

# Public Agenda



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Date: 9 January 2017

## Notice of meeting

### Overview and Scrutiny Committee

**Date:** Tuesday, 17 January 2017

**Time:** 7.30 pm

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

#### To: Members of the Overview and Scrutiny Committee

Councillors:

C.A. Davis (Chairman)	Q.R. Edgington	J.G. Kavanagh
S.C. Mooney (Vice-Chairman in the Chair)	K. Flurry	D. Patel
R.O. Barratt	M.P.C. Francis	O. Rybinski
S. Capes	A.L. Griffiths	R.A. Smith-Ainsley
S.M. Doran	N. Islam	B.B. Spoor

**Spelthorne Borough Council, Council Offices, Knowle Green**

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## AGENDA

Description	Lead	Timings	Page Number.
<b>1. Apologies</b> To receive any apologies for non-attendance.	Chairman	7.30 pm	
<b>2. Minutes</b> To confirm the minutes of the meeting held on 29 November 2016.	Chairman		5 - 8
<b>3. Disclosures of Interest</b> To receive any disclosures of interest from councillors in accordance with the Council's Code of Conduct for members.	Chairman		
<b>4. Call-in of Cabinet decisions</b> No Cabinet decisions have been called in.			
<b>5. Budget Issues 2017/18 to 2018/19</b> To receive a presentation from the Chief Finance Officer and the Portfolio Holder for Finance on the Budget Issues for 2017-18 and beyond.	Terry Collier / Cllr Williams	7.35 pm	
<b>6. Treasury Management half-yearly report</b> To note the half-yearly report on the Council's Treasury Management for 2016-17.	Terry Collier / Cllr Williams	8.05 pm	9 - 20
<b>7. Corporate Project Management progress report</b> To note an update report on the Council's Corporate Projects.	Sandy Muirhead	8.15 pm	21 - 30
<b>8. Updates from Task Groups</b> To receive updates from Lead Councillors on the following Task Groups:		8.35 pm	
a) <b>Communications - Councillor Capes</b>			31 - 33
b) <b>Parks - Councillor Francis</b>			35 - 39
c) <b>Taxis - Councillor Smith-Ainsley</b>			To follow

Description	Lead	Timings	Page Number.
<p><b>9. Cabinet Forward Plan</b></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 Cabinet Forward Plan, please inform Terry Collier, Deputy Chief Executive, 24 hours in advance of the meeting with reasons for the request.</p>	Chairman	8.55 pm	41 - 46
<p><b>10. Work Programme</b></p> <p>To consider the Committee's work programme for the remainder of the Municipal year.</p>	Chairman	9.00 pm	47 - 48

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**Minutes of the Overview and Scrutiny Committee  
29 November 2016**

**Present:**

Councillor C.A. Davis (Chairman)  
Councillor S.C. Mooney (Vice-Chairman)

**Councillors:**

R.O. Barratt	M.P.C. Francis	R.A. Smith-Ainsley
S.M. Doran	A.L. Griffiths	
K. Flurry	J.G. Kavanagh	

**Apologies:** Councillors S.J. Burkmar, S. Capes, N. Islam, O. Rybinski and B.B. Spoor

**259/16 Minutes**

The minutes of the meeting held on 20 September 2016 were approved as a correct record.

**260/16 Disclosures of Interest**

There were none.

**261/16 Call-in of Cabinet decisions**

No Cabinet decisions had been called in for review.

**262/16 Review of Taxi Licensing**

The Licensing Manager highlighted the main points of her report and in particular addressed the issues raised by members of the taxi trade in the comments they had submitted for this review in relation to Gresham Road taxi rank and Staines Cars, the “marshalling scheme”, provision of other ranks and other operators licensed in neighbouring boroughs e.g Uber.

She confirmed that: the Council was willing to approach the railway companies again to explore the potential to negotiate the additional provision of ranks at Shepperton and Sunbury stations; there was potential to revisit the provision of a rank at Staines Bus station; and the rank outside Communications House, Staines-upon-Thames could be decommissioned.

Three taxi drivers attended the meeting and made the following comments:

- the situation at Gresham Road had not changed, with taxis still regularly over ranking

- an assessment of public safety in Gresham Road should be done on more than one occasion
- the rank at Communications House is adequate but would be used more if it had a shelter and signage to show where it is
- signage throughout the borough is not big enough.
- more ranks are needed for drivers to use during the day. The only ones they can use are Gresham Road and the other side of Staines station. Ranks at Shepperton and Ashford stations should be put on the side of the road not on station land.
- one driver was in favour of the “marshalling scheme” as he said that it made the area safer and reduced arguments between drivers
- if the Council charged higher fees then it would have more resources to undertake enforcement.

The Licensing Manager explained that with limited resources for enforcement the Council has to prioritise its time appropriately using a risk based approach; the priority being the safety of the travelling public. Although the Council had obligations to enforce regulations this was only a small part of what it did. Its primary purpose was to process applications not only for taxi and private hire licences but also those under the Licensing and Gambling Acts and for street trading.

The Committee asked whether there was scope to ease pressure on the Gresham Road rank by opening up ranks elsewhere in the Borough primarily at the stations, providing drivers with other opportunities of picking up a fare.

In response to councillors’ comments the Senior Environmental Health Manager agreed that the Council would research rank locations over the next few months. In doing so, we would look at what will work, what is practicable, what is safe, what Surrey County Council will permit us to do and what is best for the drivers.

Members asked why the Council did not take action against drivers using the “marshalling scheme” to wait for a space on the Gresham Road rank when bylaws require them to proceed to another stand. The Licensing Manager explained that marshalling schemes were not unlawful in themselves. Whether the Council agrees with “the scheme” or not, unless the drivers are breaking the law or conducting dangerous manoeuvres, for example, then we are powerless to act. Although the Council knows anecdotally that the drivers phone someone else in the “system” that a space is becoming free, unless officers see it happening (e.g. observing the same car circulating the area near the rank), they have no evidence on which to take action.

Members suggested setting up a Task Group to look at the provision of ranks and, taking on board the taxi drivers’ concerns, the Chairman suggested that the drivers present attend the Task Group to assist and feed in their comments.

The Chairman, Councillor Davis, asked Councillor Smith-Ainsley to lead on this Task Group with Councillors Griffiths and Flurry and bring recommendations back to this Committee at its next meeting.

**Resolved to:**

1. note the report on a review of taxi licensing and
2. set up a Task Group led by Councillor R. Smith-Ainsley, with Councillors K. Flurry and A. Griffiths, and assisted by taxi drivers, to review the provision of taxi ranks in the Borough and bring recommendations back to the next meeting of this Committee.

**263/16 Capital Monitoring**

The Committee received the Capital Monitoring report covering the period April to September 2016.

The Principal Accountant advised that for the period ending September 2016, capital expenditure including commitments was £383.527m (87.54%) of the revised budget (excluding the Knowle Green project and £1.1m of the Housing opportunity project).

The projected outturn showed that we were anticipating to spend £405.161m which represented (92.48%) of the revised budget. He explained that £8.1m of the £8.2m that had been allocated for the Housing, and Knowle Green relocation, projects may not be spent in the current financial year. This was due to the delay in the decision to move the Council offices away from Knowle Green and not having spent all the allocated funds for the Council to purchase property for housing opportunities. He confirmed that the under spends were being monitored and if not completed would be carried forward at year end.

**Resolved** to note the current capital spend position.

**264/16 Revenue Monitoring**

The Committee received the Revenue Monitoring Report providing the net revenue spend figures to the end of September 2016.

The Principal Accountant advised that the forecast outturn at net expenditure level was £7.250m against the revised budget of £14.890m; a projected favourable variance of £7.640m. The Committee noted that after taking into account the use of carry forwards, interest earnings and repayments the net position was approximately £3.968m favourable variance.

The Principal Accountant explained the reason for this dramatic change of position was a result of purchasing the BP site in Sunbury and receiving the net rental income from the end of September 2016 onward. The net surplus generated from this would be set aside to build the initial basis of a reserve to

fund potential refitting (not repairs – which are covered by the lease being full repairing) costs at the end of the initial 20 year lease period.

**Resolved** to note the current net revenue spend and forecast position.

### **265/16 Cabinet Forward Plan**

The Committee considered the Cabinet Forward Plan.

