



Please reply to:

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Date: 2 November 2015

Notice of meeting

Overview and Scrutiny Committee

Date: Tuesday, 10 November 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)
S.J. Burkmar
S. Capes
R. Chandler

K. Flurry
I.T.E. Harvey
A.T. Jones
J.G. Kavanagh
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	
2. Minutes To confirm the minutes of the meeting held on 15 September 2015.	Chairman		1 - 4
3. Disclosures of Interest To receive any disclosures of interest from councillors in accordance with the Overview and Scrutiny Procedure Rules.	Chairman		
4. Call-in of Cabinet decisions No decisions have been called in for review.			
5. Assets and Income Generation To receive a presentation from the Staines-upon-Thames Regeneration Manager and Joint Head of Asset Management on how the Council is using its assets for income generation and the impact on car park provision in the Borough.	Heather Morgan / Cathy Munro / Cllr Evans	7.35 pm	
6. 2016-17 Budget and beyond: The challenge of delivering a sustainable financial future To receive a presentation from the Chief Finance Officer and the Portfolio Holder for Finance on the Budget Issues for 2016-17 and beyond.	Terry Collier / Cllr Evans	8.35 pm	
7. Capital Monitoring Report To receive and note the current Capital spend position.	Adrian Flynn / Cllr Evans	9.35 pm	5 - 10
8. Revenue Monitoring Report To receive and note the current Revenue spend position.	Adrian Flynn / Cllr Evans	9.45 pm	11 - 34
9. Leader's Task Groups To receive update reports on the work of the Task Groups.	Cllr Gething	9.55 pm	35 - 36

Description	Lead	Timings	Page Number.
<p>10. Cabinet Forward Plan</p> <p>A copy of the latest Forward Plan is attached.</p> <p>If any members of the Committee have any issues they want to raise in relation to the Forward Plan, please inform Terry Collier, Deputy Chief Executive, 24 hours in advance of the meeting with reasons for the request.</p>			37 - 40
<p>11. Work Programme</p> <p>To note the draft Committee work programme for the remainder of the Municipal Year.</p>	Chairman		41 - 44

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**Minutes of the Overview and Scrutiny Committee
15 September 2015**

Present:

Councillor A.E. Friday (Chairman)

Councillors:

M.M. Attewell

A.T. Jones

O. Rybinski

R. Chandler

J.G. Kavanagh

B.B. Spoor

K. Flurry

S.C. Mooney

H.R.D. Williams

I.T.E. Harvey

A. Neale

Apologies: Councillors D. Patel, S.J. Burkmar and S. Capes

231/15 Minutes

The minutes of the meeting held on 7 July 2015 were agreed as a correct record.

232/15 Disclosures of Interest

There were none.

233/15 Call-in of Cabinet decisions

No Cabinet decisions had been called in for review.

234/15 Review of Community Safety

The Community Safety Manager gave an update on Community Safety (CS) issues over the past year.

He reported that the Joint Enforcement Team (JET), piloted in the Borough since December 2014, has had a positive impact and was well received by the general public.

He highlighted the fact that there were no government grants or allocated funding from the Police and Crime Commissioner (PCC) to support the

Community Safety Partnership (CSP), and that funding was reliant on contributions from external partners.

He detailed the performance data for the period April 2014 to March 2015 for the key priorities for the Community Safety Team: house burglary, vehicle crime, criminal damage, theft (shoplifting) and violence against the person (injury).

Overall, reported crime figures were up by 6%, but this was largely due to violence against person crime having increased by 41% or 148 offences. The Community Safety Manager explained that there had been increases in all crime nationally, due to three factors, which had also influenced the increase in Spelthorne's figures for crimes of violence against the person: lack of police resources, different reporting methods and police officers being diverted to deal with 'new' crimes, e.g. child sexual exploitation via the internet. Additionally, he indicated that a lot of violent crime injury was sustained by police officers during the course of their work and this had skewed the figures.

The CSP team were working with police to address violence with injury crime, which had a strong link with domestic abuse, and encouraging both men and women who were victims of such crime to report it.

The current CSP Strategy and Action Plan for Spelthorne Borough were available on the Council's website. The 3 year Strategy was refreshed every year following feedback on the public's priorities given at the PCC Summit.

Resolved to note the report of the Community Safety Manager on the review of community safety 2014-2015.

235/15 Housing Issues

The Committee received a presentation from the Joint Heads of Housing and Independent Living on how the Council is dealing with: homelessness, affordable housing, the winter shelter duty and Registered Social Landlords (RSLs).

The officers set out the background to the housing issues for Spelthorne, which were influenced by the fact the Borough is surrounded by 3 London Boroughs, all of which had extensive housing need and problems with homelessness. They explained the issues, mainly financial, which impacted on the ability of people in Surrey to access affordable housing.

They explained in more detail the Council's situation and approach with regards to: homelessness, prevention initiatives, the private rented sector, fraud, access into social housing, affordable housing, Partnership working, winter shelter provision, RSLs and new developments.

Councillor Pinkerton OBE, the portfolio holder for housing, stated that the Council was reviewing all its assets, looking at using them in flexible ways in order to address the need for more housing.

Members of the Committee asked questions relating to preparations for assisting refugees, the problems of under/over occupation of social housing, and the numbers of people currently being placed in Bed and Breakfast accommodation.

Resolved to note the report of the Joint Heads of Housing and Independent Living on Housing Issues.

236/15 Corporate Project Management update

The Committee received an update from the Head of Customer Services on progress with the Council's priority projects and the Towards a Sustainable Future (TaSF) programme. She reported that the focus was changing from corporate projects to TaSF projects, with a reduction from 32 in March 2015 to 12 now.

Resolved to note the progress report on:

1. the Towards a Sustainable Future programme and work stream
2. the status of the Corporate Projects dashboard and Spelthorne projects map and
3. the work the Corporate Project Team was undertaking to promote good practice and support project managers.

237/15 Leader's Task Groups - minutes

The Committee received updates on progress with the work of the Leader's Sub-Task Groups for Assets and Regeneration in relation to Riverside car park, Ashford car park and all other assets.

The Portfolio Holder, Councillor Gething encouraged members of the Task Groups to drive forward the work of the Towards a Sustainable Future programme through actively supporting and giving their input to those Task Groups.

Resolved to note the work undertaken to date by the Leader's Task Groups.

238/15 Cabinet Forward Plan

The Committee received the Cabinet Forward Plan.

Resolved to note the Forward Plan.

239/15 Work Programme

The Chairman reported that he had worked with the vice-chairman and the officers to produce a draft work programme from the topics identified by the Committee at its last meeting.

He added that the Committee should also keep in mind the subject of devolution for inclusion in the current work programme, once the government's response to the Three Counties proposals was known.

Resolved to note the Committee's Work Programme for the remainder of the Municipal Year.

Overview and Scrutiny Committee

10 November 2015



Title	Capital Monitoring 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	To note the current spend position and approve a supplementary estimate of £30k for replacement on line booking system and £55k for the host replacement.		

1. Expenditure to date and Estimated Outturn

- 1.1 Attached as Appendix A & B is the actual spend to date on capital covering the period April to August 2015.
- 1.2 For the period ending August 2015, capital expenditure including commitments was £350k (17.9%) of the original budget (excluding the Knowle Green and Housing opportunity projects) and (17.1%) of the revised budget (excluding the Knowle Green and Housing opportunity projects).
- The projected outturn shows that we are anticipating to spend £1.746m which represents (85.6%) of the revised budget (excluding the Knowle Green and Housing opportunity projects).

Key Issues

- 1.3 The £9m that has been allocated for Housing and Knowle Green relocation projects may not be spent in the current financial year and may need to be carried forward at year end.
- 1.4 To approve a supplementary estimate of £30k for a replacement on line booking system As part of the enhance the customer experience programme, an on line booking system is required to replace the current outdated system that has been operating since 2002 which has no on line capacity and requires all bookings to be made via customer services.

- 1.5 The new on line system will integrate with both the Council's payment system to encourage upfront payments and also the invoice system if appropriate, it will allow events to be booked on line or via the Council website and the Spelthorne smartphone App.
- 1.6 To approve a supplementary estimate of £55k for the host replacement. Hosts are servers that are hardware on which we run all of our virtual servers. We also have 3 storage area networks (San's) which are hard disk memory for the hosts. The hosts and San's are over five years old and at the end of their useful life, their support costs are increasing with age and they are no longer performing to the required standard.

Significant Developments/Variances

- 1.7 1) Disabled Facilities grant Mandatory : Extra grant funding awarded of £62k
2) Kenyngton Manor Pavilion: £19k the project is ongoing with work expected to be completed within a few weeks.

2. Options analysis and proposal

- 2.1 Committee are asked to note the current spend position and approve the supplementary estimates of £30k & 55k.

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.

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 allowed the funds to complete the works.

5. Timetable for implementation

- 5.1 Bi monthly monitoring reports are prepared for Management team and incorporate revised actual figures.

