service costs based on 'Actuarial valuation at at 31 March 2015'.
Other Expenditure	53,800	142,053	88,253	Expenditure against Consultants budget is higher by £63k mainly due to additional planning / housing strategy work undertaken, Additional expenditure of £9k relating to Sheep Walk with no budget and higher postage costs against the budget.
Income	(377,800)	(499,590)	(121,790)	Income is higher due to increase in number of applications and receipt of some large applications during the year.
Planning Development Control	253,300	263,885	10,585	
Employees	0	0	0	
Other Expenditure	450,000	44,416	(405,584)	Lower expenditure against Bridge Street (£96k) as there was no requirement for the Council to submit a planning application prior to marketing the site (as originally anticipated). No spent /movement against Riverside car park and Tothill car park budget as focus was on Bridge Street. Tothill will require a fundamental change of approach due to lack of current retail interest.
Income	0	0	0	
Staines Upon Thames Programme	450,000	44,416	(405,584)	
Employees	2,300	246	(2,054)	
Other Expenditure	7,900	5,622	(2,278)	Disallowed expenditure relating to 'European Parliamentary Elections' is charged here.
Income	0	0	0	
Elections	10,200	5,867	(4,333)	
Employees	118,400	129,273	10,873	Additional member of staff to do Individual Electoral Registration (IER) related work. budget is held against other expenditure line.
Other Expenditure	73,700	78,559	4,859	
Income	(1,000)	(38,923)	(37,923)	Additional IER (Individual Electoral Registration) grant funding from Cabinet office & higher income from sale of Electoral Registers. £36k of IER funding is agreed to be carried forward into 2015/16 as this is a 2 year project.
Electoral Registration	191,100	168,909	(22,191)	
Total Employees	1,612,400	1,826,192	213,792	
Total Other Expenditure	1,237,300	956,452	(280,848)	
Total Income	(713,800)	(1,046,864)	(333,064)	
	2,135,900	1,735,780	(400,120)	