**Resolved** to note the Cabinet Forward Plan.

### **266/16 Work Programme**

The Committee considered its work programme for the remainder of the Municipal Year 2016/17.

**Resolved** to note the Work Programme for 2016/17.

### **Season's Greetings**

This being the last meeting before the end of the year, the Chairman wished all those present a very merry Christmas.



# Overview and Scrutiny Committee

17 January 2017



<b>Title</b>	Treasury Management Half Yearly Report 2016/17		
<b>Purpose of the report</b>	To note		
<b>Report Author</b>	Ryan Maslen		
<b>Cabinet Member</b>	Councillor Howard Williams	<b>Confidential</b>	No
<b>Corporate Priority</b>	Financial Sustainability		
<b>Recommendations</b>	<b>Overview and Scrutiny Committee is asked to note the treasury position achieved during the first six months of 2016/17 and the financial environment in global markets.</b>		

## 1. Introduction and Context

- 1.1 Treasury Management is “the management of the Council’s cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks”.
- 1.2 The Council has adopted the Chartered Institute of Public Finance and Accountancy (CIPFA) Treasury Management Code which requires the Council to report on performance of the treasury management function at least twice yearly (mid-year and at year end).
- 1.3 The Council’s Treasury Management Strategy for 2016/17 was reviewed and approved by Cabinet in January 2016 and has been consistently applied since the beginning of the financial year.
- 1.4 This report is an interim statement of treasury activities for the first six months of the financial year, to the end of September 2016. The Council has invested and borrowed 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 risks.

### External Context – Economic commentary and outlook

- 1.5 The UK economic outlook changed significantly on 23rd June 2016. The surprise result of the referendum on EU membership prompted forecasters to rip up previous projections and dust off worst-case scenarios. Growth forecasts had already been downgraded as 2016 progressed, as the very existence of the referendum dampened business investment, but the crystallisation of the risks and the subsequent political turmoil prompted a sharp decline in household, business and investor sentiment.

- 1.6 The repercussions of this plunge in sentiment on economic growth were judged by the Bank of England to be severe, prompting the Monetary Policy Committee to initiate substantial monetary policy easing at its August meeting to mitigate the worst of the downside risks. This included a cut in Bank Rate to 0.25%, further gilt and corporate bond purchases (QE) and cheap funding for banks (Term Funding Scheme) to maintain the supply of credit to the economy.
- 1.7 In response to the Bank of England's policy announcement, money market rates and bond yields declined to new record lows. Since the onset of the financial crisis over eight years ago, Arlingclose's rate outlook has progressed from 'lower for longer' to 'even lower for even longer' to, now, 'even lower for the indeterminable future'.
- 1.8 Whilst the economic growth consequences of Brexit remain speculative, there is uniformity in expectations that uncertainty over the UK's future trade relations with the EU and the rest of the world will weigh on economic activity and business investment, dampen investment intentions and tighten credit availability, prompting lower activity levels and potentially a rise in unemployment. These effects will dampen economic growth through the second half of 2016 and in 2017.
- 1.9 Meanwhile, inflation is expected to pick up due to a rise in import prices, dampening real wage growth and real investment returns. The rise in inflation is highly unlikely to prompt monetary tightening by the Bank of England, with policymakers looking through import-led CPI spikes, concentrating instead on the negative effects of Brexit on economic activity and, ultimately, inflation.

### **Local Context**

- 1.10 The financial position of the Council has changed beyond recognition in recent months, with significant levels of long term borrowing being secured to fund the purchase of the BP site in Sunbury.
- 1.11 The Council's current strategy is to take advantage of the cheap borrowing rates available when making strategic asset acquisitions, whilst maintaining and supplementing when possible the investment portfolio that has been built up over recent years which has performed so well.

## **2. Options analysis and proposal**

### **Borrowing Activity to 30<sup>th</sup> September 2016**

- 2.1 At 30<sup>th</sup> September 2016, the Council had long term borrowing of £377.5m, which funded the Sunbury site purchase on an annuity basis over a fifty year period at an average rate of interest of 1.27%. These funds were borrowed from the Public Works Loan Board (PWLB), an executive agency of HM Treasury. The PWLB was the Authority's preferred source of borrowing given the transparency and control that its facilities continue to provide.
- 2.2 At 30<sup>th</sup> September 2016, the Council also had short term borrowing totalling £89m. This reflected the cashflow impact of some of the temporary costs incurred in relation to VAT for the purchase. These funds were borrowed from other local authorities, due to the short term nature of the requirement and the affordable rates on offer.

- 2.3 The Council will also need to borrow additional funds on both a long and short term basis for any further strategic acquisition purchases that occur in the future. Work is ongoing with Arlingclose and the portfolio holder to ensure that the cheapest and most appropriate duration and source are secured.
- 2.4 The Authority's chief objective when borrowing continues to be striking an appropriately low risk balance between securing low interest costs and achieving cost certainty over the period for which funds are required, with flexibility to renegotiate loans should the Authority's long-term plans change being a secondary objective.
- 2.5 Affordability and the "cost of carry" remained important influences on the Authority's borrowing strategy alongside the consideration that, for any borrowing undertaken ahead of need, the proceeds would have to be invested in the money markets at rates of interest significantly lower than the cost of borrowing.

### **Investment Activity to 30<sup>th</sup> September 2016**

- 2.6 The Guidance on Local Government Investments in England gives priority to security and liquidity and the Authority's aim is to achieve a yield commensurate with these principles. However, the ability to maximise interest returns within these guidelines is paramount to generating sufficient funds to support the Councils revenue budget.
- 2.7 As at 30th September 2016, the Council's investment portfolio was a total of £43.29m, with £19.5m of this being short term cashflow funds. A breakdown of the investments is attached as **Appendix A**.
- 2.8 Given the increasing risk and continued low returns from short-term unsecured bank investments, it is the Council's aim to further diversify into more secure or higher yielding asset classes. The availability of funds for investment is dependent upon the timing of precept payments, receipt of grants and progress on the capital programme.
- 2.9 New pooled fund investments totalling £8m were made in the first half of 2016/17, taking advantage of the timing issues identified above. These new investment decisions were taken in consultation with the portfolio holder and Arlingclose, with the aim of maintaining a balanced portfolio and generating a return of at least 4% per annum.
- 2.10 The pooled fund investments form a key part of the portfolio and a full list of these and their current performance is detailed in **Appendix B**.

### **Investment Performance Monitoring**

- 2.11 Security of capital has remained the Council's main investment objective. This has been maintained by following the Council's counterparty policy as set out in its Treasury Management Strategy Statement for 2016/17.
- 2.12 The Council seeks professional advice from Arlingclose and closely adheres to the advice set out in the Department for Communities and Local Government (DCLG) guidance. Given Spelthorne's dependency on investment returns to balance the budget, the Council's investment strategy is also kept under constant review and regular quarterly review meetings are held with Arlingclose, the Council's treasury advisors. All investment and borrowing decisions are made in consultation with our advisors.

- 2.13 Counterparty credit quality was assessed and monitored with reference to credit ratings (the Council's minimum long-term counterparty rating for institutions defined as having "high credit quality" is A- across rating agencies Fitch, S&P and Moody's); credit default swap prices, financial statements, information on potential government support and reports in the quality financial press.
- 2.14 Moody's affirmed the ratings of nine UK banks and building societies but revised the outlook to negative for those that it perceived to be exposed to a more challenging operating environment arising from the EU referendum 'leave' outcome.
- 2.15 There was no immediate change to Arlingclose's credit advice on UK banks and building societies as a result of the referendum result. Our advisor believes there is a risk that the uncertainty over the UK's future trading prospects will bring forward the timing of the next UK recession.
- 2.16 All investment performance is monitored on a monthly basis. The original estimate for net investment income to be credited to the General Fund in 2016/17 was £1.15m, a significant increase from 2015/16 (£635,300). This reflected the significant capital receipts that were anticipated by the Council in relation to Bridge Street which were to be received and immediately re-invested.
- 2.17 The Council has been able to utilise cashflow timing gains at the beginning of the financial year to make some of the planned pooled fund investments. This has gone some way to meeting the budget target. However, the delayed receipt and then recent developments regarding Bridge Street may mean the additional investments planned will now not be able to proceed. Therefore, current estimates predict an outturn position of £967k, £183k short of the budgeted position.
- 2.18 Over recent years the Council has built up and maintained an interest equalisation reserve to protect the Council against future changes in interest rates and other unplanned movements in the investment income received. This fund currently contains £493k. It is proposed that this fund will be utilised at year end to fund the deficit.
- 2.19 The Council has also incurred costs of £83k in relation to the short term borrowing for the BP purchase referred to in point 2.2 above. Whilst we are able to capitalise arrangement fees for such deals, interest costs have to be treated as revenue expenditure and are totally reliant on the opportunities that become available and whether there are any short term associated costs applicable.
- 2.20 The UK Bank Rate had been maintained at 0.5% since March 2009 until August 2016, when it was cut to 0.25%. It is now forecast to remain at this level for the foreseeable future. These figures illustrate the importance of the pooled fund investments we hold, and their performance as shown in **Appendix A** is fundamental to achieving the investment income target. This also justifies the approach to maintain these balances and fund asset acquisitions via borrowing at the historically low levels available.
- 2.21 The Council confirms compliance with its Prudential Indicators for 2016/17, which were amended as part of the Council meeting in July 2016.