Background papers: None

Appendices: A&B

CAPITAL MONITORING REPORT AT 31 AUGUST 2015

Portfolio Member	ORIGINAL BUDGET	CARRY FORWARDS	SUPPLEMENTARY ESTIMATE	REVISED BUDGET	ACTUALS YTD	COMMITMENTS	MANAGERS PROJECTED OUTTURN	MANAGERS PROJECTION TO REVISED BUDGET
Cllr Pinkerton - Housing, Health, Wellbeing, Ind Living & Leisure	2,285,600	-	-	2,285,600	30,308	1,301	189,974	(2,095,626)
Cllr Davis - Environment	1,177,900	8,000	-	1,185,900	22,593	126,816	835,400	(350,500)
Cllr Gething - Asset Management	7,111,800	20,000	-	7,131,800	(29,781)	10,051	231,800	(6,900,000)
Cllr Harman - ICT	230,000	57,400	-	287,400	92,043	96,964	338,360	50,960
Cllr Mitchell - Comm Safety	150,000	-	-	150,000	-	-	150,000	-
	10,955,300	85,400	-	11,040,700	115,164	235,132	1,745,534	(9,295,166)

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CAPITAL MONITORING REPORT AT 31 AUGUST 2015

Portfolio Member / Service Head	Cost Centre	Description	Original Budget	Carry Forwards	Supplementary Estimate	Revised Budget	Actuals YTD	Commitments	Managers Projected Outturn	Managers Projection to Revised Budget	Comments
<u>Housing Investment Programme</u>											
<u>Cllr Pinkerton - Housing, Health, Wellbeing, Independent Living & Leisure</u>											
Lee O'Neil	40203	Disabled Facilities Mandatory	460,000	-	62,921	522,921	202,929	-	480,000	(42,921)	Based on current approvals and applications being processed, DFG payments are expected to meet the target of £480k for the year. DCLG have awarded us an additional grant of £62,921.
Lee O'Neil	40204	Disabled Facilities Discretion	29,600	-	-	29,600	-	-	29,600	-	This is expected to be spent by end of the year.
Lee O'Neil		Less Specified Capital Grant	(285,000)	-	(62,921)	(347,921)	(144,967)	-	(347,921)	-	
		Net Cost of Disabled Facilities Grants	204,600	-	-	204,600	57,962	-	161,679	(42,921)	
Lee O'Neil	40209	Home Improvement Agency (HIA) grant	81,000	-	-	81,000	-	-	81,000	-	#N/A
		HIA Funding	-	-	-	-	(26,353)	-	(52,705)	(52,705)	
		Total	81,000	-	-	81,000	(26,353)	-	28,295	(52,705)	
Total For HIP			285,600	-	-	285,600	31,610	-	189,974	(95,626)	
<u>Other Capital Programme</u>											
<u>Cllr Pinkerton - Housing, Health, Wellbeing, Independent Living & Leisure</u>											
Deborah Ashman	41622	Affordable Housing Opportunity	2,000,000	-	-	2,000,000	-	-	-	(2,000,000)	Continuing to look for the opportunities and in touch with Registered Social Landlords Partners.
Deborah Ashman	42271	Fordbridge Day Centre	-	-	-	-	(1,301)	1,301	-	-	Special Creditor payment waiting to be cleared
		Total	2,000,000	-	-	2,000,000	(1,301)	1,301	-	(2,000,000)	
<u>Cllr Davis - Environment</u>											
Jackie Taylor	41506	Spelride Bus Replacement	250,000	-	-	250,000	-	-	250,000	-	The project is underway and the tender exercise has started, evaluation is to take place during August. Build time for the vehicles will probably by 6 months. Expenditure is expected to be incurred in Jan/ feb. 2016 if everything goes to plan.
Jackie Taylor	41507	Streetscene Van Replacement	25,000	-	-	25,000	22,710	600	23,700	(1,300)	Vans have now been delivered
Jackie Taylor	41601	DCLG Bins	-	-	-	-	8,660	-	8,660	8,660	Funded through Department for Communities of Local Govt(DCLG)Grant
		DCLG Funding	-	-	-	-	(8,660)	-	(8,660)	(8,660)	
Jackie Taylor	41619	Small Scale Area Regeneration	700,000	-	-	700,000	-	-	550,000	(150,000)	Expected expenditure of £200,000 at this stage. Any residual amount then will be re-phased to 2016-2017
		External Funding	(350,000)	-	-	(350,000)	-	-	(350,000)	-	
Jackie Taylor	41620	Wheelie Bins	50,000	-	-	50,000	11,663	-	50,000	-	Orders will be placed throughout this financial year depending on need as and when identified.
		Total	675,000	-	-	675,000	34,373	600	523,700	(151,300)	
Lee O'Neil	41314	Air Quality	17,100	8,000	-	25,100	-	-	25,100	-	The contract is now signed with the consultant and now waiting for the work to start. Project is expected to be completed by end of March 2017. Balance will again be requested to be carried forward in the next financial year.
		Total	17,100	8,000	-	25,100	-	-	25,100	-	
Sandy Muirhead	42007	Energy Saving Measures	15,000	-	-	15,000	-	-	15,000	-	The project is expected to commence in winter months.
Sandy Muirhead	42047	Bring Site Initiative	-	-	-	-	(11,780)	11,780	-	-	Special Creditor waiting to be cleared
		Total	15,000	-	-	15,000	(11,780)	11,780	15,000	-	
Sandy Muirhead	41006	Kenyngton Manor Pavilion	98,900	-	-	98,900	-	-	99,700	800	A contractor has been appointed. The work is expected to start in August subject to the lease is signed by Football club
		External Funding	(79,700)	-	-	(79,700)	-	-	(79,700)	-	
Sandy Muirhead	41026	Laleham Park Upgrade	200,000	-	-	200,000	-	-	-	(200,000)	This project is currently being redefined to address changes to the project and the views of the task group are also being sought. It is highly unlikely that this project is completed in this financial year and requested to be carried forward or re-phased in the next financial year
		Total	219,200	-	-	219,200	-	-	20,000	(199,200)	
Sandy Muirhead	41317	Car Park Improvements	110,600	-	-	110,600	-	114,000	110,600	-	Contractor has been appointed and work to start soon. Project is expected to be finished by end of September 2015

CAPITAL MONITORING REPORT AT 31 AUGUST 2015

Portfolio Member / Service Head	Cost Centre	Description	Original Budget	Carry Forwards	Supplementary Estimate	Revised Budget	Actuals YTD	Commitments	Managers Projected Outturn	Managers Projection to Revised Budget	Comments
Sandy Muirhead	41320	Pay & Display Machines	141,000	-	-	141,000	-	436	141,000	-	Machines are expected to be installed in autumn/ winter time. Project is expected to be completed by end of this financial year.
Total			251,600	-	-	251,600	-	114,436	251,600	-	
Cllr Gething - Asset Management											
Dave Phillips	41007	Stanwell Skate Park	50,000	-	-	50,000	-	-	50,000	-	Contractor has been directed to start the work and the installation date is expected to be in the beginning of November
		External Funding	(50,000)	-	-	(50,000)	-	-	(50,000)	-	
Dave Phillips	41015	Runnymede Estates	55,600	-	-	55,600	(20,157)	-	55,600	-	Special Creditors are waiting to be cleared. Capitalised Planned Maintenance to be transferred at the end of the financial year
Dave Phillips	41028	Fire Alarm Systems	-	-	-	-	(269)	1,345	-	-	Special Creditor Retention payment is wating to be cleared
Dave Phillips	41031	Fencing	-	-	-	-	(325)	1,624	-	-	Special Creditor Retention payment is wating to be cleared
Dave Phillips	41618	Esso Site Stanwell	-	20,000	-	20,000	4,272	-	20,000	-	Bidder has now been selected subject to Planing. Next meeting scheduled at the end of August will determine whether the decontamination work is required. Project is expected to be completed by November 2015
Dave Phillips	42011	Replace Council Accommodation	7,000,000	-	-	7,000,000	-	-	100,000	(6,900,000)	Tenders for consultancy services have now been returned. These will be looked at and Report will be prepared for the Committee in September 2015. Balance will again be requested to be carried forward in the next financial year as the target move is July 2018.
Dave Phillips	42036	Plot 12&13 Towpath Car Park	56,200	-	-	56,200	-	-	56,200	-	Currently in negotiation with residents to develop the site. Project is expected to be completed by end of this financial year.
Dave Phillips	42053	Knowle Green Heating	-	-	-	-	(4,320)	3,600	-	-	Special Creditor Retention payment is wating to be cleared
Dave Phillips	42046	Greeno Centre Re-roofing	-	-	-	-	(8,982)	3,482	-	-	Special Creditor Retention payment is wating to be cleared
Total			7,111,800	20,000	-	7,131,800	(29,781)	10,051	231,800	(6,900,000)	
Cllr Harman - ICT											
Helen Dunn	43003	New Software	20,000	-	-	20,000	4,950	650	20,000	-	Expected to be spent by the end of this financial year on various software enhancements
Helen Dunn	43004	Host Replacement	-	-	-	-	37,945	5,867	55,000	55,000	Funded through Reserves
Helen Dunn	43314	Integra Upgrade	-	8,000	-	8,000	-	1,960	4,000	(4,000)	Expected to be spent by the end of the financial year
Helen Dunn	43608	Other Hardware	60,000	-	-	60,000	1,071	2,400	60,000	-	Expected to be spent by the end of this financial year on various hardware requirements
Helen Dunn	43611	Mobiles and Tablets	-	-	-	-	(1,334)	881	-	-	Special Creditors waiting to be cleared
Total			80,000	8,000	-	88,000	42,632	11,758	139,000	51,000	
Linda Norman	43505	CRM Solution	-	46,200	-	46,200	4,140	34,666	46,160	(40)	Work on Phase II has now been completed. Development work has started in August with User Acceptance Testing. Project is expected to be completed by end of this financial year
Linda Norman	43515	Corporate EDMS Project	150,000	-	-	150,000	45,271	47,360	150,000	-	Project has started with the focus on Planning. New software has also been installed and data migration work has started. Project is expected to be completed by March 2016.
Linda Norman	43308	Liquid Voice	-	3,200	-	3,200	-	3,180	3,200	-	Work on Phase III has started. Software is due to be installed in September followed by User Acceptance Testing and expected to go live in November.
Total			150,000	49,400	-	199,400	49,411	85,206	199,360	(40)	
Michael Graham	43504	Elections IER Equipment	-	-	4,548	4,548	4,548	798	4,548	-	IER funding through Cabinet Office
		External Funding	-	-	(4,548)	(4,548)	(4,548)	(798)	(4,548)	-	
Total			-	-	-	-	-	(0)	-	-	
Cllr Mitchell - Community Safety											
Keith McGroary	41621	CCTV Enhancement	150,000	-	-	150,000	-	-	150,000	-	Consultant has now been selected to do the work specifications. Project is expected to be completed by the end of this financial year
Total			150,000	-	-	150,000	-	-	150,000	-	
Total For Other			10,669,700	85,400	-	10,755,100	83,554	235,132	1,555,560	(9,199,540)	
Total Expenditure			11,720,000	85,400	67,469	11,872,869	299,692	235,930	2,639,068	(9,233,801)	
Total Funding			(764,700)	-	(67,469)	(832,169)	(184,528)	(798)	(893,534)	(61,365)	
GRAND TOTAL			10,955,300	85,400	-	11,040,700	115,164	235,132	1,745,534	(9,295,166)	

