

# Public Document Pack

Legal and Democratic Services



## STRATEGY AND RESOURCES COMMITTEE

Tuesday 2 April 2019 at 7.30 pm

Council Chamber - Epsom Town Hall

The members listed below are summoned to attend the Strategy and Resources Committee meeting, on the day and at the time and place stated, to consider the business set out in this agenda.

Councillor Eber Kington (Chairman)  
Councillor Clive Smitheram (Vice-Chairman)  
Councillor Tony Axelrod  
Councillor Richard Baker  
Councillor Kate Chinn

Councillor Hannah Dalton  
Councillor Colin Keane  
Councillor Omer Kokou-Tchri  
Councillor Barry Nash  
Councillor Clive Woodbridge

Yours sincerely

A handwritten signature in black ink that reads 'J.C. Beldan'.

Chief Executive

For further information, please contact Democratic Services, 01372 732124 or

### AGENDA

#### 1. QUESTION TIME

To take any questions from members of the Public

**Please Note: Members of the Public are requested to inform the Democratic Services Officer before the meeting begins if they wish to ask a verbal question at the meeting**

#### 2. DECLARATIONS OF INTEREST

Members are asked to declare the existence and nature of any Disclosable Pecuniary Interests in respect of any item of business to be considered at the meeting.

**3. EPSOM & EWELL BOROUGH COUNCIL PAY POLICY STATEMENT** (Pages 3 - 20)

The Committee is asked to approve the Pay Policy Statement for 2019/20 and recommend its publication to Council.

**4. PLANNED MAINTENANCE PROGRAMME 2019-20** (Pages 21 - 32)

The Committee is asked to consider and agree the planned maintenance programme for 2019/20.

**5. VENUES RESTRUCTURE** (Pages 33 - 38)

This report seeks approval of costs to implement the recently approved restructure of venues.

**6. CORPORATE PLAN: KEY PRIORITY TARGETS FOR 2019 TO 2020** (Pages 39 - 48)

The Committee is asked to agree its Key Priority Targets for 2019 to 2020.

**7. CORPORATE HEALTH, SAFETY AND WELFARE POLICY** (Pages 49 - 66)

The Committee is asked to consider and agree the Council's current arrangements for corporate health and safety outlining the new Corporate Health, Safety and Welfare Policy.

**8. SCHEME FOR THE ALLOCATION OF CIL 15% (COMMUNITY INFRASTRUCTURE LEVY )** (Pages 67 - 84)

This report provides an update on the pilot scheme for allocating the neighbourhood portion of the Community Infrastructure Levy of CIL 15% approved in April 2018. It also provides details of the permanent scheme to allocate funding for future community projects which the Committee is asked to agree.

**9. MINUTES OF PREVIOUS MEETING** (Pages 85 - 94)

The Committee is asked to confirm as a true record the Minutes of the meeting of the Strategy and Resources Committee held on 31 January 2019 and the restricted minutes on 17 December 2018 (both attached) and to authorise the Chairman to sign them.

## **EPSOM & EWELL BOROUGH COUNCIL PAY POLICY STATEMENT**

<b>Head of Service/Contact:</b>	Shona Mason, Head of HR & Organisational Development
<b>Urgent Decision?(yes/no)</b>	No
<b>If yes, reason urgent decision required:</b>	N/A
<b>Annexes/Appendices (attached):</b>	Annex 1: Draft Epsom & Ewell Borough Council Pay Policy Statement Annex 2 Election Fees
<b>Other available papers (not attached):</b>	

### **Report summary**

**This report introduces the draft Epsom & Ewell Borough Council Pay Policy Statement for 2019/20 and seeks approval of the statement by the Committee, prior to its presentation to full Council and subsequent publication on the Council's Website.**

### **Recommendation:**

- (1) The Committee approves the Pay Policy Statement for 2019/20 and recommends its publication to full Council.**

## **1 Implications for the Council's Key Priorities, Service Plans and Sustainable Community Strategy**

- 1.1 The Council's Pay Policy Statement is a statutory requirement, which supports the council's Key Priorities, Service Plans and Sustainable Community Strategy.

## **2 Background**

- 2.1 The Localism Act requires each local authority to publish a statement which identifies the Council's approach to pay and in particular sets out pay arrangements for the senior chief officer posts. Under Section 38(1) of the Localism Act 2011 the Council is required to prepare a Pay Policy Statement, for the financial year, which is approved by full Council.

- 2.2 The statement sets out the levels of remuneration for the Council's senior officers as well as a general approach to pay which is lifted from the Council's HR Employee Pay Policy.
- 2.3 Once agreed by the Council, the Pay Policy Statement will form part of the basis on which the Council remunerates employees particularly those at the senior officer level, as required by Section 41 of the Localism Act 2011.
- 2.4 The information set out in the pay policy statement meets the requirements of the legislation and details the relationship between those employees who are lowest paid and Chief Officers.
- 2.5 The policy statement outlines the following key areas:
- Level and elements of remuneration for each senior officer
  - Remuneration of chief officers on recruitment
  - Increases and additions to remuneration for each chief officer
  - The use of performance related pay for chief officers
  - The approach to the payment of chief officers on their ceasing to hold office or to be employed by the authority
  - The publication of and access to information relating to remuneration of chief officers
  - Pay multiple (ratio) between Chief Officers' pay and all other employees
  - Election fees
  - Policy on employing someone who has taken redundancy
  - Policy on employing someone who is also drawing a pension
  - Policy on lowest paid
- 2.6 Currently senior salary information has been published as part of the Final Statement of Accounts. However the Localism Act 2011 (Section 38) requires the Council to publish an annual Pay Policy Statement.

- 2.7 The Equality Act 2010 (Gender Pay Gap Information) Regulations 2017 (in force from 31 March 2017) require public sector employers operating in England to provide gender pay reports by 30 March 2018 covering mean gender pay gap in hourly pay for year from 31 March 2017. This data is also required to be published publicly on the Government website. The headline statistic within the Gender Pay Gap Information, of mean hourly rate, shows a positive picture in favour of women of 14.1% and positions the Council as one of the most positive organisations in terms of women's mean pay.
- 2.8 Once approved by Full Council the pay policy statement will be published on the Council's website.

### 3 Proposals

- 3.1 The Pay Policy Statement, which is prescribed in terms of content, sets out the Council's policies in respect of remuneration. The statement is simply a summary of the key provisions as required by the Localism Act.
- 3.2 The Committee is therefore not being asked to approve the policies, but simply approve the statement which sets out existing policies.
- 3.3 The proposed Pay Policy Statement is attached at Annex 1
- 3.4 It is proposed that the Pay Policy Statement is approved by Strategy & Resources Committee to then be presented to Full Council for approval prior to publication on the Council's website.

### 4 Financial and Manpower Implications

- 4.1 There are no implications arising directly from this report.
- 4.2 **Chief Finance Officer's comments:** The pay policy statement is a statutory requirement and its content is consistent with the Council's budgets.

### 5 Legal Implications (including implications for matters relating to equality)

- 5.1 The draft Pay Policy Statement complies with the requirements of Section 38 of the Localism Act 2011 which required all local authorities to prepare a Pay Policy Statement every financial year. The Localism Act 2011 sets out the information which a pay policy statement must contain. Section 40 of the Act also requires the Council to have regard to any guidance issued or approved by the Secretary of State.
- 5.2 Guidance under Section 40 was issued in February 2012 and the attached pay policy statement takes account of this guidance.

- 5.3 Additional guidance under Section 40 of the Localism Act was issued in February 2013. This new guidance included commentary on how local authorities had complied with the original guidance. The new guidance also introduced a requirement that full council is required to vote in relation to any severance packages of over £100,000 (including redundancy pay, holiday pay and pension entitlements).
- 5.4 HR are currently reviewing key HR policies which include the Council's Employee Pay & Remuneration Policy and Local Government Pensions Discretions Policy which will incorporate these aspects of the guidance.
- 5.5 These policies will be presented to Committee in due course for approval.
- 5.6 **Monitoring Officer's comments:** None arising from the contents of this report.

## **6 Sustainability Policy and Community Safety Implications**

- 6.1 There are no implications arising directly from this report.

## **7 Partnerships**

- 7.1 There are no implications for partnerships arising directly from this report.

## **8 Risk Assessment**

- 8.1 There is a legal requirement for the Council to publish a Pay Policy Statement and therefore is at risk of not meeting its legal duties if a statement is not agreed and published.

## **9 Conclusion and Recommendations**

- 9.1 The Committee approves the Pay Policy Statement for 2019/20.

**Ward(s) affected:** (All Wards);



Pay Policy  
Statement  
2019/2020

Version number: 2  
Date: March 2019

**Tracking**

<b>Policy Title</b>	Pay Policy Statement 2019/2020		
<b>LT sign off</b>	18.12.2018		
<b>Committee</b>	Strategy & Resources  Full Council	<b>Date approved</b>	2 April 2019 (TBC) 30 April 2019 (TBC)
<b>Review due date</b>	12 months	<b>Review completed</b>	
<b>Service</b>	HR & Organisational Development		

Revision History

Revision Date	Revisor	Previous Version	Description of Revision
March 2019	Shona Mason	Version 1	Updated for 2019/20

Document Approvals

Each revision requires the following approvals:

Sponsor Approval		Name	Date

## Contents

1. Introduction and background summary .....	4
2. Purpose.....	4
3. Level and elements of remuneration for each senior officer .....	4
4. Remuneration of chief officers on recruitment.....	5
5. Increases and additions to remuneration for each chief officer.....	6
6. The approach to the payment of chief officers on their ceasing to hold office or to be employed by the authority .....	6
7. The publication of and access to information relating to remuneration of chief officers .....	7
8. Pay multiple (ratio) between Chief Officers' pay and all other employees .....	7
9. Election fees.....	7
10. Gender Pay Gap Information .....	7
11. Policy on employing someone who has taken redundancy.....	8
12. Policy on employing someone who is also drawing a pension.....	8
13. Policy on lowest paid.....	8

## **1. Introduction and background summary**

- 1.1 Under the Localism Act 2011 the Council is required to publish an annual pay policy statement which has been approved by full Council. The information is set out under headings which have been prescribed by the Localism Act and relates to 2019/20 financial year.