## **Conclusions and Outlook for the remainder of 2016/17**

- 2.22 The economic outlook for the UK has immeasurably altered following the popular vote to leave the EU. The long-term position of the UK economy will be largely dependent on the agreements the government is able to secure with the EU, particularly with regard to Single Market access.
- 2.23 The short to medium-term outlook has been more downbeat due to the uncertainty generated by the result and the forthcoming negotiations. Economic and political uncertainty will likely dampen or delay investment intentions, prompting lower activity levels and potentially a rise in unemployment. The downward trend in growth apparent on the run up to the referendum may continue through the second half of 2016, although some economic data has held up better than was initially expected, perhaps suggesting a less severe slowdown than feared.
- 2.24 Arlingclose has changed its central case for the path of Bank Rate over the next three years. Arlingclose believes any currency-driven inflationary pressure will be looked through by Bank of England policymakers. Arlingclose's central case is for Bank Rate to remain at 0.25%, but there is a 25% possibility of a drop to close to zero, with a very small chance of a reduction below zero.
- 2.25 Global interest rate expectations have been pared back considerably. The result of the US presidential election is also likely to delay rate increases by the Federal Reserve, which had previously been expected in December 2016.
- 2.26 The investment strategy is kept under constant review so that the Council can adapt quickly to the constantly changing environment. The Council continues to be proactive in seeking ways of maintaining and improving current levels of return against a very challenging global investment environment.
- 2.27 The full list of approved investment instruments is attached in **Appendix C** and **D**; this reflects the application of the creditworthiness criteria recommended by the Council's advisors, Arlingclose.

### **Proposals**

- 2.28 The use of pooled investment funds within the portfolio has been fundamental to the continued positive performance and should help maintain overall investment returns into the future. These investments will also enable the Council to diversify the assets and underlying risk in the investment portfolio and should provide the potential for enhanced returns.
- 2.29 Further diversification and growth of the investment portfolio is planned, and opportunities to broaden the portfolio are being pursued with Arlingclose wherever possible.

## **3. Financial implications**

- 3.1 The financial implications are as set out in this report. The ability to maximise interest returns is paramount to generate sufficient funds to support the General Fund and even a small decline in interest rates can mean a significant reduction in cash returns. Therefore, it is our aim to continue to maintain flexibility commensurate with the high level of security and liquidity and minimal risk when making investment decisions.

#### **4. Other considerations**

- 4.1 The Council fully complies with best practice as set out in the Chartered Institute of Public Finance and Accountancy (CIPFA) Prudential Code for Capital Finance in Local Authorities, the Department for Communities and Local Government (DCLG) Guidance on Investments issued in March 2004 and the Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice on Treasury Management in the Public Sector 2009 and Cross Sectional Guidance Notes.
- 4.2 Nothing in the Council's current strategy is intended to preclude or inhibit capital investment in local projects deemed beneficial to the local community and which have been approved by the Council.

#### **5. Timetable for implementation**

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

**Background papers:** There are none

**Appendices:** Appendices A – D are attached

**Details of Investments Held as at 30<sup>th</sup> September 2016**

<b>Investment Type</b>	<b>Initial Inv. Amount £m</b>	<b>Yield %</b>	<b>Start Date</b>	<b>Maturity Date</b>
<u>Pooled Investment Funds</u> (see Appendix B for details)				
Charteris Elite Equity Income	0.8	5.02*	11 May 2012	N/A
Schroders UK Corporate Bond	1.5	5.13*	11 May 2012	N/A
M&G Optimal Income Sterling	1.69	2.95*	13 Apr 2015	N/A
M&G Global Dividend	1.0	4.32*	27 Jun 2012	N/A
M&G Extra Income Fund	2.0	4.00*	15 Aug 2016	N/A
Schroders Income Maximiser	1.0	9.00*	06 Jul 2012	N/A
Schroders Income Maximiser	1.0	9.00*	24 Jul 2015	N/A
Schroders Income Maximiser	1.0	9.00*	26 Aug 2016	N/A
CCLA Property Fund (LAMIT)	1.5	5.82*	31 Mar 2013	N/A
CCLA Property Fund (LAMIT)	1.0	5.82*	30 Apr 2014	N/A
Investec Diversified Income	3.0	4.00*	25 Aug 2016	N/A
Threadneedle UK Equity Fund	2.0	4.00*	08 Sept 2016	N/A
<b>Total</b>	<b>17.49</b>	<b>5.18*</b>		
<u>Fixed Rate Deposits</u>				
Marsden Building Society	1.0	0.75	22 Apr 2016	24 Oct 2016
Lloyds Bank	3.0	0.92	12 Apr 2016	13 Mar 2017
Network Housing Group	2.0	3.60	28 Apr 2016	27 Apr 2021
<b>Total</b>	<b>6.00</b>	<b>1.79</b>		
<b>Total - Core Inv. Portfolio</b>	<b>23.49</b>	<b>4.31</b>	<b>Average</b>	
<u>Cash Flow Investments</u>				
Standard Life Investments	5.0	0.37		Instant Access
Legal & General	4.5	0.33		Instant Access
BNP Paribas	5.0	0.40		Instant Access
Santander	5.0	1.05		120 Day Notice
<b>Total</b>	<b>19.5</b>	<b>0.54</b>		
<u>Funding Circle</u>				
Loans to small businesses	0.3	5.00	16 Apr 2015	
<b>Total Investments at 30.9.16</b>	<b>43.29</b>	<b>2.11</b>	<b>Overall Average</b>	

*\* Yields on pooled funds are estimates based on in year performance or estimated performance when the fund was recently opened.*

**Pooled Funds as at 30<sup>th</sup> September 2016**

			Dividends	Annualised	Capital	Total	Total
Fund	Date of Purchase	Initial Investment	Received to 30/9/16	Dividend Yield	Gain at 30/9/16	Return at 30/9/16	Return
		£	£	£	£	£	%
Charteris Elite Income Fund	11/05/12	800,000	20,095	5.02%	5,023	25,118	3.14%
Schroders UK Corporate Bond Fund	11/05/12	1,500,000	38,488	5.13%	198,592	237,079	15.81%
Schroders Income Maximizer Fund	06/07/12	1,000,000	24,860	4.97%	177,215	202,075	20.21%
Schroders Income Maximizer Fund	24/07/15	1,000,000	20,209	4.04%	- 42,999	- 22,789	-2.28%
Schroders Income Maximizer Fund	26/08/16	1,000,000	-	0.00%	16,790	16,790	1.68%
M&G Optimal Income Sterling	13/04/15	1,690,636	4,882	0.58%	- 113	4,769	0.28%
M&G Global Dividend Fund	27/06/16	1,000,000	25,238	5.05%	502,909	528,147	52.81%
M&G Extra Income Fund	15/08/16	2,000,000	-	0.00%	- 18,209	- 18,209	-0.91%
CCLA Property Fund	31/03/13	1,500,000	23,186	3.09%	365,603	388,789	25.92%
CCLA Property Fund	30/04/14	1,000,000	13,239	2.65%	65,229	78,468	7.85%
Investec Diversified Income	25/08/16	3,000,000	-	0.00%	- 29,835	- 29,835	-0.99%
Threadneedle UK Equity Fund	08/09/16	2,000,000	-	0.00%	24,904	24,904	1.25%
<b>Value 30/9/2016</b>		<b>17,490,636</b>	<b>170,196</b>	<b>1.95%</b>	<b>1,265,109</b>	<b>1,435,305</b>	<b>8.21%</b>

**Pooled Fund Performance to 30<sup>th</sup> September 2016**

The Capital appreciation of these investments as at 30/9/16 equates to 7.23%. However, capital gains and losses may fluctuate throughout the period the investments are held. Any gains would only be realised when the funds are sold. Dividends are received at various times during the year, some are paid quarterly and others half yearly. For the four recent investment made dividends are yet to be received. The income yield as at 30/9/16 is 0.97% and the estimated annualised income yield on these funds is expected to be in the region of 5.18%.