Overview and Scrutiny Committee

10 November 2015



Title	Revenue Monitoring 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	To note the current spend position in 2015/16.		

1. Overall Projected Outturn

1.1 To provide cabinet with the net revenue spend figures to the end of August 2015.

- The forecast outturn at net expenditure level is £14.290m against the revised budget of £14.536m; A projected favourable variance of £246k
- After taking into account the use of carry forwards, the net position is approximately £245k favourable variance.

1.2 Interest earnings are forecast to be lower than the budget due to the delayed sale of Bridge street car park by approximately £35k. This shortfall will be covered by a transfer from our interest equalisation reserve.

1.3 Key Issues

1.4 There is a forecasted £265k adverse variance on bed and Breakfast expenditure for the current financial year due to increased usage. Officers are working on options to mitigate further demand increases.

2. Options analysis and proposal

2.1 Cabinet are asked to note the current net revenue spend and forecast position.

2.2 The following highlights the more significant or material variances:

2.3 **Housing, Health, Wellbeing, Independent Living and Leisure.**

Democratic Representation and Management - £40k adverse variance: Four yearly councillors' computer costs incurred following the Borough elections.

Housing Benefit Administration - £47k favourable variance: Vacant posts and reduction in working hours.

Finance

Accountancy - £28k favourable variance: Vacant post

Planning

Land Charges - £8k: favourable Variance: Vacant post

Planning Policy - £41k: favourable variance: Vacant posts

Building Control - £23k favourable variance: Vacant post and increased income.

Community Safety

Community Safety - £45k adverse variance: CCTV expenditure higher than budget due to procurement delays in bringing in a new system but offset by restructure savings and increased income.

Waste, Environment & Parking

Recycling - £135k favourable variance: Lower than anticipated gate fees for processing materials

Grounds maintenance - £39k favourable variance: savings on Highways verges staffing and increased income from the agency agreement with SCC.

Car Parks - £89k adverse variance: Increased Kingston road car park licence payments to Surrey County Council and higher business rates at Bridge Street. Agency costs have increased due to taking on staff to cover vacant posts offset by higher revenue collected due to increased usage.

Cemeteries - £27k adverse variance: Increased use of pre-paid plots.

Staines market - £20k adverse variance: increased competition from pound shops and discount stores.

Economic Development and Fixed Assets

Asset Management - £218k favourable variance: Knowle Green relocation budget will not be spent in full in 2015-16, savings from a vacant post offset by higher insurance and consultant fees. A carry forward request will be made at year end..

3. Financial implications

3.1 As set out within the report and appendices

4. Other considerations

4.1 There are none

5. Timetable for implementation

5.1 Bi – monthly reports are produced for Management team.

Background papers: None

Appendices: A,B, C1 to C9

APPENDIX A

2015/16 Net Revenue Budget Monitoring
As at end of 31 AUGUST 2015

	15/16	15/16	15/16	15/16
	Budget		Forecast	Variance
	Original	Revised	Outturn	to Revised
	£	£	£	£
Gross Expenditure	55,882,600	56,107,500	56,626,924	519,424
Less Benefits (offset by grant)				
Total Gross Expenditure excluding Benefits	55,882,600	56,107,500	56,626,924	519,424
Less Specific fees and charges income	(41,131,700)	(41,131,700)	(41,897,370)	(765,670)
Net Expenditure - broken down as below	14,750,900	14,975,800	14,729,554	(246,246)
Leader of the Council	443,800	445,000	435,247	(9,753)
ICT & Business Continuity of the Council	697,000	706,500	734,000	27,500
Housing, Health, Wellbeing, Independent Living and Leisure	2,558,000	2,561,400	2,781,742	220,342
Finance	3,491,000	3,511,500	3,502,463	(9,037)
Planning	1,805,500	1,888,300	1,825,600	(62,700)
Communication and Procurement	215,500	227,000	231,200	4,200
Community Safety and Licensing	108,800	108,800	159,200	50,400
Waste, Environment and Parking	3,634,200	3,634,200	3,414,500	(219,700)
Economic Development and Fixed Assets	1,797,100	1,893,100	1,645,602	(247,498)
NET EXPENDITURE AT SERVICE LEVEL	14,750,900	14,975,800	14,729,554	(246,246)
Salary expenditure - vacancy monitoring	(300,000)	(300,000)	(300,000)	-
Partnership Savings	(40,000)	(40,000)	(40,000)	-
Pay award	-	-	-	-
Efficiencies to offset pay award	(100,000)	(100,000)	(100,000)	-
Increased Employer contributions due to auto enrollment	-	-	-	-
NET EXPENDITURE	14,310,900	14,535,800	14,289,554	(246,246)
NET EXPENDITURE	14,310,900	14,535,800	14,289,554	(246,246)
Interest earnings	(635,000)	(635,000)	(635,000)	-
Staines Town Development/TaSF	(531,276)	(531,276)	(313,476)	217,800
BUDGET REQUIREMENT	13,144,624	13,369,524	13,341,078	(28,446)
Baseline NNDR Funding	(3,055,700)	(3,055,700)	(3,055,700)	-
Revenue Support grant	(1,330,600)	(1,330,600)	(1,330,600)	-
New Homes Bonus	(1,564,400)	(1,564,400)	(1,564,400)	-
NET BUDGET REQUIREMENT	7,193,924	7,418,824	7,390,378	(28,446)
Collection Fund Surplus/(deficit)	(266,400)	(266,400)	(266,400)	-
CHARGE TO COLLECTION FUND	6,927,524	7,152,424	7,123,978	(28,446)
2014/15 Revenue carryforward			(216,700)	(216,700)
Net Position				(245,146)