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Appendix C4				
Housing, Health, Wellbeing and Independent Living				
Results to	Budget	Actual	Variance	Comments
31-Mar-15	Revised	YTD	to Revised	
	£	£	£	
Employees	0	0	0	
Other Expenditure	271,000	236,299	(34,701)	Saving achieved of £80k against Charitable Rate Relief budget due to changes in business rates system, partially off set by higher grant payments approved by cabinet.
Income	0	(34,099)	(34,099)	Additional funding to offset the higher grant payments.
General Grants	271,000	202,200	(68,800)	
Employees	111,500	125,743	14,243	Higher salary costs (£6k) due to restructure of the service during the year. Higher current service pension costs based on 'Actuarial valuations as at 31 March 2015'.
Other Expenditure	13,900	10,578	(3,322)	
Income	0	(11,387)	(11,387)	Funding from Personalisation and Prevention Partnership (PPP) to offset the additional hours of Independent Living Manager's post.
Com Care Administration	125,400	124,934	(466)	
Employees	352,300	363,463	11,163	Higher current service pension costs based on 'Actuarial valuation as at 31 March 2015'.
Other Expenditure	222,700	259,931	37,231	Higher furniture and new equipment costs (£26k) for Greeno Day Centre offset by additional income from High Needs Group and higher costs of contract cleaning & food purchases.
Income	(223,000)	(383,484)	(160,484)	Increased income due to High Needs income of £102k, additional income of £44k from Personalisation and Prevention Partnership (PPP) to fund two support workers posts. Remainder relates to increased food income due to greater activity.
Day Centres	352,000	239,910	(112,090)	
Employees	57,500	93,738	36,238	Higher costs of £14k due to one relief MOW Driver's post not originally budgeted for. Higher overtime & temporary staff expenditure by £10k due to weekend service, funded through Personalisation and Prevention Partnership (PPP). Remainder relates to higher current service pension costs based on 'Actuarial valuation as at 31 March 2015'.
Other Expenditure	85,900	88,853	2,953	
Income	(192,300)	(205,462)	(13,162)	Additional funding through Personalisation and Prevention Partnership (PPP) to fund weekend service.
Meals On Wheels	(48,900)	(22,871)	26,029	
Employees	92,900	109,859	16,959	Higher costs due to one member of staff working full time (budgeted for part time), funded from Telecare equipment income from Surrey County Council. Higher current service pension costs based on 'Actuarial valuation as at 31 March 2015'.
Other Expenditure	54,600	101,385	46,785	Higher expenditure against SPAN Equipment renewed after 5 years and additional equipment funded through Surrey County Council.
Income	(283,300)	(304,770)	(21,470)	SPAN client services Recharge income of £29k relates to previous year and SPAN SLA equipment funding from Surrey County Council to off set the additional costs on equipment.
Span	(135,800)	(93,526)	42,274	
Employees	0	0	0	
Other Expenditure	19,700	17,244	(2,456)	
Income	(5,000)	(6,855)	(1,855)	
Rodent & Pest Control	14,700	10,389	(4,311)	
Employees	143,900	154,120	10,220	Temporary staff costs to cover vacancies.
Other Expenditure	51,400	51,322	(78)	
Income	(113,800)	(116,163)	(2,363)	Increased usage has resulted in higher fee income.
SAT	81,500	89,279	7,779	
Employees	723,100	761,551	38,451	Higher current service pension costs based on 'Actuarial valuation as at 31 March 2015' partially off set by savings achieved due to two members of staff were on maternity leave earlier in the year with reduced costs.
Other Expenditure	38,000	66,684	28,684	Expenditure relating to 'Warmers Homes' & 'Handy Person Scheme' is funded through Revenue Grants.
Income	(10,500)	(48,165)	(37,665)	Revenue Grants to fund expenditure relating to 'Warmer Homes' & 'Handy Person Scheme' to off set the above costs and higher salary recharges relating to 'Disability facilities Grant' work.
Environmental Health Admin	750,600	780,070	29,470	
Employees	0	0	0	
Other Expenditure	12,500	11,295	(1,205)	
Income	(16,600)	(10,040)	6,560	Pollution control income is lower than the budget due to decreased activity.
Environmental Protection Act	(4,100)	1,255	5,355	
Employees	0	0	0	
Other Expenditure	1,300	192	(1,108)	
Income	(3,000)	(2,240)	760	
Food Safety	(1,700)	(2,048)	(348)	
Employees	0	0	0	
Other Expenditure	7,900	8,655	755	
Income	(12,900)	(17,099)	(4,199)	Health & Safety income is higher due to more activity.
Public Health	(5,000)	(8,444)	(3,444)	
Employees	18,400	24,356	5,956	Higher current service pension costs based on 'Actuarial valuations as at 31 March 2015'.
Other Expenditure	250,800	265,814	15,014	Additional Mayoral Allowance costs incurred.
Income	0	(98)	(98)	
Democratic Rep & Management	269,200	290,072	20,872	
Employees	590,900	648,674	57,774	Higher current service pension costs based on 'Actuarial valuations as at 31 March 2015'.
Other Expenditure	43,400	31,581	(11,819)	
Income	(1,100)	(4,728)	(3,628)	
Housing Needs	633,200	675,527	42,327	
Employees	0	0	0	
Other Expenditure	734,300	1,180,896	446,596	
Income	(506,400)	(807,767)	(301,367)	
Homelessness	227,900	373,128	145,228	As predicted overspend due to increased usage of Bed & Breakfast.
Employees	514,100	547,054	32,954	Higher current service pension costs based on 'Actuarial valuations as at 31 March 2015'.
Other Expenditure	53,900	82,188	28,288	Overspend due to postage costs, corrections made in 14/15 relating to prior year.
Income	(454,100)	(454,089)	11	
Housing Benefits Admin	113,900	175,153	61,253	
Employees	0	0	0	
Other Expenditure	31,083,200	31,771,269	688,069	
Income	(31,188,200)	(32,030,981)	(842,781)	
Housing Benefits Payments	(105,000)	(259,712)	(154,712)	Subsidies as a whole are higher than budgeted. Increased HB Overpayments have created an underspend.
Employees	345,500	385,251	39,751	Expenditure against temporary staff to cover vacant posts and higher current service costs based on 'Actuarial valuation as at 31 March 2015' all funded through Revenue Grants.
Other Expenditure	6,100	29,825	23,725	Higher transport & translation / interpretation costs all funded through Revenue Grants.
Income	(351,600)	(415,076)	(63,476)	All of the above costs are funded through the Family Support Grant from Surrey County Council.
Spelthorne Troubled Families	0	0	(0)	
Total Employees	2,950,100	3,213,810	263,710	
Total Other Expenditure	32,950,600	34,214,009	1,263,409	
Total Income	(33,361,800)	(34,852,504)	(1,490,704)	
	2,538,900	2,575,315	36,415	