**Approved Counterparties**

The Council may invest its surplus funds with any of the counterparty types in the table below, subject to the cash limits (per counterparty) and the time limits shown.

The cash limits shown reflect the capital receipt that the Council may receive during 2016/17. This approach has been agreed in conjunction with our treasury advisors, to enable the Council to have sufficient flexibility within the strategy being set to manage the funds appropriately if they are received. If and when this is realised the Council will manage the funds appropriately, looking to diversify investments as much as possible and keep exposure to approximately 5% per counterparty wherever possible.

<b>Credit Rating</b>	<b>Banks Unsecured</b>	<b>Banks Secured</b>	<b>Government</b>	<b>Corporates</b>	<b>Registered Providers</b>
UK Govt	n/a	n/a	£ Unlimited 50 years	n/a	n/a
AAA	£5m 5 years	£5m 20 years	£5m 50 years	£5m 20 years	£5m 20 years
AA+	£5m 5 years	£5m 10 years	£5m 25 years	£5m 10 years	£5m 10 years
AA	£5m 4 years	£5m 5 years	£5m 15 years	£5m 5 years	£5m 10 years
AA-	£5m 3 years	£5m 4 years	£5m 10 years	£5m 4 years	£5m 10 years
A+	£5m 2 years	£5m 3 years	£5m 5 years	£5m 3 years	£5m 5 years
A	£5m 13 months	£5m 2 years	£5m 5 years	£5m 2 years	£5m 5 years
A-	£5m 6 months	£5m 13 months	£5m 5 years	£5m 13 months	£5m 5 years
BBB+	£5m 100 days	£5m 6 months	£5m 2 years	£5m 6 months	£5m 2 years
BBB	£5m next day only	£5m 100 days	n/a	n/a	n/a
None	£2m 6 months	n/a	£5m 25 years	£1m 5 years	£1m 5 years
Pooled funds	£5m per fund at point of investment				

This table must be read in conjunction with the notes below

**Banks Unsecured:** Accounts, deposits, certificates of deposit and senior unsecured bonds with banks and building societies, other than multilateral development banks. These investments are subject to the risk of credit loss via a bail-in should the regulator determine that the bank is failing or likely to fail. Unsecured investment with banks rated BBB are restricted to overnight deposits at the Authority's current account bank, Lloyds Bank plc.

**Banks Secured:** Covered bonds, reverse repurchase agreements and other collateralised arrangements with banks and building societies. These investments are secured on the bank's assets, which limits the potential losses in the unlikely event of insolvency, and means that they are exempt from bail-in. Where there is no investment specific credit rating, but the collateral upon which the investment is secured has a credit rating, the highest of the collateral credit rating and the counterparty credit rating will be used to determine cash and time limits. The combined secured and unsecured investments in any one bank will not exceed the cash limit for secured investments.

**Government:** Loans, bonds and bills issued or guaranteed by national governments, regional and local authorities and multilateral development banks. These investments are not subject to bail-in, and there is an insignificant risk of insolvency. Investments with the UK Central Government may be made in unlimited amounts for up to 50 years.

**Corporates:** Loans, bonds and commercial paper issued by companies other than banks and registered providers. These investments are not subject to bail-in, but are exposed to the risk of the company going insolvent. Loans to unrated companies will only be made as part of a diversified pool in order to spread the risk widely.

**Registered Providers:** Loans and bonds issued by, guaranteed by or secured on the assets of Registered Providers of Social Housing, formerly known as Housing Associations. These bodies are tightly regulated by the Homes and Communities Agency and, as providers of public services, they retain a high likelihood of receiving government support if needed.

**Pooled Funds:** Shares in diversified investment vehicles consisting of the any of the above investment types, plus equity shares and property. These funds have the advantage of providing wide diversification of investment risks, coupled with the services of a professional fund manager in return for a fee. Short-term Money Market Funds that offer same-day liquidity and very low or no volatility will be used as an alternative to instant access bank accounts, while pooled funds whose value changes with market prices and/or have a notice period will be used for longer investment periods.

Bond, equity and property funds offer enhanced returns over the longer term, but are more volatile in the short term. These allow the Authority to diversify into asset classes other than cash without the need to own and manage the underlying investments. Because these funds have no defined maturity date, but are available for withdrawal after a notice period, their performance and continued suitability in meeting the Authority's investment objectives will be monitored regularly.

**Specified Investments**

The DCLG Guidance defines specified investments as those:

- denominated in pound sterling,
- due to be repaid within 12 months of arrangement,
- not defined as capital expenditure by legislation, and
- invested with one of:
  - the UK Government,
  - a UK local authority, parish council or community council, or
  - a body or investment scheme of “high credit quality”.

The Council defines “high credit quality” organisations and securities as those having a credit rating of [A-] or higher that are domiciled in the UK or a foreign country with a sovereign rating of [AA+] or higher. For money market funds and other pooled funds “high credit quality” is defined as those having a credit rating of [A-] or higher.

**Non-Specified Investments**

Any investment not meeting the definition of a specified investment is classed as non-specified. The Council does not intend to make any investments denominated in foreign currencies, nor any that are defined as capital expenditure by legislation, such as company shares. Non-specified investments will therefore be limited to long-term investments, i.e. those that are due to mature 12 months or longer from the date of arrangement, and investments with bodies and schemes not meeting the definition on high credit quality.

**Investment Limits**

The maximum that will be lent to any one organisation (other than the UK Government) will be £5 million, to mitigate the risk in the case of a single default. A group of banks under the same ownership will be treated as a single organisation for limit purposes. Limits will also be placed on fund managers, investments in brokers’ nominee accounts, foreign countries and industry sectors as shown below. Investments in pooled funds and multilateral development banks do not count against the limit for any single foreign country, since the risk is diversified over many countries. As detailed in Appendix C, the cash limits shown reflect the capital receipt that the Council may receive during 2016/17 and have been agreed in conjunction with our treasury advisors to provide the Council with an element of flexibility to be able to invest the funds in the most appropriate manner at the time.

	<b>Cash limit</b>
Any single organisation, except the UK Central Government	£5m each
UK Central Government	unlimited
Any group of organisations under the same ownership	£5m per group
Any group of pooled funds under the same management	£5m per manager at point of investment
Negotiable instruments held in a broker’s nominee	£30m per broker

account	
Foreign countries	£5m per country
Registered Providers	£10m in total
Unsecured investments with Building Societies	£20m in total
Loans to unrated corporates	£2m in total
Money Market Funds	£20m in total

### **Investment of Money Borrowed in Advance of Need**

The Authority may, from time to time, borrow in advance of need, where this is expected to provide the best long term value for money. Since amounts borrowed will be invested until spent, the Authority is aware that it will be exposed to the risk of loss of the borrowed sums, and the risk that investment and borrowing interest rates may change in the intervening period. These risks will be managed as part of the Authority's overall management of its treasury risks.

The total amount borrowed will not exceed the authorised borrowing limit of £550 million. The maximum period between borrowing and expenditure is expected to be two years, although the Authority is not required to link particular loans with particular items of expenditure.

### **Policy on Use of Financial Derivatives**

Local authorities have previously made use of financial derivatives embedded into loans and investments both to reduce interest rate risk (e.g. interest rate collars and forward deals) and to reduce costs or increase income at the expense of greater risk (e.g. LOBO loans and callable deposits). The general power of competence in Section 1 of the Localism Act 2011 removes much of the uncertainty over local authorities' use of standalone financial derivatives (i.e. those that are not embedded into a loan or investment).

The Authority will only use standalone financial derivatives (such as swaps, forwards, futures and options) where they can be clearly demonstrated to reduce the overall level of the financial risks that the Authority is exposed to. Additional risks presented, such as credit exposure to derivative counterparties, will be taken into account when determining the overall level of risk. Embedded derivatives, including those present in pooled funds and forward starting transactions, will not be subject to this policy, although the risks they present will be managed in line with the overall treasury risk management strategy.