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Appendix B			
REVENUE MONITORING 2015/16			
EXPENDITURE AND INCOME SUMMARY 31 AUGUST 2015			
Results to 31-Aug-15	Budget	Forecast	Variance
	Revised	Outturn	to Revised
	£	£	£
Leader of the Council			
Employees	423,600	425,600	2,000
Other Expenditure	94,600	82,900	(11,700)
Income	(73,200)	(73,253)	(53)
	445,000	435,247	(9,753)
ICT & Business Continuity of the Council			
Employees	473,100	480,000	6,900
Other Expenditure	271,800	292,600	20,800
Income	(38,400)	(38,600)	(200)
	706,500	734,000	27,500
Housing, Health, Wellbeing, Independent Living and Leisure			
Employees	3,416,400	3,383,142	(33,258)
Other Expenditure	33,469,200	34,428,300	959,100
Income	(34,324,200)	(35,029,700)	(705,500)
	2,561,400	2,781,742	220,342
Finance			
Employees	3,064,700	3,035,200	(29,500)
Other Expenditure	817,600	833,200	15,600
Income	(370,800)	(365,937)	4,863
	3,511,500	3,502,463	(9,037)
Planning			
Employees	1,911,500	1,859,400	(52,100)
Other Expenditure	1,238,200	1,238,200	-
Income	(1,261,400)	(1,272,000)	(10,600)
	1,888,300	1,825,600	(62,700)
Communication and Procurement			
Employees	111,300	112,400	1,100
Other Expenditure	125,700	125,700	-
Income	(10,000)	(6,900)	3,100
	227,000	231,200	4,200
Community Safety and Licensing			
Employees	203,700	195,300	(8,400)
Other Expenditure	142,700	206,900	64,200
Income	(237,600)	(243,000)	(5,400)
	108,800	159,200	50,400
Waste, Environment and Parking			
Employees	3,299,400	3,149,900	(149,500)
Other Expenditure	4,715,100	4,675,200	(39,900)
Income	(4,380,300)	(4,410,600)	(30,300)
	3,634,200	3,414,500	(219,700)
Economic Development and Fixed Assets			
Employees	277,700	248,700	(29,000)
Other Expenditure	2,051,200	1,854,282	(196,918)
Income	(435,800)	(457,380)	(21,580)
	1,893,100	1,645,602	(247,498)
NET EXPENDITURE AT SERVICE LEVEL	14,975,800	14,729,554	(246,246)
Total Employees	13,181,400	12,889,642	(291,758)
Total Other Expenditure	42,926,100	43,737,282	811,182
Total Income	(41,131,700)	(41,897,370)	(765,670)
	14,975,800	14,729,554	(246,246)
Total Expenditure	56,107,500	56,626,924	519,424
Total Income	(41,131,700)	(41,897,370)	(765,670)
Net	14,975,800	14,729,554	(246,246)

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Leader of the Council

Results to 31-Aug-15	Budget		Actual	Forecast	Variance	Comments
	Revised	YTD	YTD	Outturn	to Revised	
	£	£	£	£	£	
Employees	46,800	19,500	20,407	48,800	2,000	
Other Expenditure	67,700	1,200	1,745	47,700	(20,000)	Savings expected as Members Neighbourhood budget is overstated.
Income	0	0	(10)	0	0	
People & Partnerships	114,500	20,700	22,142	96,500	(18,000)	
Employees	101,300	42,100	41,934	101,300	0	
Other Expenditure	1,200	500	8,635	9,500	8,300	Cost of modern.gov software
Income	(42,000)	(10,500)	0	(42,000)	0	
Corporate Governance	60,500	32,100	50,568	68,800	8,300	
Employees	223,900	99,400	34,207	223,900	0	Year end adjustment processed in 2014/15 to reflect redundancy cost which will be realised in December 2015.
Other Expenditure	25,300	9,100	7,308	25,300	0	
Income	(31,200)	(17,300)	(21,130)	(31,200)	0	
HR	218,000	91,200	20,385	218,000	0	
Employees	51,600	21,400	21,371	51,600	0	
Other Expenditure	400	(500)	313	400	0	
Income	0	0	(53)	(53)	(53)	
Payroll	52,000	20,900	21,632	51,947	(53)	
Total Employees	423,600	182,400	117,919	425,600	2,000	
Total Other Expenditure	94,600	10,300	18,001	82,900	(11,700)	
Total Income	(73,200)	(27,800)	(21,193)	(73,253)	(53)	
	445,000	164,900	114,727	435,247	(9,753)	

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Appendix C2						
ICT & Business Continuity of the Council						
Results to	Budget		Actual	Forecast	Variance	Comments
31-Aug-15	Revised	YTD	YTD	Outturn	to Revised	
	£	£	£	£	£	
Employees	473,100	196,500	186,842	480,000	6,900	Current underspend on permanent staff due to vacant posts, however overspend forecast due to vacant Network Manager post being covered by Agency staff.
Other Expenditure	271,800	155,700	205,147	292,600	20,800	Annual Maintenance costs for Microsoft have increased considerably; additional budget will be requested for future years.
Income	(38,400)	(19,200)	(19,374)	(38,600)	(200)	
Information & Comms Technology	706,500	333,000	372,614	734,000	27,500	
Total Employees	473,100	196,500	186,842	480,000	6,900	
Total Other Expenditure	271,800	155,700	205,147	292,600	20,800	
Total Income	(38,400)	(19,200)	(19,374)	(38,600)	(200)	
	706,500	333,000	372,614	734,000	27,500	

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Housing, Health, Wellbeing, Independent Living and Leisure

Results to	Budget		Actual	Forecast	Variance	Comments
	Revised	YTD	YTD	Outturn	to Revised	
	£	£	£	£	£	
31-Aug-15						
Employees	127,200	52,700	55,235	129,700	2,500	
Other Expenditure	13,700	5,200	5,897	13,700	0	
Income	0	0	(101)	(300)	(300)	
Com Care Administration	140,900	57,900	61,031	143,100	2,200	
Employees	370,400	153,300	135,992	338,400	(32,000)	Savings expected due to restructure of the service & one postholder being on long term sick.
Other Expenditure	221,300	100,300	93,101	221,300	0	
Income	(391,600)	(164,500)	(123,470)	(386,400)	5,200	High needs income is expected to be lower than budgeted for due to reduction in clients. Budget for Fordbridge was overstated, which is being offset by additional income from Personalisation & Prevention fund for the Support Worker posts.
Day Centres	200,100	89,100	105,623	173,300	(26,800)	
Employees	89,800	37,000	39,763	101,300	11,500	Additional costs being incurred due to extra weekend service which will be funded through Personalisation & Prevention fund.
Other Expenditure	93,800	38,900	36,778	93,800	0	
Income	(194,600)	(65,100)	(62,275)	(206,100)	(11,500)	As above.
Meals On Wheels	(11,000)	10,800	14,266	(11,000)	0	
Employees	109,600	45,300	43,689	109,600	0	
Other Expenditure	72,700	38,800	36,100	72,700	0	
Income	(247,000)	(165,900)	(175,885)	(247,000)	0	
Span	(64,700)	(81,800)	(96,097)	(64,700)	0	
Employees	0	0	0	0	0	
Other Expenditure	19,700	7,600	10,119	19,700	0	
Income	(5,000)	(2,000)	(2,820)	(5,000)	0	
Rodent & Pest Control	14,700	5,600	7,299	14,700	0	
Employees	160,700	67,000	67,841	162,000	1,300	
Other Expenditure	51,400	32,800	14,447	49,000	(2,400)	Lower operating costs, mainly relating to reduced fuel costs.
Income	(133,800)	(46,400)	(52,746)	(136,000)	(2,200)	
SAT	78,300	53,400	29,541	75,000	(3,300)	
Employees	736,600	305,000	299,528	736,600	0	
Other Expenditure	43,200	18,400	30,230	71,300	28,100	Payments relating to Handy Person, which are funded through Surrey County Council.
Income	(21,500)	0	(269)	(49,600)	(28,100)	As above.
Environmental Health Admin	758,300	323,400	329,489	758,300	0	
Employees	0	0	0	0	0	
Other Expenditure	12,500	4,600	5,552	12,500	0	
Income	(5,100)	(5,000)	(4,154)	(5,100)	0	
Environmental Protection Act	7,400	(400)	1,398	7,400	0	
Employees	0	0	0	0	0	
Other Expenditure	1,300	200	309	1,300	0	
Income	(3,000)	(1,300)	(1,120)	(3,000)	0	
Food Safety	(1,700)	(1,100)	(811)	(1,700)	0	
Employees	0	0	0	0	0	
Other Expenditure	7,900	2,300	2,686	7,900	0	
Income	(12,900)	(2,900)	(2,139)	(12,900)	0	
Public Health	(5,000)	(600)	547	(5,000)	0	
Employees	17,600	7,400	7,412	17,600	0	
Other Expenditure	251,600	104,800	152,035	291,600	40,000	Additional Councillors computer costs incurred following borough elections every four years.
Income	0	0	0	0	0	
Democratic Rep & Management	269,200	112,200	159,447	309,200	40,000	
Employees	630,700	266,000	263,512	645,700	15,000	Additional staffing costs for temps & overtime, to be covered by Welfare Reforms grant.
Other Expenditure	39,700	8,700	7,537	42,700	3,000	
Income	(35,000)	(14,600)	(61)	(54,600)	(19,600)	Welfare reforms grant to be used to cover additional staffing costs for temps & overtime.
Housing Needs	635,400	260,100	270,988	633,800	(1,600)	
Employees	0	0	0	0	0	
Other Expenditure	1,078,300	454,900	598,690	1,929,300	851,000	
Income	(755,400)	(343,200)	(554,448)	(1,340,800)	(585,400)	
Homelessness	322,900	111,700	44,242	588,500	265,600	Will be overspent due to increased demand and usage of Bed & Breakfast.
Employees	603,900	249,800	217,761	553,300	(50,600)	Savings expected due to some posts working less hours than budgeted for and current vacant part time posts.
Other Expenditure	36,300	17,000	17,872	40,000	3,700	
Income	(410,600)	(218,900)	(219,038)	(410,700)	(100)	
Housing Benefits Admin	229,600	47,900	16,595	182,600	(47,000)	
Employees	0	0	0	0	0	
Other Expenditure	31,351,700	13,063,100	11,955,254	31,351,700	0	
Income	(31,376,700)	(13,090,400)	(13,535,389)	(31,376,700)	0	
Housing Benefits Payments	(25,000)	(27,300)	(1,580,135)	(25,000)	0	
Employees	358,400	149,400	159,486	368,500	10,100	Temporary staff expenditure with no budget.
Other Expenditure	10,800	4,300	14,959	20,000	9,200	Higher transport costs and training costs with no budget.
Income	(369,100)	0	(140)	(388,500)	(19,400)	Additional income to offset the above costs.
Spelthorne Troubled Families	100	153,700	174,306	0	(100)	
Employees	0	0	0	0	0	
Other Expenditure	25,500	3,200	3,440	25,500	0	
Income	0	0	0	0	0	
Youth	25,500	3,200	3,440	25,500	0	
Employees	0	0	0	0	0	
Other Expenditure	1,000	600	0	1,000	0	
Income	0	0	0	0	0	
Safeguarding	1,000	600	0	1,000	0	
Employees	12,500	5,200	3,001	12,500	0	
Other Expenditure	3,400	1,800	2,085	3,400	0	
Income	(6,300)	(2,600)	(1,220)	(4,000)	2,300	
Resource Centre	9,600	4,400	3,867	11,900	2,300	