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Appendix C5				
				Environment
Results to	Budget	Actual	Variance	Comments
31-Mar-15	Revised	YTD	to Revised	
	£	£	£	
Employees	0	0	0	
Other Expenditure	500	2,510	2,010	DVLA pick up the majority of abandoned vehicles in the borough. The majority of this expenditure related to the removal of a double decker bus.
Income	0	0	0	
Abandoned Vehicles	500	2,510	2,010	
Employees	0	0	0	
Other Expenditure	68,400	74,286	5,886	Insurance excess, vending machine charges, installation of CCTV camera.
Income	0	(530)	(530)	
Depot	68,400	73,756	5,356	
Employees	559,900	574,841	14,941	Lower permanent staffing costs offset by increased year end pension adjustment costs, employee insurance, redundancy and temp staff costs.
Other Expenditure	64,900	44,332	(20,568)	Lower Vehicle and miscellaneous expenses expenditure, offset by increased operational equipment and material costs.
Income	(21,200)	(26,895)	(5,695)	Partnership income from Runnymede plus additional income from penalty notices.
DS Management & Support	603,600	592,278	(11,322)	
Employees	1,031,900	1,150,935	119,035	Increased agency staff and overtime costs, offset by reduction in salaries expenditure.
Other Expenditure	830,400	905,543	75,143	Increased vehicle leasing, maintainance, clothing costs and DCLG project expenditure offset by reduced fuel, tyre and hire charges.
Income	(573,600)	(818,217)	(244,617)	Increased garden waste scheme, bulky waste, the supply of bins to new developments and schools etc. and Income from the DCLG to cover the waste project.
Refuse Collection	1,288,700	1,238,260	(50,440)	
Employees	0	0	0	
Other Expenditure	9,500	26,379	16,879	
Income	0	(17,589)	(17,589)	
Energy Initiatives	9,500	8,790	(710)	
Employees	0	0	0	
Other Expenditure	57,300	51,111	(6,189)	
Income	(25,000)	(18,800)	6,200	
Environmental Enhancements	32,300	32,311	11	
Employees	309,500	341,945	32,445	Overspend due to salaries, allowances, overtime and year end pension costs.
Other Expenditure	15,100	24,499	9,399	Overspend due to internal printing, insurance and staff travel.
Income	(34,100)	(48,025)	(13,925)	Income from staffing costs reimbursements due to additional arrangements.
Enviro Services Administration	290,500	318,419	27,919	
Employees	541,500	588,574	47,074	Staff vacancies covered by temporary staff and increased year end pension costs.
Other Expenditure	306,300	307,450	1,150	Increased vehicle maintenance and fuel costs.
Income	(47,700)	(47,736)	(36)	
Street Cleaning	800,100	848,289	48,189	
Employees	0	0	0	
Other Expenditure	190,800	189,356	(1,445)	Increased cost of Green waste disposal offset by reduced gate fees for AWC waste for the majority of the year.
Income	(651,000)	(688,380)	(37,380)	Increase in Green Waste recycling credits & school recycling income offset by lower general waste credits.
Waste Recycling	(460,200)	(499,024)	(38,824)	
Employees	0	0	0	
Other Expenditure	47,600	26,549	(21,051)	Saving on equipment maintenance lease.
Income	0	0	0	
Public Conveniences	47,600	26,549	(21,051)	
Employees	0	0	0	
Other Expenditure	7,900	9,669	1,769	
Income	(43,200)	(44,320)	(1,120)	
Allotments	(35,300)	(34,651)	649	
Employees	0	0	0	
Other Expenditure	118,200	63,820	(54,380)	Underspend on playground improvements.
Income	(96,000)	(82,009)	13,991	Shortfall on income from football, filming and fairgrounds.
Parks Strategy	22,200	(18,189)	(40,389)	
Employees	0	0	0	
Other Expenditure	23,700	35,061	11,361	Overspends on Grounds maintenance (increased tree work) and Water charges.
Income	(327,400)	(425,346)	(97,946)	Increased income as number of burials has picked up in the second half of the year.
Cemeteries	(303,700)	(390,284)	(86,584)	
Employees	130,200	108,794	(21,406)	Vacant posts.
Other Expenditure	1,740,900	1,808,129	67,229	Playground maintenance.
Income	(190,600)	(300,886)	(110,286)	Section 106 monies received for playground maintenance.
Grounds Maintenance	1,680,500	1,616,036	(64,464)	
Employees	0	85	85	
Other Expenditure	5,500	5,116	(384)	
Income	0	0	0	
Water Courses & Land Drainage	5,500	5,201	(299)	
Total Employees	2,573,000	2,765,174	192,174	
Total Other Expenditure	3,487,000	3,572,960	86,810	
Total Income	(2,009,800)	(2,518,732)	(508,932)	
	4,050,200	3,819,402	(229,948)	