Financial derivative transactions may be arranged with any organisation that meets the approved investment criteria. The current value of any amount due from a derivative counterparty will count against the counterparty credit limit and the relevant foreign country limit.

# Overview and Scrutiny Committee

17 January 2017



<b>Title</b>	Corporate Project Management progress report		
<b>Purpose of the report</b>	To note		
<b>Report Author</b>	Sandy Muirhead - Group Head for Commissioning and Transformation		
<b>Cabinet Member</b>	Councillor Colin Barnard	<b>Confidential</b>	No
<b>Corporate Priority</b>	Value for money Council		
<b>Cabinet Values</b>	Accountability		
<b>Recommendations</b>	<b>Overview and Scrutiny Committee is asked to note the progress being made with corporate projects and the work of the Corporate Project Team</b>		

## 1. Key issues

- 1.1 This report provides an update to the Overview and Scrutiny Committee on the progress of the Council's key projects and programmes. Detailed reporting of all projects continues through Internal Project Boards. This report also highlights the work of the corporate project team and how the team is evolving to ensure it meet the needs of the new structure.
- 1.2 The way in which dashboards and project maps to track progress of projects and work streams are reported has been changed to full in line with the four individual officer project groups. ((1)Assets (2)IT (3) Procurement and (4) Housing Groups) **Corporate dashboard Appendix 1** and **Project Map Appendix 2**. The terms of reference of the individual Groups are being reviewed.
- 1.3 The structural review has progressed with some Deputy Group Heads being appointed in Commissioning and Transformation, Community Wellbeing and an interim appointment in Finance and Customer Relations. The remaining appointments are currently on hold whilst the Group Heads consider the best structure for their teams.
- 1.4 The Group Head and Deputy Group Head of Commissioning and Transformation have met with all other Group Heads to obtain their views on their current and future needs in relation to projects and procurement. The outcome of the meetings is being mapped to ensure that they have sufficient project and procurement support.
- 1.5 The councils' focus continues on property acquisitions and housing projects therefore some of the previous priority/flagship projects have either been put on hold, delayed or have closed early but if need be can be resurrected.

## **2. Corporate Project Office**

- 2.1 The Group Head is currently reviewing the roles of the Corporate Project Team to see how the roles of the TaSF Project Officer, the Project Assurance Officer and the Project Manager can be improved to support the council as a whole under the new structure. This includes incorporating procurement and information Governance within the team. An Information Governance officer has been appointed and will join the team in the New Year.
- 2.2 In support of these changes a Sustainable Commissioning and Procurement Strategy together with an action plan is being developed. This revised strategy follows the National Procurement strategy guidelines and incorporates the sustainability and social value and Equality and Diversity elements now required. Effective procurement will not only enable us to make savings but can deliver better for our communities.
- 2.3 All Group Heads and Project Managers have meet with the trainer for Equality and Diversity to ensure that an equality impact assessment can be undertake on all flagship and community based projects. To test whether the form was robust and sufficient to meet our requirements the TaSF Support Officer completed the form for the Supporting Spelthorne's Secondary Shopping areas and it proved successful.
- 2.4 The Corporate Project Manager is currently supporting Group Heads in developing service projects as well as continuing with the Agile working which will develop and map out current and future office space requirements for each service.
- 2.5 Work on the roll out of the EDMS (Electronic Document Management System) across the council is being progressed in anticipation of future consolidation of space the Council occupies.
- 2.6 The Staines-upon-Thames Business Improvement District (BID) project is also progressing well. The majority of businesses in Staines-upon-Thames have supported plans to set up a Staines-upon-Thames Improvement District to improve visitors experience, increase footfall and enhance business performance. The 5 year term will formally commence on 1 April 2017.

## **3. Corporate Project dashboard and Map update**

- 3.1 The number of projects and under the different Officer Groups is set out below. Further details for flagship projects are attached at appendix 1

<b>Officer Group</b>	<b>Current Projects</b>	<b>Pipeline Projects</b>	<b>Projects Closed</b>
<b>Assets</b>	<b>3</b>	<b>2</b>	<b>3</b>
<b>ICTSIG</b>	<b>4</b>	<b>4</b>	<b>1</b>
<b>Procurement</b>	<b>5</b>	<b>2</b>	<b>2</b>
<b>Housing</b>	<b>4</b>	<b>1</b>	<b>0</b>

3.2 Since the last progress report the number of projects completed is 6 and includes the DCLG difficult properties project which was completed on time and within budget. A number of new service projects have been identified and include installing adult fitness equipment in Hengrove Recreation Ground and replacement of play equipment in Cedars Recreation Ground.

3.3 The corporate project officers and officer Boards continue to meet and discuss individual projects in more detail, particularly those with a red or amber status. Highlight reports continue to be produced monthly by the majority of project managers. The Boards continue to be a good vehicle to identifying any new projects coming forward.

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

4.1 Funding and approval for new projects still needs to be carefully considered by all parties. Projects should not be initiated unless there are clear funding streams and necessary officer support available to manage the project. These should be identified at the project planning stage. It is hoped that support will be given for all initial documentation for initiating a project will first go through the corporate project team prior to going to Management Team and Cabinet which will help ensure that projects meet the council's priorities and that sufficient resources are available to take the project forward.

#### **5. Timetable for implementation**

5.1 Project progress will continue to be reported to Overview and Scrutiny Committee every quarter. Internal Groups will continue to meet and discuss individual projects in more detail, particularly those with a red or amber status. Highlight reports underpin the project reporting hierarchy and will continue to be produced monthly by each project manager.

**Background papers: There are none**

**Appendices:**

**Appendix 1 –Dashboard**

**Appendix 2 – Project Map**

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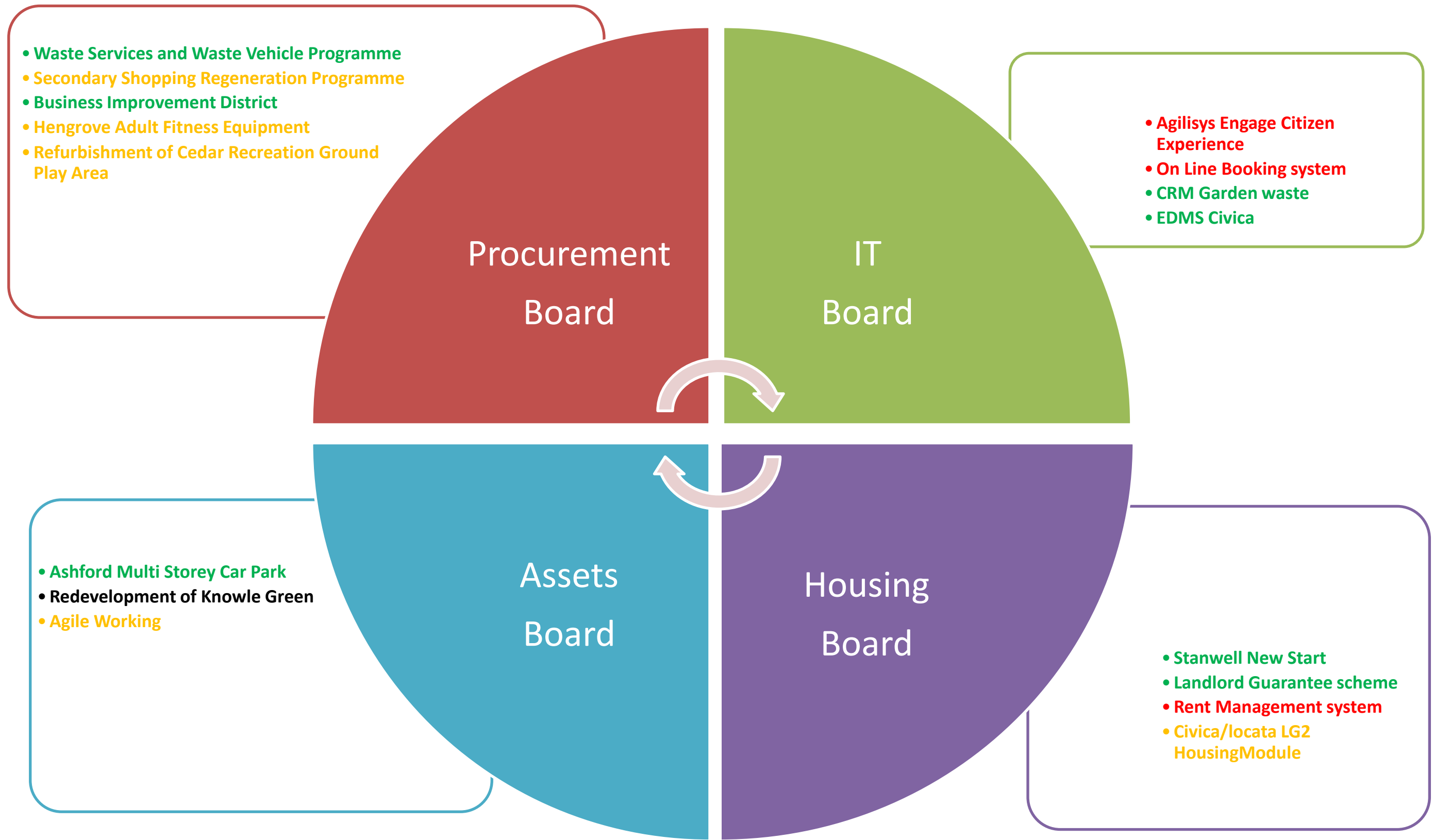
## Project Status Dashboard