## **2. Purpose**

- 2.1 The statement sets out the levels of remuneration for the Council's senior officers as well as a general approach to pay which is lifted from the Council's HR Employee Pay & Remuneration Policy.
- 2.2 The information set out in the pay policy statement meets the requirements of the legislation and details the relationship between those employees who are lowest paid and Chief Officers.
- 2.3 The policy statement outlines the following key areas:
- Level and elements of remuneration for each senior officer
  - Remuneration of chief officers on recruitment
  - Increases and additions to remuneration for each chief officer
  - The approach to the payment of chief officers on their ceasing to hold office or to be employed by the authority
  - The publication of and access to information relating to remuneration of chief officers
  - Pay multiple (ratio) between Chief Officers' pay and all other employees
  - Election fees
  - Policy on employing someone who has taken redundancy
  - Policy on employing someone who is also drawing a pension
  - Policy on lowest paid

## **3. Level and elements of remuneration for each senior officer**

- 3.1 All staff are employed on an Epsom & Ewell Borough Council contract of employment and therefore are subject to PAYE. All employees are on local conditions and the pay structure applies to all employees, including Chief

Officers. The grade allocated to a post is determined by the qualifications, skills and knowledge required as outlined in a role profile and person specification. The Council has a job evaluation scheme which is used to evaluate the grades of posts.

- 3.2 For the purposes of this policy statement, all references to “Chief Officers” is taken to include the Chief Executive, Chief Operating Officer and Heads of Service. Their salary scales are set out in the table below:

<b>Post</b>	<b>Bottom of salary range p.a.</b>	<b>Top of salary range p.a.</b>
Chief Executive	£100 928	£118 353
Chief Operating Officer	£80 491	£94 390
Heads of Service	£57 693	£67 625

- 3.3 In addition to basic pay these officers may receive the following benefits, where applicable:

- Payment into the pension scheme (employer’s contribution at 15.5% of pensionable pay) if the employee has opted in and pays contributions at the required employee level themselves
- Chief Executive and Chief Operating Officer lump sum payment of 4% of basic salary in respect of subsistence and other expenses thereby reducing administration and providing a cap on the cost
- Payment of up to two annual subscriptions to professional institutions where this has clear benefit to the job. Costs of memberships vary but most are around £200.
- Monitoring Officer and Section 151 Officer allowance of 15% of basic salary for the additional responsibilities for the statutory requirements of each role
- Lump sum payment is for the requirement to have a car for the effective performance of duties. The amount varies according to the role of the individual.

- 3.4 Our policy is to pay appropriately to attract competent and experienced senior staff to lead the organisation, we do not aim to be in the upper quartile of payment levels locally but nearer the mid-point or median.

- 3.5 We recognise that the cost of housing in Epsom & Ewell is amongst the highest in the Southeast and that we are within commuter distance of London and the higher salaries there, and we take this into account when determining salary levels from the benchmarking information.

- 3.6 The overall consideration is what is reasonable and financially affordable.

#### **4. Remuneration of chief officers on recruitment**

- 4.1 Our policy is to appoint at the bottom of the salary scale, or near the bottom taking into account relevant skills and experience, progression through the grade is subject to successful performance in accordance with our performance management scheme.
- 4.2 On occasion it may be necessary to appoint above the bottom point, in this case consideration will be given to the justification for doing so and will dependent upon factors such as experience and market conditions.
- 4.3 Appointments to the post of Chief Executive are made by the Council. Appointments of Directors can be made by an Appointments Panel and appointments of Heads of Service is the responsibility of the Chief Executive.

#### **5. Increases and additions to remuneration for each chief officer**

- 5.1 Cost of living pay increases, for all staff are considered annually (every four years – from 2020) through consultation with the Staff Consultative Group, which is made up of employee representatives and is the body which the Council consults with on terms and conditions of employment and other employee related matters.
- 5.2 1% cost of living increase budgeted for 2019/20.
- 5.3 The latest financial forecasts include an annual 2% cost of living increase for 2020/1 – 2024/5 and this is based on the Government's target for CPI.
- 5.4 When determining pay awards we take into account financial affordability as well as the increase in cost of living for all staff.
- 5.5 All employees (including Chief Officers) can be awarded a single increment on the salary scale annually. This is dependent on satisfactory performance with no automatic progression through grades. All employees are expected to perform their duties to a satisfactory standard to progress through the grade.
- 5.6 Once an employee reaches the top of their salary scale there is no opportunity for further progression, however, any cost of living increase will apply.

#### **6. The approach to the payment of chief officers on their ceasing to hold office or to be employed by the authority**

- 6.1 Our Managing Workforce Change policy sets out a consistent method of calculating redundancy pay which uses the Modified Statutory Redundancy ready reckoner which is applied to all redundant employees including Chief Officers. The level of redundancy pay is calculated on weekly earnings using

the statutory system. The payment is intended to recompense employees for the loss of their livelihood and provide financial support whilst they seek alternative employment.

- 6.2 The Council has a Local Government Pension Scheme Discretions Policy which is applicable to all employees, including Chief Officers.

## **7. The publication of and access to information relating to remuneration of chief officers**

- 7.1 Our annual pay policy statement will be published on the website where it can be easily accessed by any interested parties such as tax payers and external organisations.
- 7.2 Information about Chief Officer remuneration is also published as part of the Final Statement of Accounts. The pay scales for all employees can also be found on the website.

## **8. Pay multiple (ratio) between Chief Officers' pay and all other employees**

- 8.1 The pay of all employees is set according to the Council's pay scales. There is a fixed relationship between each point on each of the grades there are no predefined pay ratios between different groups of employees or specific posts.
- 8.2 The bottom of our lowest pay scale is £18,909 and the top of the Chief Executive scale is £118,353 is a pay multiple of 1:6.3.
- 8.3 This is well within the maximum ratio 1:20 identified as a maximum pay multiple in the Hutton Review of Public Sector Pay.
- 8.4 The mean average pay for employees other than Chief Officers is £27,461; therefore currently the ratio of mean average Chief Officer pay to mean average pay of other employees is 1:2.5.

*NB The mean average pay for employees other than Chief Officers in 8.4 may fluctuate throughout the year.*

## **9. Election fees**

- 9.1 Fees in respect of the role of Returning Officer for, borough and county elections are paid separately from and in addition to the relevant officer's salary package. The amount payable varies according to the size of the electorate and number of postal voters and is calculated as set out in the attached Annex 1 ELECTION OF COUNTY/ BOROUGH / PARISH COUNCILLORS IN SURREY: SCALE OF RETURNING OFFICER'S FEES AND CHARGES - 2018/2019.

- 9.2 Payments for employees at Head of Service and below for Local Election duties are made in accordance with the same scale.

### **10. Gender Pay Gap Information**

- 10.1 In accordance with the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017, which came into force on the 31 March 2017, employers with at least 250 employees are required to publish annual information as at 31 March each year. This information is published on the Council's website and also externally and on the Governments Gender Pay Gap website.

### **11. Policy on employing someone who has taken redundancy**

- 11.1 Employees who leave the Council voluntarily are free to apply for jobs that are advertised.
- 11.2 Employees who leave the Council with a redundancy payment and subsequently apply and are successful for a position within the Council must repay any redundancy payment if the appointment is within 4 weeks of their termination date.
- 11.3 If the appointment start date is longer than 4 weeks the employee can return to work in the position offered in accordance with the Redundancy Modifications Order and will lose any contractual rights to have their continuous service recognised for all purposes.

### **12. Policy on employing someone who is also drawing a pension**

- 12.1 We employ staff on merit and pay the full salary applicable to the role. We would not take into account whether a person was already in receipt of a pension in respect of previous employment with the Council or otherwise.
- 12.1 We will consider requests from staff who wish to draw their pension but continue working in a reduced capacity either through a reduction in working hours or levels of salary / responsibility.

### **13. Policy on lowest paid**

- 13.1 When determining any pay award we will take into account the needs of the lowest paid along with national living wage requirements set out by Government.
- 13.2 No employee will be paid below the UK National Living Wage.

ELECTION OF COUNTY/ BOROUGH / PARISH COUNCILLORS IN SURREY: SCALE OF RETURNING OFFICER'S FEES AND CHARGES - 2018/2019				
The scale of Fees and Charges specifies the maximum recoverable amounts available for each electoral area.				
It also sets maximum recoverable amounts for specified services and specified expenses.				
Neither of these can be exceeded but the Returning Officer is entitled to disburse funds on the different functions specified in the fee scale as he/she sees fit, provided the expenditure is accounted for properly and only spent on what is necessary for the efficient and effective conduct of the election.				
This scale of Fees and Charges is also to be used at any referendum held under the regulations listed in the Notes at the bottom of Annex 1.				
All references in this document to the Returning Officer or County DRO are to be read and interpreted as applying to the Counting Officer at any Referendum covered by the list of regulations in the Notes at the bottom of Annex 1.				
Part A -	Note: The Returning Officer or County DRO may allocate some of his/her fee to deputies or vire them to another expenditure head.			
	Calculated by using CBZX 12 month rolling index on National Statistics website for 2007/8 and 2008/9 and average rate of increase in pay across County authorities during 2008 for 2009/10.	2016/17	2017/18	2018/19
	No increase in fees since 2009/10.	2% increase	No increase	Minor increases to bring in line with neighbouring counties
1	(a) Separate County, Borough or Parish Elections			
	First 500 electorate	£31.96	£31.96	£32.00
	For every additional 500 electors, or part thereof	£15.62	£15.62	£16.00
	(b) Combined County / Borough and Parish Elections			
	First 500 electorate (in combined part of area only)	£43.38	£43.38	£43.00
	For every additional 500 electors, or part thereof (in combined part of area only)	£21.27	£21.27	£21.00
	Note 1: Where a combined fee is payable, that fee must be split between the areas. A total combined fee is not payable in each area.			
	Note 2: Where a single election is payable from this fee scale in combination with an election paid by central government, the combination element will only be paid by this local fee scale if there is no payment for combination in the government fee scale.			
	Note 3: Where more than two elections are combined from this fee scale, the following payment will be made per 500 electors or part thereof for each extra election. This is only applicable in the areas in which those elections apply.	£5.65	£5.65	£6.00
	(c) Uncontested Election *	£26.67	£26.67	£27.00
	* Fee applicable at by-elections for County / Borough or Parish Councillors or, at Ordinary Elections, when the election of Borough Councillors is contested but the election for the Parish or Parish Ward is uncontested.			
2	In each contested electoral area, for services in connection with the despatch and receipt of postal ballot papers			
	For first 100 postal voters	£7.26	£7.26	£8.00
	For each additional 75 postal voters or fraction thereof	£5.88	£5.88	£6.00
3	In each contested electoral area, for services in connection with the preparation and issue of Official Poll Cards (all types - Poll/Postal Poll/Proxy Poll/ Proxy Postal Poll)			
	First 2000 poll cards	£20.13	£20.13	£20.00