Housing, Health, Wellbeing, Independent Living and Leisure

Results to 31-Aug-15	Budget		Actual	Forecast	Variance	Comments
	Revised	YTD	YTD	Outturn	to Revised	
	£	£	£	£	£	
Employees	0	0	0	0	0	
Other Expenditure	4,000	1,700	2,931	5,000	1,000	
Income	(500)	(200)	(1,127)	(1,500)	(1,000)	
Active Lifestyle	3,500	1,500	1,804	3,500	0	
Employees	5,100	2,100	2,267	5,100	0	
Other Expenditure	18,200	3,600	3,027	9,600	(8,600)	Savings expected against Bowls Club maintenace budget will be used to offset the additional salary costs for Leisure Admin (due to extensioin of temporary contracts).
Income	(6,000)	(2,500)	(7,824)	(14,000)	(8,000)	Higher income expected due to greater activity.
Sports Development	17,300	3,200	(2,530)	700	(16,600)	
Employees	2,600	1,100	997	2,600	0	
Other Expenditure	28,300	22,300	21,287	28,300	0	
Income	(3,000)	(1,300)	(2,545)	(8,400)	(5,400)	Higher income expected due to greater activity.
Arts Development	27,900	22,100	19,740	22,500	(5,400)	
Employees	0	0	134	134	134	
Other Expenditure	2,000	800	1,328	2,000	0	
Income	0	0	0	0	0	
Events	2,000	800	1,463	2,134	134	
Employees	181,300	75,200	80,491	187,900	6,600	Higher costs are to be funded through savings expected against Bowls Club maintenace budget (Please see Sports Development comments above).
Other Expenditure	11,200	3,800	4,637	14,300	3,100	
Income	0	0	0	0	0	
Leisure Administration	192,500	79,000	85,128	202,200	9,700	
Employees	0	0	0	0	0	
Other Expenditure	4,500	3,600	3,513	4,500	0	
Income	(8,000)	0	(8,000)	(8,000)	0	
Museum	(3,500)	3,600	(4,487)	(3,500)	0	
Employees	0	0	1,821	1,800	1,800	No Staffing budget agreed.
Other Expenditure	2,500	2,500	16,858	16,900	14,400	Higher costs than budget, as the event was not self funded as orginally agreed.
Income	0	0	(7,965)	(8,000)	(8,000)	Income received to offset the above costs.
Magna Carta	2,500	2,500	10,714	10,700	8,200	
Employees	10,000	4,200	5,414	10,000	0	
Other Expenditure	7,400	19,000	4,276	7,400	0	
Income	(55,300)	(25,100)	(28,236)	(62,400)	(7,100)	Higher lease income expected against the budget.
Public Halls	(37,900)	(1,900)	(18,546)	(45,000)	(7,100)	
Employees	0	0	408	408	408	
Other Expenditure	55,300	0	(36,314)	71,900	16,600	Creditors relating to previous year's energy costs which are expected to be paid this year. Additional costs for general repairs to Leisure Centre off set by additional income.
Income	(237,600)	(229,900)	(246,780)	(254,500)	(16,900)	Additional income to off-set the above costs.
Spelthorne Leisure Centre	(182,300)	(229,900)	(282,686)	(182,192)	108	
Employees	0	0	0	0	0	
Other Expenditure	0	0	0	0	0	
Income	(46,200)	(8,200)	(8,200)	(46,200)	0	
Sunbury Golf Club	(46,200)	(8,200)	(8,200)	(46,200)	0	
Total Employees	3,416,400	1,420,700	1,384,751	3,383,142	(33,258)	
Total Other Expenditure	33,469,200	13,964,800	13,008,633	34,428,300	959,100	
Total Income	(34,324,200)	(14,390,000)	(15,045,951)	(35,029,700)	(705,500)	
	2,561,400	995,500	(652,567)	2,781,742	220,342	

Appendix C4						
Finance						
Results to 31-Aug-15	Budget		Actual	Forecast	Variance	Comments
	Revised	YTD	YTD	Outturn	to Revised	
	£	£	£	£	£	
Employees	0	0	0	0	0	
Other Expenditure	222,700	0	0	222,700	0	
Income	0	0	(897)	(900)	(900)	
Insurance	222,700	0	(897)	221,800	(900)	
Employees	109,900	61,400	67,958	109,900	0	
Other Expenditure	22,800	32,700	(113,022)	22,800	0	Waiting for a special creditor to clear the system later in the financial year.
Income	(14,900)	(11,900)	(18,037)	(18,037)	(3,137)	
Audit	117,800	82,200	(63,101)	114,663	(3,137)	
Employees	320,900	136,600	129,392	292,900	(28,000)	Two vacancies which are not currently being recruited to.
Other Expenditure	45,600	34,300	33,286	45,600	0	
Income	0	0	0	0	0	
Accountancy	366,500	170,900	162,678	338,500	(28,000)	
Employees	119,600	49,400	46,710	107,700	(11,900)	Executive Assistant secondment ended 31st May, budget was based on this post being occupied all year.
Other Expenditure	5,600	2,100	884	4,900	(700)	
Income	0	0	0	0	0	
MaT Secretariat & Support	125,200	51,500	47,593	112,600	(12,600)	
Employees	216,200	90,400	95,749	226,200	10,000	Overspend due to revised pay grade for Deputy Chief Executives.
Other Expenditure	8,000	2,900	(79,132)	8,000	0	
Income	0	0	(35)	0	0	
Assistant Chief Executives	224,200	93,300	16,582	234,200	10,000	
Employees	452,800	186,800	183,411	452,800	0	
Other Expenditure	8,400	2,400	1,758	8,400	0	
Income	0	0	0	0	0	
Chief Executive	461,200	189,200	185,169	461,200	0	
Employees	6,000	6,000	6,426	6,400	400	
Other Expenditure	142,000	76,400	63,534	142,000	0	
Income	(9,100)	(4,600)	0	0	9,100	
Corporate Management	138,900	77,800	69,960	148,400	9,500	
Employees	0	0	0	0	0	
Other Expenditure	0	0	0	0	0	
Income	0	0	0	0	0	Business Rates Cost of Collection income now included in Customer Service income (below).
Business Rates	0	0	0	0	0	
Employees	798,100	313,200	293,004	798,100	0	
Other Expenditure	310,800	218,700	205,978	310,800	0	
Income	(346,800)	0	(103)	(346,800)	0	Includes Business Rates Cost of Collection income, as explained above.
CServ Management & Support	762,100	531,900	498,879	762,100	0	
Employees	0	0	0	0	0	
Other Expenditure	0	0	16,248	16,300	16,300	Investment in Applied Resilience Ltd (Emergency Planning Mutual)
Income	0	0	0	0	0	
Misc Expenses	0	0	16,248	16,300	16,300	
Employees	1,041,200	431,900	196,720	1,041,200	0	Accruals of £85k relating to previous year are waiting to be cleared. Added years payments are one month in arrears and less than the budget.
Other Expenditure	51,700	9,200	8,924	51,700	0	
Income	0	0	(160)	(200)	(200)	
Unapportionable CentralO/Heads	1,092,900	441,100	205,484	1,092,700	(200)	
Total Employees	3,064,700	1,275,700	1,019,369	3,035,200	(29,500)	
Total Other Expenditure	817,600	378,700	138,459	833,200	15,600	
Total Income	(370,800)	(16,500)	(19,232)	(365,937)	4,863	
	3,511,500	1,637,900	1,138,596	3,502,463	(9,037)	