Procurement Board											
Project Name	Progress against Milestones	Benefits identified and anticipated delivery on target	Risks and Issues	Budget	Stakeholder Engagement	Resources	Direction of Travel	Project Manager	Project Sponsor	Anticipated completion date	Project status
Waste Services and Waste Vehicles	Amber	Green	Amber	Green	Green	Green	↑	James Weedon	Jackie Taylor	Summer 2017	<p>Project status: Green Latest Highlight report received 16/11/16</p> <p>Data on re-routing exercise being evaluated. Once completed discussions to be undertaken on the need for any changes to refuse collections. Tender process being progressed with tenders received being evaluated. Current vehicle lease and workshop lease being extended.</p>
Supporting Spelthorne Secondary Shopping Areas (SSSSA)	Amber	Amber	Amber	Amber	Amber	Green	↔	Alfred Osawe / Keith McGroary	Terry Collier	Phase 1 – June 2017 overall project 2020	<p>Project Status: Amber Latest progress report from Runnymede BC 24/10/16</p> <p>Phase I of project being undertaken in three phases. First phase document development including statutory applications and execution of s278 agreement with SCC. Second phase covers tendering and award of contracts. Third phase covers construction and repair works.</p> <p>Issues regarding the budget and s278 agreement being discussed with SCC and other statutory agreements may cause a delay to the project timetable.</p>
Business Improvement District	Green	Green	Green	Green	Green	Green	↑	Keith McGroary/ Michelle Baker	Terry Collier	April 2017	<p>Project Status: Green</p> <p>The Ballot was successful with the formal launch taking place in April 2017</p>
Hengrove Adult Fitness Equipment	Amber	Green	Amber	Green	Green	Amber	↑	Sabena Sims	Jackie Taylor	February 2017	<p>Project Status: Amber Latest Highlight report received 17/11/16</p> <p>Procurement process being progressed. Once completed orders will be placed for equipment.</p>
Refurbishment of Cedar Park Recreation Ground Play Area	Amber	Green	Amber	Green	Green	Amber	↑	Sabena Sims	Jackie Taylor	February 2017	<p>Project Status: Amber Latest Highlight report received 17/11/16</p> <p>Procurement process being progressed. Once completed orders will be placed for equipment</p>

ICTSIG Board											
Project Name	Progress against Milestones	Benefits identified and anticipated delivery on target	Risks and Issues	Budget	Stakeholder Engagement	Resources	Direction of travel	Project Manager	Project Sponsor	Anticipated completion date	Project status
Agilisys Engage Citizen Experience	Red	Amber	Amber	Red	Amber	Amber	↔	Michael Pegado	Linda Norman	Revised date of March 2017	<p>Project status: RED due to not meeting original timetable. Latest Highlight report received 8/11/16 and project now progressing.</p> <p>Agilisys delivered a presentation to key staff Training, workshops, UAT and stakeholder engagement being organised. Slight overspend to the budget has been identified</p>
Enhancing the Customer Experience Online Booking System	Red	Amber	Amber	Red	Green	Green	↔	Michael Pegado	Linda Norman	Revised date of Spring 2017	<p>Project Status: RED due to not meeting original timetable.</p> <p>Latest Highlight report received 3/11/16</p> <p>Progress continues to be made with database building for Pitches, Hall and events in Parks. Training and workshops continue to be held and UAT for Customer Services staff progressing. Extension to Artemis contract to March 2017 agreed. Slight overspend of budget has been identified</p>
Enhancing the Customer Experience Phase 3 Garden Waste	Green	Green	Green	Green	Green	Green	↑	Michael Pegado	Linda Norman	December 2016	<p>Project Status: GREEN</p> <p>Latest update received 18/11/16</p> <p>Depot testing functionality and data. A handover session with customer Services held. Depot to confirm when they would like the software to go live.</p>
EDMS - Civica	Amber	Green	Green	Amber	Green	Green	↔	Sonia Hazlehurst	Sandy Muirhead	March 2017	<p>This project had been put on hold due to prioritisation of other projects. However additional resources have been identified and the project is moving forward.</p> <p>HR received a demo from Civica but was found not to be suitable. Investigations continue on options available including use of Sharepoint</p>

Housing Board											
Project Name	Progress against Milestones	Benefits identified and anticipated delivery on target	Risks and Issues	Budget	Stakeholder Engagement	Resources	Direction of travel	Project Manager	Project Sponsor	Anticipated completion date	Project status
Stanwell New Start	Green	Amber	Green	Green	Green	Green	↑	John Hesbrook/ Karen Sinclair	Terry Collier	Revised completion date 2017	Project status: Green Latest Highlight report received 28/11/16  Completion of Phases 2 and 3 progressing. Phase IV has not yet been delivered. Discussions underway regarding development accounts. Monthly officer meetings to monitor project held
Land Lord Guarantee Scheme	Red	Amber	Green	Green	Green	Green	↑	Jayne Brownlow	Deborah Ashman	September 2016 Revised to December 2016	Project status: Green Latest Highlight report received 17/11/16  The scheme is progressing and will initially be designated a pilot for up to 10 households in need of 2 bed accommodation. Arrangements have been made to promote the scheme in the Christmas edition of the Bulletin and scheme guide and launch strategy are being finalised.
Rent Management System	Red	Red	Red	Green	Red	Amber	↔	Jayne Brownlow/ Michael Pegado	Deborah Ashman / Karen Sinclair	tbc	Project status: Red due to not meeting original timetable as scheme needs to meet several objectives - complexity greater than originally anticipated.  Latest Highlight report received 21/11/16  Discussion continuing as to the procurement route that can be used for this project. Soft marketing to be undertaken.
Civica/ Locata LG2 Housing Module	Amber	Amber	Amber	Green	Green	Green	↑	Jayne Brownlow/ Michael Pegado	Deborah Ashman / Karen Sinclair	March 2017	Project status: Amber Latest Highlight report received 21/11 /16  It's been agreed that the full Housing Module system be implemented. Civica to respond to Functional Specification Requirement document including how it will meet the council's needs.