	For every additional 250 poll cards, or fraction thereof			£1.37	£1.37	£1.00
4:	<b>NOTE: At a contested by-election the total fee payable to the Returning Officer must be at least equal to the sum of the Presiding Officer and Count Assistant fees stated at B1(a) and B4(a)(i) respectively and the amount opposite</b>			£89.54	£89.54	£90.00
5:	Max fee for training Presiding Officers and Poll Clerks per session (min 25 people at ordinary election. One session only at by-election if training deemed necessary). This fee to be distributed direct to the Trainer(s).			£162.00	£162.00	£162.00
<b>Part B -</b>	<b>Expenses of Returning Officer or County DRO for which maximum amounts are specified</b>					
In no case shall a charge exceed the sum actually and necessarily payable or paid by the Returning Officer or County Deputy Returning Officer. Subject thereto the MAXIMUM charges shall be as follows:						
1:	For the Presiding Officer at each Polling Station					
	(i) (a) at separate Borough or Parish Polls (including payment for use of mobile phone)			£199.00	£199.00	£217.00
	(i) (b) at combined Borough / Parish Polls (including payment for use of mobile phone)			£244.41	£244.41	£255.00
	(i) (c) for each extra election above a combined election			£30.60	£30.60	£30.00
	(ii) Where at a polling place there is more than one polling station, the maximum recoverable amount in respect of one only of the presiding officers at the polling station at such a polling place is increased by			£9.10	£9.10	£20.00
	<b>NB Where a polling station is situated within the boundary of a District or Borough Council which adjoins a London Borough the fees in B1 (a) &amp; (b) are increased by</b>			£39.79	£39.79	£40.00
	<b>Max fee per session for training of Presiding Officers as necessary</b>			£43.19	£43.19	£43.00
2:	For each Poll Clerk at each Polling Station					
	(a) at separate Borough or Parish Polls (including payment for use of mobile phone)			£119.44	£119.44	£125.00
	(b) at combined Borough / Parish Polls (including payment for use of mobile phone)			£147.86	£147.86	£150.00
	(c) for each extra election above a combined election depending on local circumstances and as the Returning Officer thinks fit			£15.30	£15.30	£15.00
	Part time Poll Clerk					Will be calculated on hourly rate
	<b>NB Where a polling station is situated within the boundary of a District or Borough Council which adjoins a London Borough the fees in B2 (a) &amp; (b) are increased by</b>			£39.79	£39.79	£40.00
	<b>Max fee per session for training of Poll Clerks as necessary</b>			£43.19	£43.19	£43.00

	<b>3:</b>	For the remuneration of persons employed in the despatch and receipt of postal ballot papers. ( <b>NB.</b> See C3 below. If external contractors are used to prepare/despatch ballot paper packs then the total fee is actual costs.)				
		For each 100 postal ballot papers, or fraction thereof in each electoral area of the County / Borough / Parish		£73.33	£73.33	£75.00
	<b>4:</b>	For the remuneration for persons employed in connection with the count				
		(a) Counting Assistants				
		(i) For the first two hours or part thereof		£51.16	£51.16	£52.00
		(ii) For each additional hour or part thereof		£11.37	£11.37	£14.00
		(b) Count Supervisors				
		(i) For the first two hours or part thereof		£73.90	£73.90	£75.00
		(ii) For each additional hour or part thereof		£23.88	£23.88	£24.00
		( c ) Senior Count Supervisors				
		(i) For the first two hours or part thereof				£90.00
		(ii) For each additional hour or part thereof				£30.00
	<b>5:</b>	For all Clerical and other assistance employed by the RO or DRO				
		<b>For each Electoral Division, Ward or Parish Ward</b>				
		(a) Contested Elections: * County/Borough Councillors and Parish Councillors				
		(i) Separate Polls				
		First 500 electorate		£34.52	£34.52	£35.00
		For every additional 500 electorate, or part thereof		£17.20	£17.20	£17.00
		(ii) Combined Polls (County/Borough & Parish)				
		First 500 electorate (in combined part of area only)		£46.02	£46.02	£46.00
		For every additional 500 electorate, or part thereof (in combined part of area only)		£22.75	£22.75	£22.00
		Note: Where a combined clerical fee is payable, that fee must be split between the areas. A total combined fee is not payable in each area.				
		(b) Uncontested Elections * :		£27.61	£27.61	£28.00

	* Fee applicable at by-elections for County / Borough or Parish Councillors or, at Ordinary Elections, when the election of Borough Councillors is contested but the election for the Parish or Parish Ward is uncontested. The Fee is also applicable at Ordinary Elections where the Parish or Parish Ward is contested but the Borough Ward is uncontested.					
	6: Preparation and issue of poll cards (all types - Poll/Postal Poll/Proxy Poll/ Proxy Postal Poll) For every 100 cards or fraction thereof			£2.15	£2.15	£2.00
	<b>Part C - Expenses of Returning Officer for which NO maximum amounts are specified</b>					
	1: For travelling and overnight subsistence expenses of: (a) the Returning Officer (b) the Deputy Returning Officer(s) (c) any Presiding Officer or Poll Clerk (d) any clerical or other assistants employed by the Returning Officer					
Page 18	2: Expenses in printing or otherwise producing the ballot papers					Actual costs
	3: Expenses in printing or otherwise producing the postal ballot ballot paper packs by external contractors. (NB See B3 above. If external contractors are used to prepare/despatch ballot paper packs then the total actual costs apply).					Actual costs
	4: Expenses in printing or otherwise producing the official poll cards (all types - Poll/Postal Poll/Proxy Poll/ Proxy Postal Poll) and in delivering them to voters, excluding the expenses referred to in paragraph 6 of Part B above.					Actual costs
	5: Expenses in printing or otherwise producing and, where appropriate, publishing notices and other documents required by the Representation of the People Acts.					
	6: Expenses in renting, heating, lighting and cleaning any building or room for the purpose of the election.					Actual costs
	7: Expenses in adapting any building or room and in restoring it to a fit condition for its normal use					Actual costs
	8: Expenses in the provision of voting compartments and any other furniture necessary for polling stations. Prior agreement to be sought from paying authority.					
	9: Expenses in the provision of ballot boxes and instruments to stamp on the ballot papers the official mark and also the provision of devices to record the signatures relating to the issue of ballot papers. Prior agreement to be sought from paying authority.					

10	Expenses in the conveyance to and from the polling stations of: (a) the ballot boxes and ballot papers, and (b) the voting compartments, any other furniture necessary for polling stations and the instruments to stamp on the ballot papers the official mark or any other equipment required in the administration of the election.				Actual costs
11	Expenses in the provision of stationery and writing implements and in postages, including postal ballot paper postages (but excluding official poll cards - see paragraph 4 of Part C above) telephone, bank charges and other miscellaneous items.				Actual costs
12	Expenses in connection with the provision of security measures				Actual costs
13	Expenses in connection with the employer's portion of superannuation contributions for the Returning Officer, Deputy Returning Officer(s), etc.				
14	Expenses in the provision of equipment and software for the checking of personal identifiers on the postal voting statements. Prior agreement to be sought from paying authority.				
15	Reimbursement of up to 50% of the costs of any elections management software licence charge in the year in which local elections are held. Further scaled down to a proportionate amount if a by-election held.				
	<b>For maximum levels of expenditure for certain duties under Part C above - see Annex 1 attached.</b>				
<b>ANNEX 1</b>					
<b>Maximum Levels of Expenditure under Part C of Scale of Fees and Charges for County / District / Borough / Parish Elections within Surrey</b>					
<b>Head</b>	<b>Duty</b>				
C1(c)	Presiding Officer Travel - Fixed w	£14.11	£14.11		£25.00
C1(c)	Poll Clerk Travel - Fixed w	£8.45	£8.45		£10.00
	<i>Mileage rates applicable in rural areas where fixed travel is not appropriate</i>	£0.48	£0.48		£0.48
C1(d)	Fixed Travel of staff to transport boxes at the Count ( if not delivered by Presiding Officer)	£21.15	£21.15		£21.00
C1(d)	Count staff travel - fixed w	£9.10	£9.10		£10.00
C2	Checking Ballot Papers - per 10,000 ballot papers or part thereof ww	£17.91	£17.91		£18.00
C4	Poll Cards (all types - Poll/Postal Poll/Proxy Poll/ Proxy Postal Poll) - Hand delivery	£0.19	£0.19		£0.19
C7	Polling Station Inspectors - maximum payable per person 1 w	£262.10	£262.10		£300.00
C8	Preparation of Ballot Boxes & stamping instruments (each polling station)	£7.16	£7.16		£8.00
C8	Preparation of Stamping Instruments used at postal vote issue	£1.76	£1.76		£2.00
C10	Transport of Postal Votes to Count - 2 per District / Borough 1 w	£84.64	£84.64		£88.00
C10	Staff to transport boxes at Count - per District / Borough 1 ww	£634.79	£634.79		£638.00
C10	Remove bundles of counted votes - 3 per District / Borough 1 w	£141.07	£141.07		£144.00



## **PLANNED MAINTENANCE PROGRAMME 2019-20**

<b>Head of Service/Contact:</b>	Mark Shephard, Head of Property and Regeneration
<b>Urgent Decision?(yes/no)</b>	
<b>If yes, reason urgent decision required:</b>	No
<b>Annexes/Appendices (attached):</b>	Annex 1 – 2019-20 Planned Maintenance programme Annex 2 – 2018-19 Mid-year planned maintenance update
<b>Other available papers (not attached):</b>	

### **Report summary**

The report presents the 2019-20 planned maintenance programme to Committee for approval.

The report also provides a progress update on the 2018/19 planned maintenance programme and requests approval to carry forward, to 2019/20, specific works and unspent budget from 2018/19.

### **Recommendations:**

#### **The Committee is asked:**

- (1) To approve the 2019/20 planned maintenance programme at an estimated cost of £280,000.**
- (2) To approve the carry forward of the underspend on 2018/19's programme, for use as funding towards the proposed 2019/20 programme and outstanding Legionella remedial works.**
- (3) To authorise officers to make changes within the programme up to but not exceeding £10,000.**

**1 Implications for the Council's Key Priorities, Service Plans and Sustainable Community Strategy**

- 1.1 Ensuring assets are protected and enhanced supports the delivery of the councils key priorities, including managing our resources.
- 1.2 The programme supports a number of specific key priorities including measures to enhance sustainability and combat the impact of climate change.