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Appendix C5						
Planning						
Results to 31-Aug-15	Budget		Actual	Forecast	Variance	Comments
	Revised	YTD	YTD	Outturn	to Revised	
	£	£	£	£	£	
Employees	261,900	106,800	119,979	261,900	0	
Other Expenditure	26,200	22,000	23,975	26,200	0	
Income	(16,700)	(7,700)	(8,040)	(16,700)	0	
Legal	271,400	121,100	135,914	271,400	0	
Employees	102,800	42,300	44,366	102,800	0	
Other Expenditure	9,000	6,400	1,958	9,000	0	
Income	0	0	0	0	0	
Committee Services	111,800	48,700	46,325	111,800	0	
Employees	69,500	28,900	21,213	61,500	(8,000)	Small underspend due to vacant post.
Other Expenditure	30,800	12,600	15,918	30,800	0	
Income	(235,000)	(97,900)	(89,531)	(235,000)	0	
Land Charges	(134,700)	(56,400)	(52,400)	(142,700)	(8,000)	
Employees	0	0	0	0	0	
Other Expenditure	82,900	35,500	45,644	82,900	0	
Income	0	0	0	0	0	
Print Unit	82,900	35,500	45,644	82,900	0	
Employees	123,600	58,400	40,168	133,000	9,400	Redundancies delayed by one month.
Other Expenditure	445,400	302,600	230,658	445,400	0	
Income	(142,800)	(51,500)	(49,163)	(140,400)	2,400	
Knowle Green	426,200	309,500	221,664	438,000	11,800	
Employees	209,800	86,800	57,010	168,100	(41,700)	Savings expected due to current two vacant posts.
Other Expenditure	98,600	2,900	2,759	98,600	0	
Income	(1,000)	(500)	(15)	(100)	900	
Planning Policy	307,400	89,200	59,754	266,600	(40,800)	
Employees	689,400	285,400	283,105	686,900	(2,500)	
Other Expenditure	140,000	95,400	96,832	140,000	0	
Income	(538,800)	(224,400)	(140,108)	(538,800)	0	Income is expected to pick up in the remainder of the year; three big applications are expected to be received.
Planning Development Control	290,600	156,400	239,829	288,100	(2,500)	
Employees	2,300	1,900	0	2,300	0	
Other Expenditure	72,900	(100)	1,891	72,900	0	Budget will be spent by end of the year, when the split of costs for elections for both local & general are agreed after the final claim has been made.
Income	0	0	0	0	0	
Elections	75,200	1,800	1,891	75,200	0	
Employees	135,000	52,900	51,385	135,000	0	
Other Expenditure	116,200	35,400	35,633	116,200	0	
Income	(1,000)	(400)	(217)	(1,000)	0	
Electoral Registration	250,200	87,900	86,801	250,200	0	
Employees	317,200	132,000	128,912	307,900	(9,300)	Savings expected due to a vacant post.
Other Expenditure	16,600	7,500	7,212	16,600	0	
Income	(326,100)	(140,700)	(169,921)	(340,000)	(13,900)	Higher income expected due to greater activity.
Building Control	7,700	(1,200)	(33,796)	(15,500)	(23,200)	
Employees	0	0	0	0	0	
Other Expenditure	199,600	221,000	189,300	199,600	0	
Income	0	0	0	0	0	
General Grants	199,600	221,000	189,300	199,600	0	
Total Employees	1,911,500	795,400	746,139	1,859,400	(52,100)	
Total Other Expenditure	1,238,200	741,200	651,782	1,238,200	0	
Total Income	(1,261,400)	(523,100)	(456,995)	(1,272,000)	(10,600)	
	1,888,300	1,013,500	940,926	1,825,600	(62,700)	

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Appendix C6						
Communications and Procurement						
Results to 31-Aug-15	Budget		Actual	Forecast	Variance	Comments
	Revised	YTD	YTD	Outturn	to Revised	
	£	£	£	£	£	
Employees	111,300	45,700	46,167	112,400	1,100	
Other Expenditure	112,700	19,600	17,356	112,700	0	
Income	(10,000)	(12,500)	(6,900)	(6,900)	3,100	
Corporate Publicity	214,000	52,800	56,623	218,200	4,200	
Employees	0	0	0	0	0	
Other Expenditure	13,000	1,600	900	13,000	0	
Income	0	0	0	0	0	
Research & Consultation	13,000	1,600	900	13,000	0	
Total Employees	111,300	45,700	46,167	112,400	1,100	
Total Other Expenditure	125,700	21,200	18,256	125,700	0	
Total Income	(10,000)	(12,500)	(6,900)	(6,900)	3,100	
	227,000	54,400	57,523	231,200	4,200	

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Appendix C7						
Community Safety and Licensing						
Results to	Budget		Actual	Forecast	Variance	Comments
31-Aug-15	Revised	YTD	YTD	Outturn	to Revised	
	£	£	£	£	£	
Employees	88,300	36,500	39,788	93,300	5,000	Temporary staff expenditure to cover additional work.
Other Expenditure	3,800	1,500	1,825	3,800	0	
Income	(102,600)	(26,700)	(30,271)	(102,600)	0	
Licensing	(10,500)	11,300	11,342	(5,500)	5,000	
Employees	0	0	0	0	0	
Other Expenditure	2,700	2,400	2,643	2,800	100	
Income	(76,000)	(31,700)	(28,703)	(76,000)	0	Income is expected to pick up in the remainder of the financial year.
Taxi Licensing	(73,300)	(29,300)	(26,060)	(73,200)	100	
Employees	115,400	47,500	37,335	102,000	(13,400)	Savings expected due to restructure of the service.
Other Expenditure	136,200	86,100	108,497	200,300	64,100	CCTV contracts payments to Runneymede Borough Council are expected to be higher as CCTV enhancement work is currently being delayed due to procurement issues.
Income	(59,000)	(29,600)	(33,001)	(64,400)	(5,400)	Staisafe shopsafe income is expected to be higher than budgeted for.
Community Safety	192,600	104,000	112,831	237,900	45,300	
Total Employees	203,700	84,000	77,123	195,300	(8,400)	
Total Other Expenditure	142,700	90,000	112,965	206,900	64,200	
Total Income	(237,600)	(88,000)	(91,974)	(243,000)	(5,400)	
	108,800	86,000	98,114	159,200	50,400	