Asset Board											
Project Name	Progress against Milestones	Benefits identified and anticipated delivery on target	Risks and Issues	Budget	Stakeholder Engagement	Resources	Direction of travel	Project Manager	Project Sponsor	Anticipated completion date	Project status
Ashford Multi Storey Car Park	Red	Green	Amber	N/A	Green	Green	↑	Heather Morgan	Terry Collier	Winter 2017	<p>Project status: Amber Latest Highlight report received 18/11/16</p> <p>Following the restructure Heather Morgan has been appointed Project Manager and reviewed the anticipated completion date. Cabinet have conditionally agreed preferred bidder and Heads of Terms are being finalised</p> <p>Consideration is also being given to alternative car parking arrangements</p>
Redevelopment of Knowle Green	Green	Green	Green	Green	Green	Green	↑	Corporate Project Team	Heather Morgan	On going	This is an on-going project
Agile Working	Amber	Green	Amber	Green	Amber	Amber	↑	Sonia Hazlehurst	Sandy Muirhead	December 2019	<p>Project status: Amber Latest Highlight report received 17/11/16</p> <p>This is an on-going project and currently the Project Manager is working with Planning regarding their office space requirements and equipment needed.</p>



**Project Status Key**

- Escalate to Project Board
- No current issues
- Project not on track
- Project not yet started

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### MINUTES OF O&S COMMUNICATIONS TASK GROUP 21/09/16

**Councillors in attendance:** Cllr Davis (Chair of O&S); Cllr Capes (Chair of task group); Cllr Islam

**Apologies:** Cllrs Doran and Harman (Portfolio Holder)

**Officers in attendance:** Terry Collier (Deputy Chief Executive); Linda Norman (Group Head (Finance and Customer Relations)); Dawn Morrison (Communications and Licensing Manager)

#### Key objectives:

- Evaluate the type and content of **internal** communications available for councillors and officers
- Gain an understanding from councillors as to whether they have sufficient factual information to help their constituents
- Develop a process where councillors can quickly access information on key topics **and any other recommendations as appropriate**

The minutes of each meeting should be produced in a timely fashion and cleared by the Chairman of the Group before being circulated.

#### Preliminary issues/aims identified:

- There are some instances of great work being done by Services which do not appear to have been communicated to ward members
- Consideration needs to be given to the communications implications of the joint committee and how information will be fed back to borough councillors
- Protocols are in place for projects to be communicated to stakeholders, including ward members, but these are not always being followed
- In addition to projects, all matters of potential interest to residents should be communicated to ward councillors or all councillors as appropriate
- Cllrs don't always know to whom they should direct a question so would like a list of contacts, guides, URLs as appropriate
- Cllrs aren't always aware of the various sources of information available to them, so would like a better understanding of those and how to access them
- Actions to include conducting a survey of ward councillors about how they receive internal communications and to gauge perceived weaknesses in current channels, leading to awareness raising and identification of training needs
- Protocols are needed to establish what information staff should give to councillors and when, and what information staff cannot give councillors, and why (such as data protection)
- The aim of the Group would be to examine the status quo as a "critical friend"

#### Project risk

The project risk was identified as "low".

#### Timeline

The Task Group is to meet monthly, preferably on a Monday. It was estimated that two meetings would be required to assimilate information with a further meeting to agree the terms of the report, to complete by end of January 2017.

Gill Hobbs (Committee Services) to arrange dates and times for future meetings.

If the timelines are not met, or if there is an inappropriate delay, then the lead member of the Task Group shall escalate to the Chairman of O&S.

**Budget**

A small budget may be required for modest essentials.

**External expertise**

Surrey County Council and Woking Borough Council

**Internal expertise**

Cllr Harman, Task Group members

**Communications Strategy**

Cllr Capes commented that the Communications Strategy was excellent and there are currently no plans to make any changes, although it might be appropriate to alter the Strategy or the Communications Service Plan to take account of any suggestions or recommendations that are made by the Task Group.

**Next steps and date of next meeting:** TBA



## **MINUTES OF O&S COMMUNICATIONS TASK GROUP 31/10/16**

**Councillors in attendance:** Cllr Sabine Capes (Chair of task group); Cllr Susan Doran

**Apologies:** Cllrs Islam and Harman (Portfolio Holder)

**Officers in attendance:** Linda Norman (Group Head (Finance and Customer Relations)); Dawn Morrison (Communications and Licensing Manager). Gill Hobbs, (Committee Manager)

### **Key matters under discussion:**

- A list of communications tools that are available were circulated prior to the meeting and Cllr Capes had formulated a questionnaire for councillors to gauge levels of knowledge and use
- The survey once issued is to have a two week return time and be available in both electronic and paper format to maximise response levels
- The results will be collated and form the basis of a workshop to be held, if required\*, from mid-January onwards
- Gill Hobbs to look at possible rooms and dates for the workshop
- A buffet to be arranged to those that request one (to save waste)
- It was agreed that the TG meeting date of 19 December be cancelled and a date identified for the next meeting in first two weeks of January

\*If the councillor survey response does not indicate high interest for a workshop to be held, then alternative solutions would be explored

### **Date of next meeting:**

Week commencing 9 January

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## Meeting Next Steps



**Title: Parks Task Group**

**Date: 7 September 2016**

**Present:**

Cllr Francis (Chairman)	Cllr Madams	Cllr Davis
Cllr Mitchell	Terry Collier	Jackie Taylor
Cathy Munro	Ashley Boyce	

### Next Steps

No.	Action	By whom	When
1.	Develop a process for holding events in parks: <ul style="list-style-type: none"> <li>• Review current procedure and past applications</li> <li>• Create application form</li> <li>• Develop criteria</li> <li>• Appeal process</li> <li>• Financial analysis</li> </ul> To be discussed at next task group	Ashley Boyce & Cathy Munro	November task group
2.	Charging in parks' car parks <ul style="list-style-type: none"> <li>• Provide data on income from parks car parks</li> </ul> Circulate before next meeting	Cathy Munro	Before next task group
3.	Public Conveniences	TBC	To discuss
4.	Redevelopment of Laleham Park - agreed that separate Task Group chaired by Cllr Madams would continue to operate and Cllr Madams would liaise with Task Group. Committee Services asked to check if Cllr Madams could be an ex officio member of the Task Group	Committee Services	November Task Group
5.	Staines-upon-Thames Regatta	TBC	November Task Group

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## Meeting Notes

### 1. Process for holding events in parks

It was discussed that a process should be developed and put in place for those applying to hold events in parks.

There is a currently a procedure in place whereby a request is sent to customer services, who confirm which departments must be consulted. It was agreed that this procedure should be reviewed and developed.

The procedure should ensure the Council is consulted on a timely basis; provided with sufficient details of the proposed event (i.e. extent of the event, any restrictions, timeframe, structures etc.); enable an investigation on any restrictions on the land; ensure relevant insurance is in place; health and safety compliant; complies with any other requirements (i.e. Temporary Event Notices), and ensure all relevant departments are consulted.

It was discussed that an appeal route should be put in place for rejected applications.

Financial implications should be discussed, i.e. the cost in clearing up after an event etc.

Ashley and Cathy to review the current procedure/previous applications and create a comprehensive procedure.

### 2. Charging in parks car park

Find out whether the Council is receiving best value. Officers to provide data on income before the next Task Group meeting.

Proposed that the Task Group will discuss possible incentives to encourage residents to use the parks at the next meeting.

### 3. Public Conveniences

To be discussed at a future Task Group meeting.

### 4. Redevelopment of Laleham Park

It was agreed that the separate Task Group chaired by Cllr Madams would continue to operate and Cllr Madams would liaise with the Parks Task Group.

Committee Services asked to check if Cllr Madams could be an ex officio member of the Task Group.

### 5. Staines-upon-Thames Regatta

Proposal to explore re-introducing in the medium term a River Thames Regatta. Advised that the proposal should be discussed with Lisa Stonehouse in Leisure, with a view to her attending a future Task Group meeting.

It was suggested that the proposal could fall within the BID proposal (if there is a Yes vote in November).

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# Meeting Next Steps & Outcomes



**Title: Parks Task Group**

**Date: 10 November 2016**

**Present:**

Cllr Francis (Chairman)	Cllr Mooney	Jackie Taylor
Cathy Munro	Ashley Boyce	

## Next Steps

No.	Action	By whom	When
1.	Councillors to discuss further topics for the Parks Task Group and inform Officers when ready to hold next meeting.	Councillors	TBC

## Meeting Outcomes

### 1. Process for holding events in Parks

Officers had reviewed the existing procedure and created a thorough process, incorporating a new application form and comprehensive terms and conditions.

Officers explained the new procedure ensures the Council will be consulted on a timely basis; enables the Council to have discretion over charging for events; provided with sufficient details of the proposed event; ensures relevant insurance is in place; health and safety compliant and ensure all relevant departments are consulted.

Councillors were happy that the new process will alleviate their previous concerns.

### 2. Charging in Parks car park

The data on parks car park income was discussed. Officers explained the correlation between increases in income and park amenities (i.e. the beach and Riverside car park).

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## Spelthorne Borough Council Cabinet Forward Plan and Key Decisions

This Forward Plan sets out the decisions which the Cabinet expects to take over the forthcoming months, and identifies those which are **Key Decisions**.