**2 Background**

- 2.1 At Strategy and Resources Committee on 27<sup>th</sup> November 2018 the revised planned maintenance programme was updated and additional expenditure of £41,500 to be funded from the property maintenance reserve was approved.
- 2.2 The approved 2018/19 maintenance programme is set out in Annex 2 and officers are progressing well with proposed works.
- 2.3 Due to the tendering process and getting best value from suppliers some schemes have been delivered under budget, in particular the following;
- 2.4 The Horton Country Park relay of water mains cost was £15,000 compared to a budget allocation of £26,000. This has been achieved by smarter working using a new system to lay pipework. The works have commenced on site and are due for completion by end of March 2019.
- 2.5 Community and Wellbeing Centre external decorations order placed for £7k, works are awaiting good weather to commence with a saving of £3k.
- 2.6 Walls and fences - fewer inspections have been carried out due to the extensive works programme resulting in an unspent budget saving of £18k.
- 2.7 Bridges in Hogsmill have been replaced and repaired for £10k, with a saving of 5k.
- 2.8 Legionella works, proposed in the action plan following water risk assessments, are currently being priced up by various contractors, therefore no spend is anticipated against a £20k budget until end March/April. When prices are received additional funds may be requested.
- 2.9 Other minor schemes have produced savings through competitive pricing, bringing the total forecast underspend on the 2018/19 programme to £70k.

- 2.10 A further £30k budget – for Clocktower brick and stonework repairs – will remain unspent, as the scheme has been deferred with more extensive works required, beyond the existing budget. A new specification is being prepared for full costings to be tendered. A new budget will be requested as necessary within the Capital programme for next year.
- 2.11 The Town Hall internal lighting management upgrade order has been raised, with works planned to commence in March.
- 2.12 It is anticipated that 2018-19 programme will now be delivered at a total estimated cost of £222,000, delivering an under spend of circa £70,000 plus the £30,000 removed for the Clocktower scheme against the current approved budget of £321,500.
- 2.13 The planned maintenance budget is set at £210,000 each year, with variations to the budget subject to Committee approval.
- 2.14 The £210,000 budget consists of £175,000 maintenance base budget, £30,000 regulatory works base budget, and £5,000 watercourses base budget.

### **3 Proposals**

- 3.1 The proposed works for 2019-20 are set out at Annex 3. Committee are asked to approve these proposed works for 2019-20 at an estimated cost of £280,000.
- 3.2 This is £70,000 above the total £210,000 planned maintenance budget and it is proposed to fund the shortfall from 2018/19's projected £70,000 underspend and £30,000 removed for Clocktower scheme.
- 3.3 In addition to the works outlined at Annex 3, authority is requested to carry over funds from 2018/19 to complete only one outstanding item of work from the 2018-19 programme, namely:
  - 3.3.1 Legionella risk assessments and urgent remedial works at £20,000.
- 3.4 Approval is also sought to allow officers authority to make changes within the programme up to but not exceeding £10,000, in order to cover variances that arise when obtaining quotes that may be higher or lower than proposed budget.

### **4 Financial and Manpower Implications**

- 4.1 Financial implications are set-out within the proposals above.
- 4.2 It is anticipated that the proposed works for 2019/20 can be undertaken without causing a breach of the Council's 5% VAT partial exemption limit. Quarterly forecast calculations will be produced to monitor the ongoing taxation position throughout the year.

4.3 It should be noted that the 2018/19 Capital and Revenue programme of works were challenging and as such some projects will be carried forward into next year. The new facilities maintenance contracts are currently being implemented, as is the Legionella Action Plan, which is all consuming much officer time and resource. Notwithstanding, the Projects Team has always delivered, and expects to manage the proposed 2019/20 planned maintenance programme, albeit with resources stretched thinly.

4.4 **Chief Finance Officer's comments:** *The planned maintenance budget for 2019/20 stands at £210,000. The proposed 2019/20 maintenance programme, at an estimated cost of £280,000, is £70,000 higher than the budget, however, this shortfall can be funded from the underspend carried forward from 2018/19's programme.*

## 5 Legal Implications (including implications for matters relating to equality)

5.1 There are no specific legal implications arising from the contents of this report.

5.2 **Monitoring Officer's comments:** *none arising from the contents of this report.*

## 6 Sustainability Policy and Community Safety Implications

6.1 The scope of works within the planned maintenance programme for 2019/20 contribute to the achievement of council's objectives for sustainability.

## 7 Partnerships

7.1 There are no current partnership arrangements within the planned maintenance budget.

## 8 Risk Assessment

8.1 The risks associated with the completion of the programme are judged to be manageable.

## 9 Conclusion and Recommendations

9.1 Committee is asked to:

- Approve the 2019/20 planned maintenance programme at an estimated cost of £280,000.
- Approve carry forward of the underspend on 2018/19's programme, for use as funding towards the proposed 2019/20 programme and outstanding Legionella remedial works.

- Authorise officers to make changes within the programme up to but not exceeding £10,000.

**Ward(s) affected:** (All Wards);

This page is intentionally left blank

## Planned Maintenance update

Location	Work items	Original Budget (£000's)	Description	Update	Progress	Updated budget at Q2	Latest Forecat (£000,s)
Town Hall	The existing BMS software is out of date as uses Java which is no longer supported. These are essential works to heating controls with provision of new software for Building Management System, including new graphics and updates	13	New operating system is required before total system failure occurs. The current system allows control to the Town Hall and Bourne Hall.	Additional costs to connect Playhouse and Ewell Court house to Main BMS system and defective controller to replace at Bourne Hall	Works are in progress, software installed to EEBC servers	15.5	15.5
Town Hall	External lights to be changed at side of building	2	Existing lights old and breaking, new LED's to be installed	The time clocks were defective and required replacement	Works completed	3	3
Town Hall	Replacement of 20 year old radiators	10	Leaking and rusty radiators require replacement throughout the Town Hall	As programme of works commenced some radiators were sent undersized by the manufacturer, these were used in other locations. New special order radiators now required to a specific size for specific locations	Additional works to replace odd sized radiators in specific locations	21	21
Community and Wellbeing Centre	Control panel in boiler room over 15 years old and requires replacement	15	This project can be removed for this year as may form part of a larger project in the future	Remove from this years programme		0	0
Community and Wellbeing Centre	Specialist bath requires replacing as over 10 years old	15	Parts no longer available, require bath to continue providing service for elderly	Works carried out in July, pump no longer required.	Works completed under budget	9	

Community and Wellbeing Centre	Kitchen Refurbishment	15	Poor condition general wear and tear, high volume useage	No increase from original budget	Estimates received, works order placed, awaiting pre-start meeting	15	16
West Park Cottages	Damp proofing works, plastering and redecorations	5	Asbestos discovered removal works planned for November	No increase expected from original budget	Works to be completed by end of November 2018	5	4
Hogsmill	Replace defective wooden bridge, carry out repairs to other bridges	15	Proposed works include replacement bridge on Hogsmill and repairs to bridge at Ewell Court House	Awaiting estimates	Complete by April 2019	15	10
Hard surfaces	Health and safety repairs to hard surfaces	30	Resurfacing to potholes trip hazzards and defective surfaces	Works carried out toewell court house paths and parks paths	Completed	30	31
Walls and fences	Health and Safety repairs to walls and fences	20	Emergency works to walls and fences	Fencing to stoneleigh parade car park complete.	more works to be carried out in other areas	20	2
Community and Wellbeing Centre	External decorations to gutters, fascia's, downpipes ,metal doors etc.	10	Over 10 years since last decorated	Specification and quotation yet to be sort	Complete by April 2019	10	7
Various(to all buildings)	Legionella risk assessments required to all buildings	5	Legislative works required to be carried out or updated yearly.	Surveys received, analysis underway	Complete by November 2018	10.5	10.5
Cemetery	Repairs to internal roadways	10	Resurfacing defective areas	Specification and quotation yet to be sort	Complete by April 2019	10	10
Clocktower	Brickwork & stonework repairs & external decorations, roof coverings	30	General repairs to external envelope	Out for planning permission, due back 6th November 2018, in process of going out to tender	Due to weather this project may not commence until April 2019	30	1
<b>Sub-total</b>		<b>195</b>				<b>194</b>	<b>141</b>

New works								
Horton Country park	Serious water leak to cluster of buildings		Estimated we are losing £300/week with loss of water			26	15.5	
Town Hall	The Town Hall internal lighting management system upgrade and repairs		The existing system and software is out of date, requires upgrading. Repairs and alterations to ensure lights are not on constantly			7	3	
Various sites	Legionella works		Works to remove dead legs and health and safety issues raised in reports			20	5	
<b>Sub-total</b>		<b>195</b>			<b>Sub-total</b>	<b>247</b>	<b>164.5</b>	
<table border="1" style="margin-left: auto;"> <tr> <td style="width: 100px; height: 20px;"></td> </tr> </table>								

Regulatory Works							
Location	Proposed works	Budget (£000's)	Description	Update	Progress	Updated budget at Q2 (£000's)	Latest Forecat (£000,s)
Asbestos	Surveys, inspections, labelling, removal & encapsulation	10	Legislative must be carried out annually	Reinspections to go out for prices in November 2018	Complete by April 2019	7	3
Fire risk assessments	Repairs and upgrades following Inspections	10	Legislative must be carried out annually	in progress	Complete by April 2019	7.5	7
Remedial Electrical Works	Condition inspections and remedial works	40	Legislative must be carried out every 5 years	Majority of works carried out for this year, Longmead remedials yet to be ordered	Complete by April 2019	35	32
Energy efficiency	Replacement meters, repairs and upgrades to reduce carbon foot print	10	Monitoring via meters helps determine high usage and issues with plant	In progress	Complete by April 2019	10	4
Water efficiency	Replacement meters, repairs and upgrades to reduce usage and repair leaks	10	Monitoring highlights leakages and high usage	In progress	Complete by April 2019	10	6
Water courses	Emergency clearances of streams and waterways	5	These works prevent flooding an ensure free flowing waterways	Spend will be used on clearance works to great pond	Complete by April 2019	5	5
	Sub-Total	85			Sub-total	74.5	57

Total existing budget	280
-----------------------	-----

Total forecast spend (subject to approval)	321.5	221.5
--	-------	-------

## PLANNED MAINTENANCE PROGRAMME 2019-20

Location	Proposed Works	£000's	Comment/Justification
Various locations: Ewell Court house Bourne Hall Playhouse	Works to rectify issues raised under pressure vessel regulations 2000	30	Following comprehensive surveys a schedule of repairs and alterations is required to existing pressurised heating systems, changing expansion vessels, RPZ valves, non-return valves, and dosing of heating systems.
Ewell Court House	Provision of heater batteries to kitchen ventilation system to temper air in winter months	20	Complaints from hirers too cold in winter when temperature drops as free air being brought in to kitchen at outside temperatures
Town Hall	Replacement of 20 year old radiators Phase 3	20	Leaking and rusty radiators require replacement throughout the Town Hall
Bourne Hall	Instruct consultant to carry out design proposals for replacing boiler plant and air handling plant and upgrading heating system to the perimeter of the building	20	The heating system is inefficient struggles to maintain required temperatures, boilers are 10 years old but air handling plant in excess of 30 years old
Community and Wellbeing Centre	Health and Safety work removing pipework old light fittings and provision of handrails from high level.	20	Area above offices is used for storage but pipes, lights and other fittings are in the way, which creates hazards, removal will give more free space and be more user friendly.
Ewell court House	Replace defective wooden bridge	20	Replace rotten timber bridge over pipeline currently closed as dangerous
Hard surfaces	Health & Safety repairs to hard surfaces	30	Resurfacing, pot holes trip hazards and defective surfaces
Walls and fences	Emergency repairs to walls and fences	20	Emergency works to walls and fences
Cemetery	Entrance gates are in need of repairs	20	Repairs and redecorations to ensure all gates are in smooth operation.
Bourne Hall stream	Instruct consultant to investigate leaks from bank and fix bank to prevent water loss	10	Complaints about escape of water from stream before upper mill, lack of water levels downstream, water escaping in 3 areas