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Appendix C6				
Community Safety, Young People, Leisure and Culture				
Results to	Budget	Actual	Variance	Comments
31-Mar-15	Revised	YTD	to Revised	
	£	£	£	
Employees	0	866	866	
Other Expenditure	25,500	18,176	(7,324)	Equipment/materials underspend.
Income	(1,000)	(2,300)	(1,300)	
Youth	24,500	16,742	(7,758)	
Employees	0	0	0	
Other Expenditure	0	11,525	11,525	Consultancy costs for work completed.
Income	0	0	0	Above work to be financed from reserve set aside for Laleham Park.
Laleham Park Project	0	11,525	11,525	
Employees	0	0	0	
Other Expenditure	1,000	1,000	0	
Income	0	0	0	
Safeguarding	1,000	1,000	0	
Employees	12,500	12,748	248	Anticipated variance on temporary staffing costs.
Other Expenditure	3,400	2,485	(915)	
Income	(6,300)	(4,020)	2,280	Reduced sales of materials and reduced fees income.
Resource Centre	9,600	11,212	1,612	
Employees	0	0	0	
Other Expenditure	4,000	6,922	2,922	Stanwell project expenditure.
Income	(500)	(4,783)	(4,283)	Stanwell project grant funding.
Active Lifestyle	3,500	2,139	(1,361)	
Employees	5,100	4,657	(443)	
Other Expenditure	36,100	58,233	22,133	Expenditure on refurbishing Stanwell tennis courts.
Income	(6,000)	(36,926)	(30,926)	External funding received relating to Stanwell tennis courts and increased income from events.
Sports Development	35,200	25,964	(9,236)	
Employees	2,600	2,481	(119)	
Other Expenditure	29,500	36,582	7,082	Additional costs incurred due to increased demand.
Income	(3,000)	(11,633)	(8,633)	Additional income recovered for youth theatres and craft clubs.
Arts Development	29,100	27,430	(1,670)	
Employees	0	0	0	
Other Expenditure	2,000	2,454	454	
Income	0	0	0	
Events	2,000	2,454	454	
Employees	196,900	198,542	1,642	
Other Expenditure	12,900	4,332	(8,568)	Underspend due to reduction of internal print/envelopes recharges and leisure van lease ceased.
Income	0	0	0	
Leisure Administration	209,800	202,874	(6,926)	
Employees	0	0	0	
Other Expenditure	4,500	4,058	(442)	
Income	(8,000)	(8,000)	0	
Museum	(3,500)	(3,942)	(442)	
Employees	0	0	0	
Other Expenditure	0	17,000	17,000	Additional expenditure for Magna Carta celebration. Agreed by MAT that this would be funded via the general revenue underspend estimated for the year.
Income	0	(137)	(137)	
Magna Carta	0	16,863	16,863	
Employees	0	10,018	10,018	Costs of out of hours opening and closing of the Shepperton village hall.
Other Expenditure	7,400	6,572	(828)	
Income	(54,700)	(64,523)	(9,823)	Extra income generated at Shepperton village hall.
Public Halls	(47,300)	(47,934)	(634)	
Employees	0	420	420	
Other Expenditure	55,300	105,529	50,229	Additional energy costs charges relating to 2013/14.
Income	(237,600)	(226,817)	10,783	Loan repayments transferred that were incorrectly included within the income figures previously.
Spelthorne Leisure Centre	(182,300)	(120,869)	61,431	
Employees	0	0	0	
Other Expenditure	0	0	0	
Income	(42,200)	(46,627)	(4,427)	Increased income from profit share arrangement.
Sunbury Golf Club	(42,200)	(46,627)	(4,427)	
Employees	104,800	101,691	(3,109)	
Other Expenditure	3,900	4,872	972	
Income	(102,600)	(98,654)	3,946	
Licensing	6,100	7,909	1,809	
Employees	0	0	0	
Other Expenditure	2,700	3,650	950	
Income	(76,000)	(80,147)	(4,147)	
Taxi Licensing	(73,300)	(76,497)	(3,197)	
Employees	69,200	113,172	43,972	Additional salary costs are funded through CDRP (Crime & Disorder Reduction Partnership fund). Enforcement officer's costs, budget is held against other expenditure line.
Other Expenditure	293,800	226,093	(67,707)	Savings achieved mainly against Enforcement Project Budget due to vacant posts.
Income	(15,000)	(45,924)	(30,924)	Additional CDRP (Crime & Disorder Reduction Partnership fund) to off set the salary costs as above .
Community Safety	348,000	293,340	(54,660)	
Total Employees	391,100	444,594	53,494	
Total Other Expenditure	482,000	509,482	27,482	
Total Income	(552,900)	(630,491)	(77,591)	
	320,200	323,585	3,385	

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Appendix C7				
Finance				
Results to	Budget	Actual	Variance	Comments
31-Mar-15	Revised	YTD	to Revised	
	£	£	£	
Employees	0	0	0	
Other Expenditure	222,700	283,660	60,960	Premises & vehicle insurance costs are higher than the budget.
Income	0	(897)	(897)	
Insurance	222,700	282,763	60,063	
Employees	168,700	245,109	76,409	Small salary underspend due to staff sickness absence plus severance costs.
Other Expenditure	17,800	125,891	108,091	Pension costs of exit packages. This is partially offset by reduced usage of external consultants to help offset lower income.
Income	(46,900)	(36,046)	10,854	Reduced levels of income expected due to change in arrangements with Woking.
Audit	139,600	334,954	195,354	
Employees	364,100	402,236	38,136	Salary saving as a result of early retirement and maternity leave. Redundancy costs incurred will be funded from Business Improvement Reserve.
Other Expenditure	15,400	15,788	388	
Income	0	(78)	(78)	
Accountancy	379,500	417,947	38,447	
Employees	117,000	126,262	9,262	Higher current service pension costs based on 'Actuarial valuations as at 31 March 2015'
Other Expenditure	4,700	3,325	(1,375)	
Income	0	0	0	
MaT Secretariat & Support	121,700	129,587	7,887	
Employees	306,700	419,594	112,894	Redundancy costs, as well as higher current service pension costs based on 'Actuarial valuations as at 31 March 2015'
Other Expenditure	8,000	80,108	72,108	Employer pension costs as part of redundancy package.
Income	0	(152)	(152)	
Assistant Chief Executives	314,700	499,549	184,849	
Employees	359,500	431,787	72,287	Salary costs are higher due to restructure of Project Management team. Higher current service pension costs based on 'Actuarial valuations as at 31 March 2015'
Other Expenditure	8,400	12,649	4,249	
Income	0	(11,559)	(11,559)	Contribution from the partners in the partnership towards the cost of the project manager of the Locata project.
Chief Executive	367,900	432,877	64,977	
Employees	6,000	6,126	126	
Other Expenditure	181,800	238,732	56,932	
Income	(9,100)	(600)	8,500	
Corporate Management	178,700	244,258	65,558	
Employees	0	0	0	
Other Expenditure	0	5,000	5,000	Analyse local subscription payment with no budget.
Income	(139,700)	(141,791)	(2,091)	
Business Rates	(139,700)	(136,791)	2,909	
Employees	703,300	800,308	97,008	Redundancy costs of £19k has been incurred due to a restructure of the service. Additional Agency / Temporary costs (£37k) due to vacant posts for which the budget is held against other expenditure line. Remainder relates to current service pension costs based on 'Actuarial valuation as at 31 March 2015'.
Other Expenditure	147,200	102,920	(44,280)	Partially off-sets the above costs and savings achieved mainly against Agency budget.
Income	(150,300)	(217,071)	(66,771)	Recovery of Council Tax costs are £59k higher than the budget and remainder relates to partnership income from Elmbridge Borough Council for shared post of Recovery Manager.
CServ Management & Support	700,200	686,156	(14,044)	
Employees	0	0	0	
Other Expenditure	10,000	147,815	137,815	Increase in Bad debt provision and write off's
Income	(8,500)	0	8,500	Grant funding has been credited to Legal Services for utilisation instead.
Misc Expenses	1,500	147,815	146,315	
Employees	860,200	45,047	(815,153)	Added years payments are moved with no spends against the budget.
Other Expenditure	42,700	30,945	(11,755)	Savings achieved against in house training, staff health & safety, security services and document exchange budget. In house training budget of £10k is agreed to be carried forward into 2015-16 .
Income	0	0	0	
Unapportionable CentralO/Heads	902,900	75,992	(826,908)	
Total Employees	2,885,500	2,476,469	(409,031)	
Total Other Expenditure	658,700	1,046,832	388,132	
Total Income	(354,500)	(408,194)	(53,694)	
	3,189,700	3,115,107	(74,593)	