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Appendix C8						
Waste, Environment and Parking						
Results to 31-Aug-15	Budget		Actual	Forecast	Variance	Comments
	Revised	YTD	YTD	Outturn	to Revised	
	£	£	£	£	£	
Employees	0	0	0	0	0	
Other Expenditure	500	(200)	2,510	3,000	2,500	Increase in abandoned vehicles due to additional enforcement team activity.
Income	0	0	0	0	0	
Abandoned Vehicles	500	(200)	2,510	3,000	2,500	
Employees	0	0	0	0	0	
Other Expenditure	68,400	53,700	72,505	96,000	27,600	Insurance excess claims & vending machine costs.
Income	(3,000)	(800)	0	(3,000)	0	
Depot	65,400	52,900	72,505	93,000	27,600	
Employees	712,300	296,600	218,178	582,300	(130,000)	Some posts have been doubled in the budget.
Other Expenditure	101,600	37,400	35,355	101,600	0	
Income	(21,200)	(15,200)	(7,733)	(27,000)	(5,800)	Income from enforcement fines, which was not budgeted for at start of the year.
DS Management & Support	792,700	318,800	245,800	656,900	(135,800)	
Employees	1,169,900	499,300	469,259	1,169,900	0	
Other Expenditure	829,400	289,100	328,544	829,400	0	
Income	(643,000)	(452,600)	(541,372)	(679,000)	(36,000)	Increased income from a number of sources; green waste, collection charges from schools and bins for new developments.
Refuse Collection	1,356,300	335,800	256,432	1,320,300	(36,000)	
Employees	0	0	0	0	0	
Other Expenditure	9,500	4,100	3,731	9,500	0	
Income	0	0	0	0	0	
Energy Initiatives	9,500	4,100	3,731	9,500	0	
Employees	0	0	0	0	0	
Other Expenditure	57,300	16,800	4,921	36,600	(20,700)	Savings expected against Staines Moor and premises budget.
Income	(25,000)	(5,600)	(4,155)	(25,000)	0	
Environmental Enhancements	32,300	11,200	766	11,600	(20,700)	
Employees	295,600	121,900	116,927	283,700	(11,900)	Savings expected due to restructure of the service.
Other Expenditure	9,800	4,500	18,325	24,300	14,500	Out of Hours call service contract payment to Runnymede Borough Council & insurance excess payment with no budget.
Income	0	0	(1,111)	(1,100)	(1,100)	
Enviro Services Administration	305,400	126,400	134,141	306,900	1,500	
Employees	587,800	245,400	236,371	587,800	0	
Other Expenditure	300,300	117,400	112,973	300,300	0	
Income	(47,700)	9,200	(4,637)	(47,700)	0	
Street Cleaning	840,400	372,000	344,707	840,400	0	
Employees	0	0	0	0	0	
Other Expenditure	315,800	131,400	54,319	184,000	(131,800)	Lower gate fees for disposal.
Income	(651,000)	(165,500)	(5,134)	(653,000)	(2,000)	
Waste Recycling	(335,200)	(34,100)	49,186	(469,000)	(133,800)	
Employees	0	0	0	0	0	
Other Expenditure	46,700	22,400	12,028	34,000	(12,700)	Leasing costs are expected to be lower than budgeted for and business rates are also lower.
Income	0	0	0	0	0	
Public Conveniences	46,700	22,400	12,028	34,000	(12,700)	
Employees	0	0	0	0	0	
Other Expenditure	12,900	5,100	5,833	13,500	600	
Income	(48,200)	(12,200)	(12,996)	(49,000)	(800)	
Allotments	(35,300)	(7,100)	(7,164)	(35,500)	(200)	
Employees	0	0	0	0	0	
Other Expenditure	0	0	3,381	0	0	Expenditure misposted which will be moved during September.
Income	0	0	0	0	0	
Nursery	0	0	3,381	0	0	
Employees	0	0	0	0	0	
Other Expenditure	118,200	60,100	61,358	118,200	0	
Income	(96,000)	(33,700)	(20,245)	(96,000)	0	
Parks Strategy	22,200	26,400	41,112	22,200	0	
Employees	0	0	0	0	0	
Other Expenditure	40,500	18,800	18,511	40,500	0	
Income	(327,400)	(130,900)	(84,373)	(300,000)	27,400	Income down as there is more use of plots pre paid from previous years.
Cemeteries	(286,900)	(112,100)	(65,862)	(259,500)	27,400	
Employees	135,100	56,200	40,684	112,000	(23,100)	Savings in salaries, agency and temp staff costs, by working in a different way.
Other Expenditure	1,767,900	743,000	571,514	1,767,900	0	
Income	(190,600)	(89,600)	(180,843)	(206,000)	(15,400)	Increased income from Highways verges contract.
Grounds Maintenance	1,712,400	709,600	431,355	1,673,900	(38,500)	
Employees	0	0	0	0	0	
Other Expenditure	5,500	600	168	5,500	0	
Income	0	0	0	0	0	
Water Courses & Land Drainage	5,500	600	168	5,500	0	
Employees	349,000	145,400	162,181	389,500	40,500	Vacant posts of 3 Civil Enforcement Officers & 1 administration are being covered by agency staff, with higher costs.
Other Expenditure	863,000	528,900	556,909	943,100	80,100	Higher car park contract payments expected to Surrey County Council and higher business rates for Bridge Street car park.
Income	(1,986,800)	(768,800)	(767,328)	(2,018,200)	(31,400)	Higher car park income expected due to increased usage over the Christmas period.
Car Parks	(774,800)	(94,500)	(48,239)	(685,600)	89,200	
Employees	49,700	20,800	24,634	24,700	(25,000)	Savings expected due to post becoming vacant from September 2015
Other Expenditure	58,200	5,600	4,774	58,200	0	
Income	(25,400)	0	0	(10,600)	14,800	Reduced income due to the above
Emergency Planning	82,500	26,400	29,408	72,300	(10,200)	
Employees	0	0	0	0	0	
Other Expenditure	109,600	45,200	42,445	109,600	0	
Income	(315,000)	(131,300)	(119,321)	(295,000)	20,000	Market income dropping due to competition from pound shops / discount stores.
Staines Market	(205,400)	(86,100)	(76,876)	(185,400)	20,000	
Total Employees	3,299,400	1,385,600	1,268,233	3,149,900	(149,500)	
Total Other Expenditure	4,715,100	2,083,900	1,910,103	4,675,200	(39,900)	
Total Income	(4,380,300)	(1,797,000)	(1,749,247)	(4,410,600)	(30,300)	
	3,634,200	1,672,500	1,429,089	3,414,500	(219,700)	

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Appendix C9						
Economic Development and Fixed Assets						
Results to	Budget		Actual	Forecast	Variance	Comments
31-Aug-15	Revised	YTD	YTD	Outturn	to Revised	
	£	£	£	£	£	
Employees	219,700	91,300	70,886	189,200	(30,500)	One vacant post currently being recruited to, unlikely to start before December 2015.
Other Expenditure	559,600	140,200	103,995	372,300	(187,300)	Unlikely to spend KG relocation budget fully in this year, so will need to request carry forward of around £269k to 2016/17. Overspends on consultant fees relating to the asset valuations, and insurance excess claims reduce the overall underspend for the year.
Income	0	0	0	0	0	
Asset Mgn Administration	779,300	231,500	174,880	561,500	(217,800)	
Employees	0	0	0	0	0	
Other Expenditure	2,400	2,400	3,802	3,802	1,402	Business rates & storage costs.
Income	0	0	0	0	0	
Sea Cadets	2,400	2,400	3,802	3,802	1,402	
Employees	0	0	0	0	0	
Other Expenditure	0	0	(4,286)	21,580	21,580	
Income	0	0	536	(21,580)	(21,580)	
Parks Properties Project	0	0	(3,750)	0	0	
Employees	0	0	0	0	0	
Other Expenditure	66,500	15,800	7,787	66,500	0	
Income	(35,800)	(14,600)	(21,791)	(35,800)	0	
General Property Expenses	30,700	1,200	(14,004)	30,700	0	
Employees	58,000	24,200	25,138	59,500	1,500	
Other Expenditure	83,100	22,500	21,866	83,100	0	
Income	0	0	0	0	0	
Economic Development	141,100	46,700	47,004	142,600	1,500	
Employees	0	0	0	0	0	
Other Expenditure	546,800	195,400	217,614	546,800	0	Planned Maintenance budget to be used fully by year end in partnership with Runnymede BC.
Income	0	0	0	0	0	
Planned Maintenance Programme	546,800	195,400	217,614	546,800	0	
Employees	0	0	0	0	0	
Other Expenditure	155,500	25,900	0	155,500	0	Responsive Maintenance budget to be used fully by year end in partnership with Runnymede BC.
Income	0	0	0	0	0	
Responsive Maintenance Program	155,500	25,900	0	155,500	0	
Employees	0	0	0	0	0	
Other Expenditure	27,300	23,500	23,848	27,300	0	
Income	0	0	0	0	0	
Bus Station	27,300	23,500	23,848	27,300	0	
Employees	0	0	0	0	0	
Other Expenditure	160,000	77,500	94,599	181,700	21,700	Sevice charges payment for previous financial year.
Income	(400,000)	(200,000)	(280,000)	(400,000)	0	
Staines Town Centre Management	(240,000)	(122,500)	(185,401)	(218,300)	21,700	
Employees	0	0	0	0	0	
Other Expenditure	450,000	140,000	218,370	395,700	(54,300)	Higher expenditure against Bridge Street offset by lower expenditure expected against Riverside & Tothill Car Park sites.
Income	0	0	0	0	0	
Staines Upon Thames Programme	450,000	140,000	218,370	395,700	(54,300)	
Total Employees	277,700	115,500	96,024	248,700	(29,000)	
Total Other Expenditure	2,051,200	643,200	687,594	1,854,282	(196,918)	
Total Income	(435,800)	(214,600)	(301,255)	(457,380)	(21,580)	
	1,893,100	544,100	482,363	1,645,602	(247,498)	

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There was a discussion around the scope for development in such a prime location (in terms of maximising the return).

If affordable were provided off site, the TG were clear that a practical and deliverable solution or site should come forward at the same time as any redevelopment of KG. This would minimise disquiet.