Playhouse	Health and safety issue, roof requires safety railing to front elevation	10	Issues raised by contractors as unsafe working conditions, when maintaining plant on roof workmen could fall off.
<b>Regulatory works</b>			
Asbestos	Surveys, inspections, labelling, removal & encapsulation	5	Legislative must be carried out annually
Fire Risk Assessments	Repairs and upgrades following Inspections	10	Legislative must be carried out annually
Remedial Electrical works	Condition inspections and remedial works	20	Legislative must be carried out every 5 years
Energy efficiency	Replacement meters, repairs and upgrades to reduce carbon foot print	10	Monitoring via meters helps determine high usage and issues with plant
Water efficiency	Replacement meters, repairs and upgrades to reduce usage and repair leaks	10	Monitoring highlights leakages and high usage
Watercourses	Emergency clearances of streams and waterways	5	These works prevent flooding an ensure free flowing waterways
	<b>Total</b>	<b>280</b>	

Strategy & Resources Committee  
2 April 2019

**Venues Restructure**

Head of Service/Contact:	Mark Shephard, Head of Property and Regeneration
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	N/A
Annexes/Appendices (attached):	None
Other available papers (not attached):	

**Report summary**

This report seeks approval of one off costs to implement the recently approved restructure of Venues.

**Recommendations:**

That Committee;

- 1) Is notified of the continued forecast overspend for 2018/19 on Venues salaries of £122k (due to staff overtime payments and addressed by the restructure).
- 2) Agrees one off costs of the Venues restructure of up to £85k be funded from the Corporate Project Reserve, to return the service to operating within budget.

**1 Implications for the Council’s Key Priorities, Service Plans and Sustainable Community Strategy**

- 1.1 This proposal supports the Council’s four year Corporate Plan specifically focusing on two Key Priorities;
  - 1.1.1 “Supporting our Community” through the provision of cost effective local community services and,

## Strategy & Resources Committee 2 April 2019

- 1.1.2 “Managing our Resources” by optimising returns from property assets.

### **2 Background**

- 2.1 In November 2015 the Audit, Crime & Disorder and Scrutiny Committee agreed to undertake a service review of the following Venues:
  - 2.1.1 Epsom Playhouse
  - 2.1.2 Bourne Hall and Bourne Hall Museum
  - 2.1.3 Ewell Court House
  - 2.1.4 Hook Road Arena
- 2.2 A Scrutiny Task Group findings (in relation to Bourne Hall and Hook Road Arena), were presented and approved by the Audit, Crime & Disorder Scrutiny Committee on 11 October 2016. It was agreed that the Scrutiny Task Group would also consider the services provided by the Epsom Playhouse and Ewell Court House as subsequent phases of its work.
- 2.3 The Bourne Hall and Hook Road Arena Scrutiny Task Group findings were subsequently approved by Community & Wellbeing Committee on 8 November 2016.
- 2.4 Community & Wellbeing Committee approved the report of the Scrutiny Task Group’s findings on the Epsom Playhouse on 23 January 2018. This resulted in a Playhouse Theatre Action Plan being approved by Community & Wellbeing Committee on 9 October 2018.

### **3 Venues Restructure**

- 3.1 Consultation with staff for a proposed Venues restructure began on 24 September 2018.
- 3.2 The Venues regularly experience a lack of appropriate staffing resource, as current contracts and rotas do not reflect nor support the operational requirements of the Venues. This resulted in the Council incurring significant overtime costs outside of the budget in order to run the Venues. The impact of this is evidenced by the forecast overspend for 2018/19 on venues salaries of £122k.
- 3.3 The drivers behind the Venues restructuring proposals were to ensure the Venues worked in a way which met the demands of their operation. This required a business review of how the service needed to operate to be effective. By doing so, the issues around overspends based on overtime needs could then be addressed and managed.

## Strategy & Resources Committee 2 April 2019

- 3.4 The proposed Restructure is designed to ensure:
  - 3.4.1 More flexible roles in terms of responsibilities and hours and additional support for the onsite managers and teams; and
  - 3.4.2 An increase in the pool of available frontline staff for the buildings and a recognition that different types of work take place at different points in a working day / week.
- 3.5 The restructure has been designed to adopt a similar service model to what operates successfully in the wider events and venues sector. It proposes defined roles and working hours whereby staff are remunerated accordingly.
- 3.6 Staff training and support will become a focal point for change as the service will be encouraged to embrace a culture of enterprise and empowerment.
- 3.7 The restructure financially realigns the staff costs of the service. This is crucial to the long-term financial viability of the service as it allows a site's manager to adopt a long-term commercial focus i.e. genuinely compete with rivals on hire charges.
- 3.8 Efforts to encourage a more enterprising approach have already seen additional income generated above budget from the Venues in 2018/19. It is expected that once the restructure is fully implemented, the Venues will be able to develop further income generation opportunities.

### **4 Proposal**

- 4.1 To fully implement the restructure proposals, there is a one off cost for managing change of up to £85k. The restructure will enable the service to:
  - 4.1.1 Remove dependency on staff overtime.
  - 4.1.2 Rebalance its staff costs in-line with the budget.
  - 4.1.3 Promote an enterprising culture and enhanced staff development.
  - 4.1.4 Reach new customers and pursue income generation opportunities.
- 4.2 The proposed changes will ensure that the current overspend on overtime for venues (c£122k for 2018/19) will be addressed and the service be delivered within the approved staffing budget for 2019/20.

## Strategy & Resources Committee 2 April 2019

- 4.3 Progress is already being made in achieving additional income and it is expected that once the changes are implemented the service will be able to realise further growth in income. This will be monitored and reviewed as part of the budget process for 2020/21.

### **5 Financial and Manpower Implications**

- 5.1 It is proposed that the one off restructure costs of up to £85k be met from the Corporate Project Reserve.
- 5.2 **Chief Finance Officer's comments:** Following the Council's withdrawal from the Ebbisham Centre, a restructure of the remaining Venues is required to re-align staff resources with operational requirements. The restructure is also necessary to ensure venues services are delivered within the agreed budget going forward.
- 5.3 *At 31/03/2019, the Corporate Project Reserve is projected to hold an unallocated balance of £2,586,470.*

### **6 Legal Implications (including implications for matters relating to equality)**

- 6.1 None arising from the contents of this report.
- 6.2 **Monitoring Officer's comments:** none arising from the contents of this report.

### **7 Sustainability Policy and Community Safety Implications**

- 7.1 None for the purposes of this report.

### **8 Partnerships**

- 8.1 Not applicable.

### **9 Risk Assessment**

- 9.1 The restructure rebalances the Venues service and places it on a financial footing to operate successfully in a competitive environment.
- 9.2 The risk to the Council of retaining the existing structure will be a continued reliance on overtime costs.
- 9.3 The existing structure provides limited opportunity for developing a business which can operate in a competitive environments. In the long term, increasing revenue and decreasing costs of provision will safeguard the service the venues provide.

### **10 Conclusion and Recommendations**

- 10.1 The restructure will enable the service to:

Strategy & Resources Committee  
2 April 2019

- 10.1.1 Remove dependency on staff overtime.
  - 10.1.2 Rebalance its staff costs in-line with the budget.
  - 10.1.3 Promote a more enterprising culture and enhanced staff development.
  - 10.1.4 Reach new customers and pursue new income generation opportunities.
- 10.2 It is recommended that Committee approves the one off restructure costs of up to £85k to be funded from the Corporate Project Reserve.

**Ward(s) affected: All**

This page is intentionally left blank

## **CORPORATE PLAN: KEY PRIORITY TARGETS FOR 2019 TO 2020**

<b>Head of Service/Contact:</b>	Gillian McTaggart, Head of Policy, Performance & Governance
<b>Urgent Decision?(yes/no)</b>	No
<b>If yes, reason urgent decision required:</b>	
<b>Annexes/Appendices (attached):</b>	<b>Annex 1</b> - Key Priority Targets 2019 to 2020
<b>Other available papers (not attached):</b>	Corporate Plan 2016 to 2020 Key Priority Targets 2018 to 2019

### **Report summary**

To seek approval of the Committee's Key Priority Targets for 2019 to 2020.

### **Recommendation (s)**

- (1) That the Committee agrees its Key Priority Targets for 2019 to 2020 as set out at Annex 1.**

## **1 Implications for the Council's Key Priorities, Service Plans and Sustainable Community Strategy**

- 1.1 This report addresses year four of the Corporate Plan 2016 to 2020.

## **2 Background**

- 2.1 The Council has a four-year Corporate Plan for the period 2016 to 2020.
- 2.2 Each year a number of Key Priority Targets are agreed by each of the four policy committees. These targets sit under the four Key Priorities of the Corporate Plan:
- 2.2.1 Keeping our Borough Clean and Green
  - 2.2.2 Supporting our Community
  - 2.2.3 Managing our Resources
  - 2.2.4 Supporting Businesses and our Local Economy.

- 2.3 The Key Priority Targets provide focus for delivery and a means by which we can measure whether the Council has delivered on what it has set out to achieve.
- 2.4 Progress made against the targets is measured across the year and is reported to members. The Audit, Crime & Disorder and Scrutiny Committee receive regular progress update reports on the target delivery.
- 2.5 During 2019/20 work will commence on the new Corporate Plan for 2021 to 2025.

### **3 Key Priority Targets 2019 to 2020**

- 3.1 Work towards achieving the 2019/20 targets will commence on 1 April 2019. Year three of the Corporate Plan is presently coming to an end. It is anticipated that end of year progress will be reported to members towards the end of April 2019.
- 3.2 There are 23 targets for this Committee in 2019/20, these have been set out at **Annex 1**. The majority of targets follow on from the work of the Committee undertaken in 2018/19; the four statistical targets of 2018/19 have been replicated for 2019/20.

### **4 Proposals**

- 4.1 It is proposed that the Committee agree its Key Priority Targets for 2019 to 2020 set out at **Annex 1**.