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Appendix C8				
Communications and Procurement				
Results to	Budget	Actual	Variance	Comments
31-Mar-15	Revised	YTD	to Revised	
	£	£	£	
Employees	130,200	160,299	30,099	Higher costs due to one member of staff worked full time due to role enhancement. Redundancy costs of £10k for one member of staff and remainder relates to higher current service pension costs based on 'Actuarial valuation as at 31 March 2015' .
Other Expenditure	79,600	51,484	(28,116)	Savings achieved against marketing & publicity & promotion budget.
Income	0	(250)	(250)	
Corporate Publicity	209,800	211,533	1,733	
Employees	0	0	0	
Other Expenditure	13,000	9,177	(3,823)	Saving achieved against the public consultation budget.
Income	0	0	0	
Research & Consultation	13,000	9,177	(3,823)	
Total Employees	130,200	160,299	30,099	
Total Other Expenditure	92,600	60,661	(31,939)	
Total Income	0	(250)	(250)	
	222,800	220,710	(2,090)	

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Appendix C9				
Economic Development and Fixed Assets				
Results to	Budget	Actual	Variance	Comments
31-Mar-15	Revised	YTD	to Revised	
	£	£	£	
Employees	166,200	179,599	13,399	Higher current service costs based on 'Actuarial valuations as at 31 March 2015'
Other Expenditure	379,900	344,865	(35,035)	Airport Parking & Ashford M/S projects to be funded from reserves. KG relocation project underspent by £69k, carry forward has been requested
Income	0	0	0	
Asset Mgn Administration	546,100	524,464	(21,636)	
Employees	0	0	0	
Other Expenditure	2,400	6,242	3,842	Additional business rates & storage costs.
Income	0	0	0	
Sea Cadets	2,400	6,242	3,842	
Employees	0	0	0	
Other Expenditure	81,500	65,783	(15,717)	Underspend on repairs to Beresford House site
Income	(35,800)	(51,950)	(16,150)	Additional rental income received for new leases
General Property Expenses	45,700	13,833	(31,867)	Carry forward of £27k requested for Stock condition survey
Employees	38,200	53,244	15,044	One post holder's contract extended and regraded during the year funded through additional Sponsorship income.
Other Expenditure	28,100	29,288	1,188	
Income	0	(19,765)	(19,765)	Various sponsorship income / grants for Staines upon Thames day.
Economic Development	66,300	62,767	(3,533)	
Employees	0	0	0	
Other Expenditure	546,800	490,810	(55,990)	Planned & Responsive Maintenance budgets in partnership with Runnymede BC. Underspend offset by overspend on Responsive Maintenance
Income	0	0	0	
Planned Maintenance Programme	546,800	490,810	(55,990)	
Employees	0	0	0	
Other Expenditure	155,500	178,658	23,158	Planned & Responsive Maintenance budgets in partnership with Runnymede BC. Overspend offset by underspend on Planned Maintenance
Income	0	0	0	
Responsive Maintenance Program	155,500	178,658	23,158	
Employees	0	0	0	
Other Expenditure	27,300	27,334	34	
Income	0	0	0	
Bus Station	27,300	27,334	34	
Employees	19,400	23,016	3,616	Higher superannuation costs due to IAS 19 accounting adjustments.
Other Expenditure	160,300	463,925	303,625	Refund of £280k to cover previous year's overpayment of Elmsleigh centre rents plus higher management and consultants costs.
Income	(580,500)	(586,155)	(5,655)	Increased Income from Shopsafe radio scheme.
Staines Town Centre Management	(400,800)	(99,214)	301,586	
Total Employees	223,800	255,859	32,059	
Total Other Expenditure	1,381,800	1,606,904	225,104	
Total Income	(616,300)	(657,869)	(41,569)	
	989,300	1,204,894	215,594	

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2014/15 Revenue Carry forward requests