5 Date of next meeting

Wednesday 25 November at 7.30pm in the Goddard Room, Knowle Green

Spelthorne Borough Council – Forward Plan - 03/11/15

	Report title or issue	Officer	C/Member	Key	Exempt	MAT	Briefing	Cabinet	Licensing	O&S	Audit	Council
	Budget Issues 2016-2017/2017-2018 To consider the issues for the Budget 2016-2017	Terry Collier	T.J.M. Evans	No		03-Nov				10-Nov		
	Corporate Scanning	Jayne Brownlow		No		03-Nov						
A	6-month Capital monitoring	Ryan Maslen	T.J.M. Evans	No		03-Nov	23-Nov	09-Dec		19-Jan		
A	6-month Revenue monitoring	Ryan Maslen	T.J.M. Evans	No		03-Nov	23-Nov	09-Dec		19-Jan		
A	Treasury Management half-yearly report	Ryan Maslen	T.J.M. Evans	No		10-Nov	23-Nov	09-Dec				
A	Workforce monitoring	Debbie O'Sullivan	Q.R. Edgington	No		03-Nov						
	Review of Parking Orders including an amendment to the Bridge Street parking order To approve the review of the Council's parking orders, including an amendment to the Bridge Street parking order.	Sandy Muirhead	M.M. Attewell, MA	Yes		10-Nov	23-Nov	09-Dec				
	Amendment to Pay Policy Statement	Jan Hunt	Q.R. Edgington	No	Open	10-Nov	23-Nov	09-Dec				17-Dec
A	Capital Programme 2016-17 1st draft	Terry Collier	T.J.M. Evans	No		10-Nov	23-Nov	09-Dec				
	Corporate Plan	Lee O'Neil	Q.R. Edgington	Yes		10-Nov	23-Nov	09-Dec				17-Dec
	Acquisition of strategic assets - delegations and budgetary provision	Heather Morgan	N.J. Gething	No	Open	10-Nov	23-Nov	09-Dec				
	Surrey's Physical Activity Strategy	Sandy Muirhead	J.M. Pinkerton OBE	No	Open	10-Nov	23-Nov	09-Dec				
	Appointments to Outside Bodies	Greg Halliwell	Q.R. Edgington	No	Open	10-Nov	23-Nov	09-Dec				
	Gambling Act Policy 2016-2019	Dawn Morrison	A.J. Mitchell	Yes		19-Oct	23-Nov	09-Dec	04-Nov			17-Dec

	Report title or issue	Officer	C/Member	Key	Exempt	MAT	Briefing	Cabinet	Licensing	O&S	Audit	Council
	Monthly income and salary monitoring	Ryan Maslen	T.J.M. Evans	No		24-Nov 24-Nov						
	Making Spelthorne sustainable	Fran Lunn	M.M. Attewell	No		10-Nov	23-Nov	27-Jan				
A	Calendar of Meetings 2016-17	Greg Halliwell	Q.R. Edgington	No		07-Dec	11-Jan	27-Jan				25-Feb
A	Review of Members' Allowances	Greg Halliwell	Q.R. Edgington	No		10-Nov	23-Nov	27-Jan				25-Feb
A	Outline Budget 2016-17	Terry Collier	T.J.M. Evans	Yes		08-Dec	23-Nov	27-Jan				
A	Capital Programme 2016-17 draft	Terry Collier	T.J.M. Evans	No		07-Dec	11-Jan	27-Jan				
	Waste Services and Waste Vehicles Project To agree the recommendations on service changes to allow procurement of vehicles for collection of rubbish and recycling.	Sandy Muirhead	M.M. Attewell, MA	Yes	Open	22-Dec	11-Jan	27-Jan				
A	Fees and Charges 2016-17	Terry Collier	T.J.M. Evans	Yes		07-Dec	11-Jan	27-Jan				
A	Pay Policy Statement 2016-17	Debbie O'Sullivan	Q.R. Edgington	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	J.M. Pinkerton OBE	No		07-Dec	11-Jan	27-Jan				
A	Treasury Management Strategy	Terry Collier	T.J.M. Evans	Yes		07-Dec	11-Jan	27-Jan				25-Feb
	Leaders task groups update report for O&S			No		15-Dec				19-Jan		
A	Project Management dashboard update			No		05-Jan	11-Jan			19-Jan		

	Report title or issue	Officer	C/Member	Key	Exempt	MAT	Briefing	Cabinet	Licensing	O&S	Audit	Council
	Monthly income and salary monitoring	Ryan Maslen	T.J.M. Evans	No		22-Dec						
A	Monthly income and salary monitoring	Ryan Maslen	T.J.M. Evans	No		26-Jan						
A	Annual Grants awards 2016-17	Joanne Jones	V.J. Leighton	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	Council Tax and Business Rates write-offs	Linda Norman	T.J.M. Evans	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	Food and Health and Safety Service Plans 2016-17	Jonathan Bramley	J.M. Pinkerton OBE	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				
	Leaders' task groups update report for O&S			No		22-Feb				15-Mar		
A	Monthly income and salary monitoring	Ryan Maslen	T.J.M. Evans	No		23-Feb						
A	Appraisal timetable	Debbie O'Sullivan	Q.R. Edgington	No		01-Mar						
	Monthly income and salary monitoring	Ryan Maslen	T.J.M. Evans	No		29-Mar						
A	Project Management dashboard update			No		05-Apr	12-Apr					
A	Monthly income and salary monitoring	Ryan Maslen		No		19-Apr						

	Report title or issue	Officer	C/Member	Key	Exempt	MAT	Briefing	Cabinet	Licensing	O&S	Audit	Council
A	Monthly income and salary monitoring	Ryan Maslen		No		24-May						
A	Annual Sickness Monitoring to 31 March	Debbie O'Sullivan	Q.R. Edgington	No	Open	31-May						
A	Monthly income and salary monitoring	Ryan Maslen		No		21-Jun						
A	Annual turnover and recruitment monitoring	Debbie O'Sullivan		No		28-Jun						
A	Monthly income and salary monitoring	Ryan Maslen		No		19-Jul						
A	Annual training plan	Debbie O'Sullivan		No		26-Jul						
A	Christmas opening for 2016o	Debbie O'Sullivan	Q.R. Edgington	No		09-Aug						
A	Summary of Appraisal feedback 2016	Debbie O'Sullivan		No		16-Aug						
A	Monthly income and salary monitoring	Ryan Maslen	T.J.M. Evans	No		16-Aug						
A	Monthly income and salary monitoring	Ryan Maslen		No		20-Sep						
A	Monthly income and salary monitoring	Ryan Maslen		No		18-Oct						
A	Annual Review of recruitment and retention allowances	Debbie O'Sullivan		No		13-Dec						

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	To receive a report on a review of Community Safety.
	3. Housing and Homelessness	Karen Sinclair/Deborah Ashman/Cllr Pinkerton	To receive a report on how the Council is dealing with homelessness, its impact on the Council and actions we are undertaking to mitigate this impact, including the supply of temporary accommodation and provision of more affordable homes.
	4. Leader's Task Groups	Lead Councillor	To receive update reports (Next Steps) on the work of the Task Groups.
	5. Project Management update	Linda Norman/Cllr Watts	To receive an update on the status of current Council projects.
	6. Work Programme and Cabinet Forward Plan	Chairman / Terry Collier	To note the proposed work programme and consider issues of interest from the Forward Plan.

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. Council Assets	Heather Morgan/Cathy Munro Cllrs Gething and Evans	To receive a presentation on how the Council is using its assets for income generation and the impact on car park provision in the Borough.
	3. Budget Issues – 2016–2017/2017-2018	Terry Collier/Cllr Evans	To consider the issues for the Budget 2016-2017.
	4. Capital Monitoring Report	Terry Collier / Adrian Flynn / Cllr Evans	To receive and note the current Capital spend position.
	5. Revenue Monitoring Report	Terry Collier / Adrian Flynn/ Cllr Evans	To receive and note the current Revenue spend position.
	6. Leader’s Task Groups	Lead Councillor	To receive update reports on the work of the Task Groups.
	7. Work Programme and Cabinet Forward Plan	Chairman / Terry Collier	To note the proposed work programme and consider issues of interest from the Forward Plan.

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. Performance Review of Contracts	Heads of Service	To receive a report/presentation on the performance of the Council's main contracts in terms of value for money and service level agreements.
	3. Update on proposals for Devolution	Roberto Tambini/Cllr Edgington	To receive an update report on the government's response to the Three Counties devolution submission.
	4. Capital Monitoring Report and projected outturn	Terry Collier / Adrian Flynn / Cllr Evans	To receive and note the current Capital spend position.
	5. Revenue Monitoring Report and projected outturn	Terry Collier / Adrian Flynn/ Cllr Evans	To receive and note the current Revenue spend position.
	6. Treasury Management half-yearly report	Terry Collier / Adrian Flynn/ Cllr Evans	To note the Treasury Management situation.
	7. Leader's Task Groups	Lead Councillor	To receive update reports on the work of the Task Groups
	8. Project Management update	Linda Norman	To receive an update on the status of current Council projects.
	9. Work Programme and Cabinet Forward Plan	Chairman / Terry Collier	To note the proposed work programme and consider issues of interest from the Forward Plan.

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Date of Meeting	ISSUE	Lead Officer	Objectives
15 March 2016	1. Minutes	Chairman	To agree the minutes of the previous meeting.
	2. Leader's Task Groups	Lead Councillor	To receive update reports on the work of the Task Groups
	3. Review of Community Infrastructure Levy and Infrastructure provision	John Brooks/Cllr Leighton	To receive a report on a review of the first year's operation of CIL and the effectiveness of the infrastructure delivery plan.
	4. Work Programme and Cabinet Forward Plan	Chairman / Terry Collier	To note the proposed work programme and consider issues of interest from the Forward Plan.

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

- Corporate Plan Review (reserve item for November 2015)
- Health Service (GP surgeries) provision
- Planning Enforcement Policy
- Complaints procedure
- Small/medium enterprise and job creation
- Staff performance v Council priorities