### **5 Financial and Manpower Implications**

- 5.1 The Key Priority Targets for 2019/20 have been developed in line with the 2019/20 budgetary process.
- 5.2 **Chief Finance Officer's comments:** None for the purposes of this report.

### **6 Legal Implications (including implications for matters relating to equality)**

- 6.1 No implications for the purpose of this report.
- 6.2 **Monitoring Officer's comments: none arising from the contents of this report.**

### **7 Sustainability Policy and Community Safety Implications**

- 7.1 None for the purposes of this report.

### **8 Partnerships**

- 8.1 None for the purposes of this report

### **9 Risk Assessment**

- 9.1 Failure to agree targets for year four of the Corporate Plan will increase the risk that the Council will not complete what it has set out to achieve.
- 9.2 Risks associated with each target will need to be considered and managed by lead officers in order to facilitate successful completion.

**10 Conclusion and Recommendations**

- 10.1 The Committee is requested to approve its Key Priority Targets for 2019/20.

**Ward(s) affected:** (All Wards);

This page is intentionally left blank

## Strategy & Resources Committee Draft Key Priority Targets 2019 to 2020

Key Priority	Targets for 2019/20	Targets to be achieved by	Responsible officer
<b>Keeping our borough clean and green</b>	<ul style="list-style-type: none"> <li>Report on options for Stones Road Allotment</li> </ul>	July 2019	Mark Shephard Head of Property & Regeneration
<b>Supporting our community</b>	<ul style="list-style-type: none"> <li>Report to S&amp;R on a permanent scheme for the allocation of CIL 15% (Community Infrastructure Levy)</li> </ul>	April 2019	Gillian McTaggart Head of Policy, Performance and Governance
	<ul style="list-style-type: none"> <li>Publish the draft Vision for consultation</li> </ul>	September 2019	Damian Roberts Chief Operating Officer
<b>Managing our resources</b>	<ul style="list-style-type: none"> <li>Produce a new 10 year Medium Term Financial Strategy with regard to the Fair Funding Review and report to Strategy &amp; Resources Committee</li> </ul>	February 2020	Lee Duffy Chief Finance Officer
<b>Managing our</b>			

## Strategy & Resources Committee Draft Key Priority Targets 2019 to 2020

Key Priority	Targets for 2019/20	Targets to be achieved by	Responsible officer
<b>resources</b>	<ul style="list-style-type: none"> <li>• Income Generation Plan                             <ul style="list-style-type: none"> <li>○ Deliver the agreed targets contained within year 2 of the Income Generation Plan (as agreed at S&amp;R on 17<sup>th</sup> of April 2018)</li> <li>○ Review progress against year 1 of the plan and report to S&amp;R Committee</li> </ul> </li> </ul>	February 2020	Lee Duffy Chief Finance Officer
	<ul style="list-style-type: none"> <li>• Refurbish the toilet facilities at Bourne Hall</li> </ul>	February 2020	Mark Shephard Head of Property & Regeneration
	<ul style="list-style-type: none"> <li>• Develop the programme for the new Corporate Plan 2021 to 2025</li> </ul>	July 2019	Gillian McTaggart Head of Policy, Performance and Governance
	<ul style="list-style-type: none"> <li>• Review the options for audio and visual arrangements for consideration by Members</li> </ul>	July 2019	Amardip Healy Chief Legal Officer
	<ul style="list-style-type: none"> <li>• Launch the new Members' Induction and training programme</li> </ul>	May 2019	Amardip Healy Chief Legal Officer
<b>Managing our</b>			

## Strategy & Resources Committee Draft Key Priority Targets 2019 to 2020

Key Priority	Targets for 2019/20	Targets to be achieved by	Responsible officer
<b>resources</b>	<ul style="list-style-type: none"> <li>Report and approve the new suite of Human Resource policies to S&amp;R Committee</li> </ul>	September 2019	Shona Mason Head of Human Resources & Organisation Development
	<ul style="list-style-type: none"> <li>Procure and install the new IT system for Operational Services to enable the replacement of the CRM system</li> </ul>	September 2019	Judith Doney Head of Digital and Service Transformation
	<ul style="list-style-type: none"> <li>Implement the Bring Your Own Device and mobile technology policy</li> </ul>	December 2019	
	<ul style="list-style-type: none"> <li>Produce a 10 year Asset Management Plan</li> </ul>	July 2019	Mark Shephard Head of Property & Regeneration
	<ul style="list-style-type: none"> <li>Implement the new Corporate Apprenticeship Scheme</li> </ul>	July 2019	Shona Mason Head of Human Resources & Organisation Development

## Strategy & Resources Committee Draft Key Priority Targets 2019 to 2020

Key Priority	Targets for 2019/20	Targets to be achieved by	Responsible officer
<b>Managing our resources</b>	<ul style="list-style-type: none"> <li>At least 99.0% of Business Rates to be collected</li> </ul>	March 2020	Judith Doney
	<ul style="list-style-type: none"> <li>At least 98.4% of Council Tax collected</li> </ul>	March 2020	Head of Digital and Service Transformation
	<ul style="list-style-type: none"> <li>Process new Housing Benefit claims within an average time of 28 days</li> </ul>	March 2020	Head of Digital and Service Transformation
	<ul style="list-style-type: none"> <li>Process Housing Benefit change of circumstances within an average time of 11 days</li> </ul>	March 2020	Head of Digital and Service Transformation
	<ul style="list-style-type: none"> <li>Report to S&amp;R an update on current and future commitments on the Residential Acquisition Fund</li> </ul>	January 2020	Rod Brown Head of Housing & Environmental Services
<b>Supporting businesses and our local economy</b>	<ul style="list-style-type: none"> <li>Report to S&amp;R on options on the future development of South Street premises for both residential and commercial units</li> </ul>	July 2019	Mark Shephard Head of Property & Regeneration
	<ul style="list-style-type: none"> <li>Introduce a new business newsletter to improve communications with local businesses</li> </ul>	June 2019	Shona Mason Head of Human Resources & Organisation Development

## Strategy & Resources Committee Draft Key Priority Targets 2019 to 2020

Key Priority	Targets for 2019/20	Targets to be achieved by	Responsible officer
<b>Supporting businesses and our local economy</b>	<ul style="list-style-type: none"> <li>• Support a Business Expo</li> </ul>	September 2019	Julia Owen
	<ul style="list-style-type: none"> <li>• Hold three business breakfasts and a dinner</li> </ul>	March 2020	External Economic Development Support, Place Development

This page is intentionally left blank

## **CORPORATE HEALTH, SAFETY AND WELFARE POLICY**

**Head of Service/Contact:**

Gillian McTaggart, Head of Policy,  
Performance & Governance

**Urgent Decision?(yes/no)**

No

**If yes, reason urgent decision  
required:**

**Annexes/Appendices (attached):**

**Annex 1** - Corporate Health, Safety & Welfare  
Policy

**Other available papers (not  
attached):**

### **Report summary**

This report summarises the Council's current arrangements for corporate health and safety outlining the new Corporate Health, Safety & Welfare Policy.

### **Recommendations:**

**That the Committee**

- (1) Approve the Corporate Health, Safety & Welfare Policy attached at Annex 1;**
- (2) Delegate authority to the Head of Policy, Performance and Governance to update the Policy to reflect regular changes to regulations, best practice and organisational structure.**

### **1 Implications for the Council's Key Priorities, Service Plans and Sustainable Community Strategy**

- 1.1 Health and Safety legislation underpins all key priorities. The Health & Safety at Work Act 1974 places a duty on the Council to protect the health, safety and welfare of all its employees whenever they work. This includes providing a safe work environment, suitable equipment, suitable instruction, information and training. It also places a duty on the Council to ensure that its work does not adversely impact the health and safety of others.

## **2 Background**

- 2.1 The Council has various legal duties under the Health & Safety at Work Act and its associated regulations. Failure to comply with these duties can lead to a breach of statutory policy or even prosecution.
- 2.2 The Corporate Health, Safety and Welfare Policy has been reviewed and updated by the new Corporate Health and Safety Group in consultation with the Leadership Team and the Staff Consultative Group. The Health & Safety Group has been established to review and improve existing health and safety practices. The Group is chaired by the Chief Operating Officer and includes officers from a wide range of areas across the Council. On establishing the Group it was agreed that that the Council's Health, Safety and Welfare Policy would be reviewed and updated.
- 2.3 The previous policy was approved in 2011.
- 2.4 The Health and Safety Group has an agreed work programme. As well as updating the corporate policy, it has reviewed the fire risks assessment, is monitoring relevant health and safety statistics and is reviewing and updating all other health and safety policies. The Group is also developing a Training Needs Assessment for all posts within the Council which will identify what risk assessments should be completed for each post.
- 2.5 The Chief Executive has overall responsibility for the implementation of our health, safety and welfare arrangements for all employees together with other persons who may be affected, and for ensuring that the Council is kept informed of its compliance with the relevant legislation and the effectiveness of our arrangements. The Chief Operating Officer has responsibility for operational performance of health and safety supported by the Head of Policy, Performance & Governance and the Corporate Health and Safety Officer.
- 2.6 Members also have clear responsibilities to ensure that health, safety and welfare implications of decisions are properly considered. Also, to ensure that suitable resources are made available to meet our obligations, to monitor and review the health and safety policy and take reasonable care for their own health and safety and those who may be affected by their actions.

## **3 Proposals**

- 3.1 That the Committee approve the new Health, Safety and Welfare Policy that has been updated to be more concise and understandable.
- 3.2 Although broadly similar in layout to the previous policy, the text has changed significantly. The new policy is shorter, but does still cover three main specified sections: General Policy Statement, Organisation for Health & Safety and Arrangements for Implementation.

- 3.3 The roles and responsibilities in place across the organisation have been stated separately in a new Appendix 1 making them more accessible and easier to understand. They will not need to be repeated in any of the subsidiary health and safety policies or guidance. The roles and responsibilities in the new updated policy differentiate clearly between those which are specific and those which are seen as supporting.
- 3.4 All subsidiary policies to the Health, Safety and Welfare Policy are listed in Appendix 2 of the policy. The subsidiary policies and accompanying guidance notes are in the process of being updated as part of a rolling programme. They will be placed into the new format providing both consistency and removing any duplication.
- 3.5 Once approved the new corporate policy will be communicated to staff and published on the intranet.

#### **4 Financial and Manpower Implications**

- 4.1 There are no specific financial or manpower implications for the approval of the policy although a budget of £15,000 was agreed to ensure that the recommendations from the Corporate Health & Safety Group can be implemented and training provided.
- 4.2 **Chief Finance Officer's comments:** None for the purposes of this report.