Appendix D

Carry Forward No	Account no	Account Description	Amount requested to carried forward £	Comments
1	301344979	Knowle Green Relocation	69,000	Project is still in the planning phase and money is to be used for consultants and back filling posts within Asset Mgt.
2	310024979	Stock Condition Survey	27,000	Use of Beresford house money to fund the survey.
3	317014552	Website refresh	11,526	The website refresh has been delayed and the work has just started on the refresh programme.
4	321027151	CTS Hardship Fund	20,000	Balance of fund requested to be carried forward
5	303024401	Corporate Training Budget	10,000	To Support TASF change programme & proposals for longer term restructure.
6	211011001	Data Capture	42,000	MAT agreed in June 2014 that money saved in not filling the Deputy head of planning role, to be used to cover staff on data capture work in planning.
7	301034960	Better Neighbourhood grant	1,200	2014/15 Members grant money used for allocations earmarked for Summer 2015 Magna Carta events.
8	316014979	Electoral Registration	36,000	Individual Elector Registration is a 2 year project that is still ongoing. C fwd relates to budget awarded in 14/15 which remains unspent.
Total Revenue Carry Forwards			<u><u>216,726</u></u>	

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Overview and Scrutiny Committee

7 July 2015



Title	Treasury Management Annual Report 2014-15		
Purpose of the report	To note		
Report Author	Ryan Maslen		
Cabinet Member	Councillor Tim Evans	Confidential	No
Corporate Priority	Creating opportunity and prosperity for our borough		
Cabinet Values	Self-Reliance and Accountability		
Recommendations	The Committee is asked to note the contents of this report		

1. Key issues

Background

- 1.1 The Chartered Institute of Public Finance and Accountancy's Treasury Management Code (CIPFA's TM Code) requires that authorities report on the performance of the treasury management function at least twice a year (mid-year and at year end).
- 1.2 The Council's Treasury Management Strategy for 2014/15 was fully approved by Cabinet in January 2014.
- 1.3 The Authority has invested substantial sums of money and is therefore exposed to financial risks including the loss of invested funds and the revenue effect of changing interest rates. This report covers treasury activity and the associated monitoring and control of risk.

Compliance with Treasury Limits

- 1.4 During the financial year the Council operated within the treasury limits and Prudential Indicators set out in the Council's Treasury Policy Statement and annual Treasury Strategy Statement. The outturn Prudential Indicators for 2014/15 are shown in Appendix A.

Strategy for the Year 2014/15

- 1.5 The Guidance on Local Government Investments in England gives priority to security and liquidity and the Council's aim is to achieve a yield commensurate with these principles.
- 1.6 The Bank of England base rate remains at 0.5% and with an increase not expected by most forecasters until quarter two of 2016, the Council continues to regularly review its treasury strategy to support the revenue budget process.

- 1.7 Investments are managed in house and the Council has continued to place part of its core investment portfolio in pooled investment funds to achieve higher returns. A further investment of £1m was made in such arrangements in April 2014 taking the total investments to £8.5m, over a range of equity, property and corporate bond funds. These continue to perform exceptionally well compared to the current returns available for cash and fixed term deposits, generating an average return of 5%.
- 1.8 This performance fully supports the decision taken a number of years ago to widen the investment strategy, in conjunction with our treasury management advisors Arlingclose. In addition to the annual return generated, there are also significant capital gains of £1.31m on the initial investments made, and a breakdown of these is shown in paragraph 2.11 below.
- 1.9 Although the risk to capital is higher with these types of investments, the intention is that these will be held for the longer term, around 5 to 7 years. Having a good mix of different asset classes also helps to mitigate the risk to capital.
- 1.10 The Council's remaining funds are managed from an overall cash flow perspective, although maturities are extended wherever possible to improve returns. A number of fixed term deposits have been made throughout the year, along with deposits in instant access accounts and money market funds. Two new investment options have been developed in 2014/15 with the aim of increasing the return received and achieving greater diversification. Short term loans to other Local Authorities were issued at certain points in the year and usage of the ICD Investment Portal was introduced, which provides access to a greater range of money market funds. This has meant that all Council investments now return a minimum of 0.40%.

2. Options analysis and proposal

Performance in 2014/15

- 2.1 Borrowing activity is extremely limited at the present time for the Council. Any such requirement would be to meet a short term cash flow need, and the prudent management of funds throughout 2014/15 meant this was not necessary. An element of flexibility to potential borrowing will be imperative going forward to support the Council in its period of service review as part of the Towards a Sustainable Future agenda.
- 2.2 The Council manages its investments in-house and invests with the most highly rated counterparties. During the year all investments were made in full compliance with the Council's treasury management policies and practices and in consultation with Arlingclose.

- 2.3 As at 31st March 2015 the net investment portfolio was £18.2m which is set out below. Full details of all investments held as at 31st March 2015 are also shown in Appendix B.