A **Key Decision** is a decision to be taken by the Cabinet which is either likely to result in significant expenditure or savings or to have significant effects on those living or working in an area comprising two or more wards in the Borough.

The members of the Cabinet and their areas of responsibility are:

Cllr I.T.E. Harvey	Leader of the Council	<a href="mailto:Cllr.harvey@spelthorne.gov.uk">Cllr.harvey@spelthorne.gov.uk</a>
Cllr A.C. Harman	Deputy Leader	<a href="mailto:Cllr.harman@spelthorne.gov.uk">Cllr.harman@spelthorne.gov.uk</a>
Cllr. M.M. Attewell	Community Wellbeing	<a href="mailto:Cllr.attewell@spelthorne.gov.uk">Cllr.attewell@spelthorne.gov.uk</a>
Cllr C. Barnard	Corporate Management	<a href="mailto:Cllr.barnard@spelthorne.gov.uk">Cllr.barnard@spelthorne.gov.uk</a>
Cllr N. Gething	Planning and Economic Development	<a href="mailto:Cllr.gething@spelthorne.gov.uk">Cllr.gething@spelthorne.gov.uk</a>
Cllr A.J. Mitchell	Environment and Compliance	<a href="mailto:Cllr.mitchell@spelthorne.gov.uk">Cllr.mitchell@spelthorne.gov.uk</a>
Cllr J.M. Pinkerton OBE	Housing	<a href="mailto:Cllr.pinkertonj@spelthorne.gov.uk">Cllr.pinkertonj@spelthorne.gov.uk</a>
Cllr H.R. Williams	Finance and Customer Services	<a href="mailto:Cllr.williams@spelthorne.gov.uk">Cllr.williams@spelthorne.gov.uk</a>

Whilst the majority of the Cabinet's business at the meetings listed in this Plan will be open to the public and press, there will inevitably be some business to be considered which contains confidential, commercially sensitive or personal information.

This is formal notice under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 that part of any of the Cabinet meetings listed below may be held in private where exempt and / or confidential information is due to be considered.

Representations regarding this should be made to [committee.services@spelthorne.gov.uk](mailto:committee.services@spelthorne.gov.uk)

Please direct any enquiries about this Plan to the Principal Committee Manager, Greg Halliwell, at the Council offices on 01784 446267 or e-mail [g.halliwell@spelthorne.gov.uk](mailto:g.halliwell@spelthorne.gov.uk)

**Published on 5 January**

## Spelthorne Borough Council

### Cabinet Forward Plan and Key Decisions for 5 January 2017 to 30 April 2017

Date of decision and decision maker	Matter for consideration	Key or non-Key Decision	Decision to be taken in Public or Private	Lead Officer/ Cabinet Member
Cabinet 25 Jan 2017 Council 23 Feb 2017	Treasury Management Strategy Statement	Key Decision It is likely to result in the Council incurring expenditure above or making savings of up to £164,000	Public	Terry Collier, Deputy Chief Executive Portfolio Holder for Finance and Customer Services
Cabinet 25 Jan 2017	Fees and Charges 2017-2018	Key Decision It is significant in terms of its effect on communities living or working in an area comprising two or more wards	Public	Terry Collier, Deputy Chief Executive Portfolio Holder for Finance and Customer Services
Cabinet 25 Jan 2017	Surrey Flood Risk Strategy	Key Decision It is significant in terms of its effect on communities living or working in an area comprising two or more wards	Public	Sandy Muirhead, Group Head - Commissioning and Transformation Portfolio Holder for Environment and Compliance
Cabinet 25 Jan 2017	Petition on hot meals at Staines Community Centre  To receive and consider a petition on the provision of hot meals at Staines Community Centre	Non-Key Decision	Public	Deborah Ashman, (Joint) Group Head - Community Wellbeing, Karen Sinclair, (Joint) Group Head - Community Wellbeing Portfolio Holder for Community and Wellbeing
Cabinet 22 Feb 2017 Council 23 Feb 2017	Revenue Budget 2017 - 2018	Key Decision It is significant in terms of its effect on communities living or working in an area comprising two or more wards	Public	Terry Collier, Deputy Chief Executive Portfolio Holder for Finance and Customer Services

Date of decision and decision maker	Matter for consideration	Key or non-Key Decision	Decision to be taken in Public or Private	Lead Officer/ Cabinet Member
Cabinet 22 Feb 2017	Economic Development Strategy	Key Decision It is significant in terms of its effect on communities living or working in an area comprising two or more wards	Public	Keith McGroary, Community Safety and Economic Development Manager Councillor Nick Gething
Cabinet 22 Feb 2017 Council 23 Feb 2017	Annual Grants awards 2017-2018	Non-Key Decision	Public	Joanne Jones, Community Development Manager Deputy Leader
Cabinet 22 Feb 2017 Council 23 Feb 2017	Pay Policy Statement 2017-2018	Non-Key Decision	Public	Debbie O'Sullivan, HR Manager Portfolio Holder for Corporate Management
Cabinet 22 Feb 2017	Acquisition of a site in the Borough	Key Decision It is likely to result in the Council incurring expenditure above or making savings of up to £164,000	Private	Heather Morgan, Group Head - Regeneration and Growth Leader of the Council
Cabinet 22 Feb 2017	Lease renewal	Non-Key Decision	Private	Heather Morgan, Group Head - Regeneration and Growth Portfolio Holder for Planning and Economic Development
Cabinet 22 Feb 2017 Council 23 Feb 2017	Appointment of Independent Remuneration Panel	Non-Key Decision	Public	Gillian Hobbs, Committee Manager Leader of the Council

Date of decision and decision maker	Matter for consideration	Key or non-Key Decision	Decision to be taken in Public or Private	Lead Officer/ Cabinet Member
Council 23 Feb 2017	Capital Programme 2017-2018	Key Decision It is likely to result in the Council incurring expenditure above or making savings of up to £164,000	Public	
Spelthorne Joint Committee 20 Mar 2017	Health and Wellbeing Strategy Update	Non-Key Decision	Public	Mary West Councillor Maureen Attewell
Cabinet 22 Mar 2017	Revenue Monitoring	Non-Key Decision	Public	Adrian Flynn, Principal Accountant Portfolio Holder for Finance and Customer Services
Cabinet 22 Mar 2017	Capital Monitoring	Non-Key Decision	Public	Adrian Flynn, Principal Accountant Portfolio Holder for Finance and Customer Services
Cabinet 22 Mar 2017	Children and Adult Safeguarding Policy	Key Decision It is significant in terms of its effect on communities living or working in an area comprising two or more wards	Public	Lisa Stonehouse, Leisure Services Manager Portfolio Holder for Community and Wellbeing
Cabinet 22 Mar 2017	Discretionary Rate Relief	Non-Key Decision	Public	Linda Norman, Group Head - Finance and Customer Relations Portfolio Holder for Finance and Customer Services
Cabinet 22 Mar 2017	Contaminated Land Strategy  To agree the Strategy subject to consultation with statutory bodies.	Key Decision It is significant in terms of its effect on communities living or working in an area comprising two or more wards	Public	Tracey Willmott-French, Senior Environmental Health Manager Portfolio Holder for Environment and Compliance

Date of decision and decision maker	Matter for consideration	Key or non-Key Decision	Decision to be taken in Public or Private	Lead Officer/ Cabinet Member
Cabinet 22 Mar 2017	The Food Hygiene Service Plan 2017/18 and the Health and Safety Service Plan 2017/18	Non-Key Decision	Public	Tracey Willmott-French, Senior Environmental Health Manager Portfolio Holder for Environment and Compliance
Cabinet 22 Mar 2017	Update on Proposals for devolution - Three Southern Counties Governance arrangements	Key Decision It is significant in terms of its effect on communities living or working in an area comprising two or more wards	Public	Sandy Muirhead, Group Head - Commissioning and Transformation Leader of the Council



Overview and Scrutiny Committee Work Programme 2016-2017

<b>Date of Meeting</b>	<b>ISSUE</b>	<b>Lead Officer</b>	<b>Objectives</b>
28 March 2017	1. Minutes	Chairman	To agree the minutes of the previous meeting.
	2. Parking in Ashford	Jackie Taylor/ Cllr Mitchell	To review arrangements for parking in Ashford
	3. Work Programme and Cabinet Forward Plan	Chairman / Terry Collier	To note the proposed work programme and consider issues of interest for the future work programme from the Forward Plan.

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