#### **5 Legal Implications (including implications for matters relating to equality)**

- 5.1 The Council as an employer must comply with the Health & Safety at Work Act 1974 and supporting regulations which includes Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
- 5.2 It is important to have up to date health, safety and welfare policies in place and to ensure their contents are disseminated to all staff.
- 5.3 **Monitoring Officer's comments:** None arising from the contents of this report.

#### **6 Sustainability Policy and Community Safety Implications**

- 6.1 None for the purposes of this report.

#### **7 Partnerships**

- 7.1 None for the purposes of this report.

#### **8 Risk Assessment**

- 8.1 The implications of failing to have a safe system of work can be significant. The new policy forms part of the planned approach to manage and mitigate risks. This will include, reviewing risks assessments, assessing training needs, updating supporting policies, guidance and risk assessments and monitoring performance.

## **9 Conclusion and Recommendations**

- 9.1 That the Committee approve the Corporate Health, Safety and Welfare Policy.
- 9.2 The Committee is also asked to delegate authority to the Head of Policy, Performance and Governance to agree annual or regular changes as dictated by changes to regulations or organisational structure. Although any major changes would require a full update to the Policy which would be reported back to the Committee.

**Ward(s) affected:** (All Wards);



DRAFT

## Health, Safety and Welfare Policy

Version number 1.0  
Date April 2019

**Tracking**

<b>Policy Title</b>	Health, Safety and Welfare Policy		
<b>LT sign off</b>	22 January 2019		
<b>Committee</b>	Strategy & Resources Committee	<b>Date approved</b>	
<b>Review due date</b>	Annually	<b>Review completed</b>	
<b>Service</b>	Policy, Performance & Governance		

**Revision History**

Revision Date	Revisor	Previous Version	Description of Revision

**Document Approvals**

Each revision requires the following approvals:

Sponsor Approval		Name	Date
Head of Policy, Performance & Governance			

# Contents

---

Contents.....	3
1. Purpose.....	4
2. General Policy Statement.....	5
3. Organisation for Health and Safety.....	6
4. Arrangements for Implementation.....	6
5. Consultation Arrangements.....	6
6. Monitoring.....	7
<b>APPENDIX 1.....</b>	<b>8</b>
<b>APPENDIX 2.....</b>	<b>13</b>

## 1. Purpose

In accordance with the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999, this document sets out the Council's Health, Safety and Welfare Policy.

DRAFT

## 2. General Policy Statement

Epsom and Ewell Borough Council is committed to providing and maintaining a healthy and safe working environment for all its employees, and in ensuring that its work does not adversely impact the health and safety of others affected by its activities such as customers, visitors and contractors.

In order to meet this commitment, the Council has agreed the following objectives:

- To comply, as a minimum, with the requirements of relevant legislation
- To establish, maintain and review health, safety and welfare arrangements to ensure they continue to be effective and appropriate, are compatible with relevant legislation and evolve in response to any incidents arising
- To identify, assess and control risks arising from our work activities
- To provide and maintain safe working environments, facilities and equipment.
- To ensure that employees are competent to do their tasks, providing training where necessary
- To define health and safety responsibilities of all employees
- To ensure competent advice is available to assist employees in meeting their responsibilities
- To keep employees informed of new health and safety legislation, revised policies and accompanying guidance notes
- To ensure that contractors are competent to manage the health and safety aspects of their work
- To investigate accidents, ill health, near misses and incidents, with the aim of preventing further occurrences
- To ensure adequate resources are available to implement this policy.
- To keep the Chief Executive and Lead Members informed on all significant health and safety matters

Signed:

Chief Executive

Signed:

Chairman of Strategy & Resources

### 3. Organisation for Health and Safety

The Council, as employer, has primary responsibility for the health, safety and welfare of the Council's employees and others affected by its work activities.

The Chief Executive, as Head of Paid Service, has responsibility for the implementation of appropriate health, safety and welfare measures at the Council, in accordance with the provisions of this policy. He/she is assisted in this role by the other members of the Leadership Team (Chief Operating Officer and Heads of Service).

Notwithstanding these specific responsibilities, health and safety is the responsibility of everyone within the Council. As such all employees are expected to be aware of their legal obligations. Details on the allocation of specific and support responsibilities across the organisation are set out at **Appendix 1**.

**If any employee has any concerns about unsafe working practices, shortcomings in safety procedures, potential hazards or other health and safety practices he/she should report these to their line manager or supervisor immediately or in their absence the Head of Service.**

### 4. Arrangements for Implementation

The Strategy and Resources Committee is responsible for approving and reviewing the Council's Health, Safety and Welfare Policy and for ensuring adequate resources are available to implement its provisions.

Implementation of the policy across the Council is led by the Leadership Team with support provided by the Corporate Health & Safety Group.

Subordinate health, safety and welfare policies and guidance, listed at **Appendix 2**, have been put in place to inform and guide all members and officers on meeting their health, safety and welfare responsibilities.

### 5. Consultation Arrangements

Employees or their representatives will be consulted regarding the arrangements to control significant risks and the actions required to comply with health and safety legislation.

Such consultation will be undertaken informally by managers and supervisors in the work place and formally via Heads of Service Team meetings (or other appropriate team meetings) where health and safety will be a standing agenda item and through input from the Staff Consultative Group and recognised Trade Union Representative(s).

## 6. Monitoring

An annual report on health, safety and welfare performance will be presented to the Leadership Team by the Corporate Health & Safety Group.

DRAFT

## Allocation of Specific Responsibilities

- Members:** Responsible for:
- Ensuring that the health, safety and welfare implications of decisions are properly considered
  - Ensuring suitable resources are made available to meet health and safety obligations.
  - Monitoring and reviewing the health and safety policy statement, health and safety practices, procedures and performance.
  - Taking reasonable care for their health and safety and that of other persons who may be affected by their acts or omissions.
- Chief Executive:**
- Overall responsibility for the implementation of health, safety and welfare arrangements for all employees when at work, together with other persons who may be affected by its activities.
  - Responsible for ensuring that Council is kept informed of its compliance with health & safety and other legislation and the effectiveness of resource provision to achieve compliance.
- Leadership Team:**
- Supporting the Chief Executive in meeting his/her health and safety responsibilities for the Council as a whole.
  - Providing strategic direction and endorsing corporate health and safety strategies
- Chief Operating Officer:**
- Nominated person responsible for the operational performance of health and safety at the Council.
  - Supported by the Head of Policy, Performance and Governance, the Business Assurance Manager and the Health & Safety Officer.
- Heads of Service:** Responsible for:
- Having an understanding of health and safety legislation and its application to services and activities.
  - Providing guidance and support to managers, supervisors and employees, enabling them to fully and properly implement their responsibilities for health and safety.
  - Ensuring adequate resources are included in budgets, business plans and staffing levels to provide safe places of work and safe systems of work.
  - Ensuring effective means of communication are established and that health and safety is included in all relevant meetings.

- Ensuring safety measures including risk assessments, instruction, training and supervision are provided to protect the health, safety and welfare of employees, service users, contractors and members of the public.
- Ensuring regular health and safety inspections are completed in all areas under their control.
- Ensuring any accident or incident involving an employee and/or member of the public is reported to the Health & Safety Officer as soon as possible after the event.
- Ensuring any suspicion of occupational disease or exposure to substances is recorded and fully investigated promptly by a competent person(s) and advice sought on treatment or employment restrictions.
- Actively promoting a positive health and safety culture throughout the Council.

**Managers, Line Managers and Supervisors:**

Managers are responsible for:

- Providing guidance and support to Line Managers, Supervisors and employees enabling them to fully and properly implement their responsibilities.
- Ensuring that effective means of communication relating to health and safety issues are established and that health and safety is included in all relevant meetings.
- Ensuring that effective safety measures including instruction, training and supervision are provided to protect the health, safety and welfare of employees, service users, contractors and members of the public.
- Ensuring that risk assessments are undertaken for all tasks in their business areas including any out of hours' services.
- Ensuring that regular health and safety inspections are completed in all areas under their control.
- Supporting the application of this policy and setting an effective, positive example to others by positive action and compliance with agreed procedures.
- Actively promoting a positive health and safety culture throughout their areas of responsibility.

Line Managers and Supervisors are responsible for:

- Ensuring that health and safety policies are understood and fully implemented within their areas of responsibility.
- Having an understanding of health and safety legislation relevant to their area of responsibility.
- Ensuring all relevant health, safety and welfare information about working safely, new legislation, codes of practice and guidance notes are acted upon.

- Instructing, training, supervising and monitoring employees to ensure they are working safely.
- Ensuring that risk assessments are undertaken and recorded for all tasks and activities in their departments, including out of hours' services and tasks that occur infrequently.
- Reviewing risk assessments when the work activity changes, when new equipment is used, when there are new processes or when work commences at a new location, and updating as appropriate. Risk assessments should be reviewed annually.
- Providing suitable personal protective equipment (PPE) that achieves compliance with Regulations, ensuring that employees know why it is required and how to put it on and take it off. Ensuring it is properly maintained, that there are suitable facilities for storing the PPE when not in use and that replacements are available for damaged or lost items.

**Employees:**

Responsible for:

- Taking reasonable care for their health and safety and that of other persons who may be affected by their acts or omissions.
- Following health and safety policies and guidance and not acting in a way which would endanger others.
- Knowing the evacuation procedures for the location at which they are working.
- Co-operating with the Council to provide and maintain places and systems of work which are, so far as reasonably practicable, safe and without risk to health.
- Familiarising themselves and complying with policies, guidance notes, risk assessments and any other instructions relating to their work.
- Following safe systems of work and control measures identified in risk assessments.
- Reporting unsafe working practices, shortcomings in safety procedures, potential hazards or other health and safety concerns to their line manager or supervisor.
- Using vehicles, equipment, materials or substances in accordance with information, instruction and training provided.
- Carrying out tasks and work in the prescribed manner. Following approved working procedures. Using correct tools and equipment for work, including any safety equipment and protective clothing provided.
- Using protective equipment as instructed, storing it so as to avoid damage, keeping it cleaned and maintained and reporting any loss or damage.

- Reporting accidents, incidents, near misses and occupational ill health to their Line Manager as soon as possible and co-operate with any investigation.
- Not interfering with, or misusing, anything provided to safeguard health and safety, not to remove or destroy it without any good reason.
- Keeping their work area clean and tidy.
- Informing Managers and Supervisors of any changes in work practices or of tasks that have not been assessed.

## Allocation of Support Responsibilities

### **Corporate Health and Safety Group:**

- To review the corporate health and safety risk register.
- To regularly review all Council health and safety policies to ensure they remain fit for purpose.
- To recommend the adoption of new health and safety policies to the Leadership Team.
- To monitor the implementation of all fire risk assessment actions and report progress to the Leadership Team.
- To review corporate health and safety training needs on a regular basis, and consider other safety training needs as appropriate.
- To report any significant health and safety matters to the Leadership Team including those relating to fire safety.
- To support the Leadership Team in meeting its strategic health and safety responsibilities.