Investment Type	Amount	Average Rate
Pooled Investment Funds	8,500,000	5.00%
Fixed Term Deposits	2,000,000	0.45%
Variable Rate Bonds	1,000,000	
Cash Flow Investments	6,700,000	
Total Investment Portfolio at 31/3/15	18,200,000	2.21%

- 2.4 The net overall return on investments was 2.21% for 2014/15, an improvement on the 2.06% achieved in 2013/14 and the 1.62% in 2012/13. Against the background of continuing low interest rates this ongoing positive trend in the level of return secured supports the strategy adopted by the Council.
- 2.5 The Council had originally estimated net investment income of £335k to be credited to the General Fund in 2014/15. This was a prudent estimate to reflect the nature of the Pooled Investment Funds held and was based on an estimated average return of 3.5%. To achieve a return of 5% highlights how well the Funds have performed in year and exceeded expectations.
- 2.6 The average return on cash flow and other short term fund investments was 0.45%, compared to 0.37% in 2013/14. The effect of taking longer maturities wherever possible has benefitted the overall return, as has the use of the new arrangements highlighted above. The Council will continue to look to identify investment opportunities which will maximise return, but until interest rates improve this may continue to prove challenging.
- 2.7 The actual interest outturn for the year was £534,804 made up as follows:

	Actual £	Budget £
Investment Income		
Temporary Investments & Cash Deposits	110,105	50,000
Pooled Equity & Bond Funds	424,699	285,000
Total Investment Income	534,804	335,000

Investment Performance Monitoring

- 2.8 Regular quarterly meetings of officers and the Portfolio holder are held with Arlingclose and in-house performance is monitored monthly. The Council is heavily dependent on investment returns to support the General Fund and the stability of those returns is an important part of our ongoing financial objectives.
- 2.9 Creditworthiness is also monitored regularly. The Council uses Arlingclose's suggested criteria to assist in the selection of suitable investment counter-

parties. This is based on credit ratings, including sovereign ratings, provided by the three main ratings agencies and supplemented by additional market data including rating outlooks, credit default swaps, bank equity prices etc. to assist the Council in making more informed decisions about which counter-parties to invest with. However, the final selection decision always rests with the Council.

Conclusions for 2014/15 and Prospects for 2015/16

- 2.10 Market interest rates remain at historically low levels and Arlingclose believe these are unlikely to increase until quarter 2 of 2016. The return on investments achieved in 2014/15 has therefore been very good considering the external economic conditions the Council has to operate within. The major contributing factor to this has been the Pooled Investment Funds.
- 2.11 As at 31st March 2015 the Council had £8.5m invested in these longer term arrangements to achieve a greater return. In addition to this, as at 31st March 2015 there was a capital gain of £1.31m on these funds and this is detailed in the table below:

Pooled Fund Asset Class	Original Investment	Market Value at 31/3/15
Equity Funds	£3.0m	£3.58m
Corporate Bond Funds	£3.0m	£3.36m
Property Funds	£2.5m	£2.87m
Total Investment	£8.5m	£9.81m

- 2.12 Capital gains can vary on a daily basis and cannot be realised unless the investments are sold. Past performance is also no guide to the future but no treasury management activity is without risk so a balanced portfolio containing a good mix of asset classes can help to mitigate and manage risk effectively.
- 2.13 The Council's portfolio will continue to be kept under constant review in consultation with our treasury advisors to optimise investment performance whilst keeping risk to a minimum. The Council is proactive in its treasury management strategy so that it can act quickly when market conditions change.
- 2.14 In April 2015, the Council transferred one of the Pooled Investment Funds from the M&G Strategic Corporate Bond Fund to the M&G Optimal Income Fund. This decision was taken following discussions with Arlingclose, with the aim of improving the return to the Council and providing greater flexibility and ability to manage risk.
- 2.15 In May 2015 the Council made an investment of £2m for six months with Standard Chartered. This reflected the strategy of investing short term cash flows for longer period wherever possible to maximise return.
- 2.16 The council are also in discussion with Arlingclose looking into increase the overall investments made into Pooled Investment Funds. As the content of this report illustrates, it is this area that is currently proving most lucrative for the Council and further investments in this area should be explored, although

a balanced portfolio also needs to be maintained to protect the Councils interests.

3. Financial implications

- 3.1 This report is a review of past investment performance and the financial implications are as set out in this report. The ability of the Council to generate maximum net investment returns with minimal risk provides significant resources for funding the Council's services.

4. Other considerations

- 4.1 There are none.

5. Timetable for implementation

- 5.1 Treasury management is an ongoing activity and normally there is no specific timetable for implementation.

Background papers: None

Appendices: A & B.

**PRUDENTIAL INDICATORS
ACTUALS 2014/15**

Capital Expenditure Prudential Indicators	2013/14 Actual Outturn	2014/15 Original Estimate	2014/15 Actual Outturn
Prudential Indicator	£'000	£'000	£'000
Capital Expenditure	1,319	1,122	1,905
Ratio Financing Costs to Net Revenue Stream	(4.11)	(2.55)	(4.14)
Net Longer-term Borrowing	£0	£0	£0
In year Capital Financing Requirement	£0	£0	£0
Capital Financing Requirement as at 31 st March	£0	£0	£0
Affordable Borrowing Limit	£12,000	£12,000	£12,000

Treasury Management Prudential Indicators	2013/14 Actual	2014/15 Original Estimate	2014/15 Actual Outturn
Prudential Indicator	£'000	£'000	£'000
Authorised Limit for external debt	12,000	12,000	12,000
Operational Boundary for external debt	10,000	10,000	10,000
Gross Debt to Capital Finance Requirement	£0	£0	£0
Upper limit for fixed rate exposure	100%	100%	100%
Upper limit on variable rate exposure	100%	100%	100%
Upper limit principal invested for over 364 days	15,000	15,000	15,000

Maturity structure of fixed rate borrowing	Upper limit	Lower limit
Under 12 months	£12,000,000	£Nil
12 months but within 24 months	£Nil	£Nil
24 months but within 5 years	£Nil	£Nil
5 years but within 10 years	£Nil	£Nil
10 years and above	£Nil	£Nil

Actual External Debt as at 31.3.15	£26,728 (all short term borrowings)
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Details of Investments Held as at 31st March 2015

Investment Type	Amount £m	Interest Rate %	Start Date	Maturity Date
<u>Pooled Investment Funds</u>				
Charteris Elite Equity Income	1.0	3.27%	11 May 2012	N/A
Schroeders UK Corporate Bond	1.5	5.86%	11 May 2012	N/A
M&G Strategic Corporate Bond	1.5	3.70%	30 May 2012	N/A
M&G Global Dividend	1.0	4.12%	27 Jun 2012	N/A
Schroders Income Maximiser	1.0	6.96%	06 Jul 2012	N/A
CCLA LAMIT Property Fund	1.5	5.92%	31 Mar 2013	N/A
CCLA LAMIT Property Fund	1.0	4.91%	30 April 2014	N/A
Total Pooled Investment Funds	8.5	5.00%		
<u>Fixed Rate Deposits (short term)</u>				
Lloyds	1.0	0.95%	19 Jun 2014	18 Jun 2015
Nationwide Building Society	1.0	0.97%	15 Jul 2014	12 Feb 2015
<u>Variable Rate Bond</u>				
Yorkshire Building Society	1.0	0.92%	09 Apr 2014	23 Mar 2016
Total Other Deposits	3.0			
<u>Cash Flow Investments</u>				
Handelsbanken Call Account	0.5	0.35%		Instant Access
Insight	1.6	0.42%		Instant Access
Ignis	1.6	0.47%		Instant Access
BNP	1.5	0.47%		Instant Access
Federated	1.5	0.40%		Instant Access
Total Cash Flow Investments	6.7			
Total Investments at 31.03.15	18.2			

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Overview and Scrutiny Committee Work Programme 2015-2016

Date of Meeting	ISSUE	Lead Officer	Objectives
15 September 2015	1. Minutes	Chairman	To agree the minutes of the previous meeting.
	2. Community Safety	Keith McGroary Crime Commissioner and police	To receive a report on a review of Community Safety. To receive a presentation from the PCC
	3. Capital Monitoring Report	Terry Collier / Adrian Flynn / Cllr Evans	To receive and note the current Capital spend position.
	4. Revenue Monitoring Report	Terry Collier / Adrian Flynn/ Cllr Evans	To receive and note the current Revenue spend position.
	5. Leader's Task Groups	Lead Councillor	To receive update reports (Next Steps) on the work of the Task Groups.
	6. Project Management update	Linda Norman/Cllr Watts	To receive an update on the status of current Council projects.
	7. Work Programme and Cabinet Forward Plan	Chairman / Terry Collier	

Overview and Scrutiny Committee Work Programme 2015-2016

Date of Meeting	ISSUE	Lead Officer	Objectives
10 November 2015	1. Minutes	Chairman	To agree the minutes of the previous meeting.
	2. Budget Issues	Terry Collier	To consider the issues for the Budget 2016-2017.
	3. Capital Monitoring Report	Terry Collier / Adrian Flynn / Cllr Evans	To receive and note the current Capital spend position.
	4. Revenue Monitoring Report	Terry Collier / Adrian Flynn/ Cllr Evans	To receive and note the current Revenue spend position.
	5. Leader's Task Groups	Lead Councillor	To receive update reports on the work of the Task Groups.
	6. Project Management update	Linda Norman	To receive an update on the status of current Council projects.
	7. Work Programme and Cabinet Forward Plan	Chairman / Terry Collier	

Overview and Scrutiny Committee Work Programme 2015-2016

Date of Meeting	ISSUE	Lead Officer	Objectives
19 January 2016	1. Minutes	Chairman	To agree the minutes of the previous meeting.
	2. Capital Monitoring Report	Terry Collier / Adrian Flynn / Cllr Evans	To receive and note the current Capital spend position.
	3. Revenue Monitoring Report	Terry Collier / Adrian Flynn/ Cllr Evans	To receive and note the current Revenue spend position.
	4. Leader's Task Groups	Lead Councillor	To receive update reports on the work of the Task Groups
	5. Project Management update	Linda Norman	To receive an update on the status of current Council projects.
	6. Work Programme and Cabinet Forward Plan	Chairman / Terry Collier	

Overview and Scrutiny Committee Work Programme 2015-2016

Date of Meeting	ISSUE	Lead Officer	Objectives
15 March 2016	1. Minutes	Chairman	To agree the minutes of the previous meeting.
	2. Capital Monitoring Report	Terry Collier / Adrian Flynn / Cllr Evans	To receive and note the current Capital spend position.
	3. Revenue Monitoring Report	Terry Collier / Adrian Flynn/ Cllr Evans	To receive and note the current Revenue spend position.
	4. Leader's Task Groups	Lead Councillor	To receive update reports on the work of the Task Groups
	5. Work Programme and Cabinet Forward Plan	Chairman / Terry Collier	

Items identified for inclusion in future work programme yet to be scheduled:

- Planning Enforcement Policy
- Health Service (GP surgeries) provision
- Infrastructure provision (Surrey CC consultation)
- Review of Community Infrastructure Levy