### **Projects:**

- Providing advice and guidance across all departments in relation to the development of new works, the refurbishment and maintenance of existing buildings.
- Ensuring that suitable contracts are in place for maintaining buildings, plant, equipment and services.
- Providing specific advice and guidance on the management of asbestos, electrical safety and inspections, water related matters (including Legionella), fire risk assessments and other such areas.
- Ensuring incorporation of health and safety requirements as appropriate in policy and procedures.

### **Responsible Officers**

- Legislation relating to management of: fire safety, Legionella, asbestos, electricity, construction, design & management (CDM) and gas safety places a requirement on responsible officers for:
- Ensuring specific risk assessments are completed
  - Ensuring statutory testing and maintenance of buildings, plant, equipment and water quality
  - Commissioning surveys to identify presence, location and condition of asbestos

**Human Resources:**

- Incorporating health and safety requirements in Human Resources policies and procedures.
- Developing and delivering the corporate training plan.
- Advising on employee fitness for work, adjustments and restrictions for existing and potential employments. Obtaining medical advice to inform individual risk assessments and rehabilitation programmes to assist individuals to return to work.
- Arranging appropriate health surveillance.
- Arranging support via an Employee Assistance Programme (EAP) to all employees.

**Policy, Performance & Governance Team (PPG):**

- Providing advice and information.
- Promoting a positive health and safety culture to secure effective implementation of this policy
- Reporting to the Leadership Team to inform about accidents, incidents and near misses, trends and non-compliance with Regulations.

**Health & Safety Officer**

- To ensure the Health and Safety Policy is updated.
- To formulate and developing health and safety policies
- To ensure information from statutory enforcing bodies, safety organisations and others are forwarded throughout the organisation.
- To assist in the inspection of work areas paying attention to work practices and compliance with relevant health and safety legislation, Codes of Practice and HSE Guidance.
- To maintain records of accidents, incidents and ill health.

**Contractors:**

Contractors are required to:

- Co-operate and communicate with the Council on all relevant health and safety matters.
- Fully comply with all applicable statutory legislation and codes of practice ensuring the health and safety of their own employees as well as others on the site, the general public, tenants and the environment.
- Provide, when necessary, detailed written risk assessments and method statements for work that must include provision for and arrangements relating to health, safety and environmental matters.
- Ensure all plant, tools or equipment brought onto a site is safe, in good working condition, fitted with any necessary guards, safety devices and have certificates available for checking.

## APPENDIX 2

### Subsidiary Policies and Guidance

- Asbestos:**
- Asbestos management policy
- Chemicals:**
- Using Chemicals at Work Guidance Notes
  - Using Chemicals at Work Guidance Policy
- Construction:**
- Construction design and management (CDM) safety responsibilities and arrangements
- Dealing with animals:**
- Guidance note for dealing with animals
- Display screen equipment:**
- Display screen equipment information
  - Display screen equipment policy
  - Display screen equipment guidance
- Driving:**
- Work-related Road Safety Policy
  - Using a vehicle for work
- Electrical safety:**
- Electrical safety at work policy
  - Guidance notes Electrical safety at work
- Fee for Intervention:**
- Fee for Intervention
- Fire safety**
- Fire safety policy
- First aid:**
- First aid guidance notes
  - First aid policy
- Legionella**
- Legionella and water quality policy
  - Legionella and water quality guidance
- Lifting equipment (LOLER):**
- Safe use of lifting equipment policy
  - Safe use of lifting equipment guidance notes
- Lone working:**
- Lone working policy
- Manual handling:**
- Manual Handling policy
  - Manual Handling Guidance Notes

- New or expectant mothers:**
- New or expectant mothers
- Noise:**
- The control of noise at work policy
  - Guidance notes The control of noise at work
- Playgrounds:**
- Playground Risk Management Policy
- Reporting accidents:**
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations Policy
- Risk assessment:**
- Risk assessment policy
  - Risk assessment guidance notes
- Safety signs:**
- Safety signs and signals guidance notes
- Sharps:**
- Needlestick & sharps policy
- Skin:**
- Guidance notes for protecting & maintaining healthy skin
- Working at height:**
- Policy Working at Height
  - Using Leaning Ladders, Stepladders & Kickstools at Work Guidance Notes
- Work equipment:**
- Safe use of work equipment policy
  - Safe use of work equipment guidance notes
- Work related stress:**
- Work related stress management policy 2016
  - Guide to work related stress risk assessment
  - Occupational stress risk assessment information
- Personal Protective Equipment:**
- Personal Protective Equipment Policy
  - Personal Protective Equipment guidance
- Reporting accidents:**
- Investigating adverse events occurring at work guidance notes

## **SCHEME FOR THE ALLOCATION OF CIL 15% (COMMUNITY INFRASTRUCTURE LEVY)**

<b>Head of Service/Contact:</b>	Gillian McTaggart, Head of Policy, Performance & Governance
<b>Urgent Decision?(yes/no)</b>	No
<b>If yes, reason urgent decision required:</b>	
<b>Annexes/Appendices (attached):</b>	Annexe 1 - Guidance for CIL 15% Applications Annexe 2 – Criteria Matrix
<b>Other available papers (not attached):</b>	

### **Report summary**

This report provides an update on the pilot scheme for allocating the neighbourhood portion of the Community Infrastructure Levy of CIL 15% approved by this Committee in April 2018.

It also provides details of the permanent scheme to allocate funding for future community projects.

### **Recommendation:**

- (1) The Committee are asked to note the lessons learnt from implementing the pilot scheme and delivering those projects allocated funding;**
- (2) The Committee are asked to agree the permanent scheme for allocating the funds.**

## **1 Implications for the Council's Key Priorities, Service Plans and Sustainable Community Strategy**

- 1.1 The monies collected from the Community Infrastructure Levy (CIL) supports the delivery of strategic and community infrastructure across the Borough to support sustainable growth as set out in planning policies with benefits to the community.

## 2 Background

- 2.1 CIL is a tariff in the form of a standard charge for developments. It is based on floor space to reflect the size, type and location of a new development to help fund infrastructure. CIL replaces some of the previous S106 agreements however those will still exist to deal with the provision of affordable housing. The Council adopted a CIL charging policy on 1 July 2014. The Council have responsibility as both the charging and collecting authority for developments taking place in the Borough. The CIL regulations require us to allocate an element of the CIL to local projects for infrastructure.
- 2.2 The distribution of CIL funding is broken down as 80% infrastructure; 15% local neighbourhood spending and 5% administrative costs. The Council must spend the neighbourhood fund on infrastructure in the local area, in consultation with the local community. The neighbourhood portion of the levy can be spent on a broader range of projects than the rest of the levy. The Councils must use CIL money to support the development of the local council's area, by funding:
- (a) The provision, improvement, replacement, operation or maintenance of infrastructure; or
  - (b) Anything else that is concerned with addressing the demands that development places on an area.
- 2.3 Typically there are three broad categories of infrastructure:
- Social infrastructure: e.g. art and culture, sports halls, education, health, social care, emergency services, community centres, village halls;
  - Physical infrastructure: e.g. pavements, cycleways, flood defences, highways, transport links;
  - Green infrastructure: e.g. play areas, public open space, woodlands.

## 3 Review of 2018/19 Pilot Scheme

- 3.1 The Committee approved a pilot scheme for 2018/19 for allocating an element of the CIL 15% monies on 17th April 2018. The Committee agreed that £250,000 be allocated to delivering CIL community projects and £100,000 be allocated to the Borough Investment Fund to invest in high street improvements.

### **CIL15% Fund**

- 3.2 The pilot scheme was launched in May 2018. Bids for the £250,000 were restricted to Councillors.

- 3.3 The scheme was outlined in detailed guidance notes, requesting a detailed business case for each bid, quotes for the work and any restrictions to the projects that could be undertaken. Officers were not allowed to provide any resources to support bids.
- 3.4 A Members Panel consisting of Chairmen of Strategy & Resources and Community & Wellbeing and one other member of Strategy & Resources reviewed all the bids received. The Planning Policy Team were consulted on the proposed scheme and the bids received.
- 3.5 A total of 14 bids were received and 8 were agreed across 7 wards. Four of the projects are being delivered internally and four are being delivered through Surrey County Council.
- 3.6 A process to implement the CIL projects with Surrey County Council had to be agreed in order for them to agree to deliver the projects.
- 3.7 To date, two of the projects have been fully implemented and a number of the projects are in progress. Two of the projects being delivered by Surrey have been slower to be implemented and are likely to be reduced from the original bids. Work continues to implement the others and regular updates on the progress of each project have been provided.
- 3.8 In summary the lessons learnt from the pilot scheme include:
  - 3.8.1 Several of bids were not sufficiently developed. They lacked sufficient detail particularly in terms of the detailed business case and the quotes to outline the costs;
  - 3.8.2 Only two bids had the requested three quotes;
  - 3.8.3 Many of the bids would have benefited from greater detail on location of proposed work, requiring maps etc;
  - 3.8.4 Not all permissions or consents had been obtained as requested in the guidance;
  - 3.8.5 Ongoing revenue costs were not always factored in even although relatively small in some cases;
  - 3.8.6 There was no existing process or arrangement in place with Surrey County Council to commence the CIL projects. This delayed early progress of the four Surrey led projects;
  - 3.8.7 Officers were not to help with initial bids due to concerns about resources available. However Officers have been very supportive in implementing the projects. Some involvement at earlier stage would have been helpful in establishing risks to implementation and feasibility.

### **Borough Investment Fund**

- 3.9 The Borough Investment Fund has not proved popular. We have received four applications to date. Some additional marketing has been undertaken and we are awaiting the outcome of this.
- 3.10 Despite clear guidance that planning permission needs to be obtained separately, the applicants have not obtained planning permission in advance of submitting an application.
- 3.11 The first award is about to be made and we will continue to market the fund through various channels.

## **4 Proposals**

- 4.1 To improve the process for evaluating bids it is proposed that there is a two stage process for 2019/20. This will be similar to the process for the capital programme. The detailed guidance is attached in Annex 1. The process will be:
  - Stage 1 - bids will be assessed on a pass or fail basis with some additional questions. This will require basic information on the proposed project. Each initial bid will be assessed and needs to pass relevant sections. However there will be an ability to identify queries or areas that need further information. Council Officers cannot be requested to assist in the completion of application forms or business cases at Stage 1.
  - Stage 2 -will require more detailed business cases, with up to date quotes and relevant information such as location, photo's etc.
- 4.2 The Member Panel will evaluate bids at both stages with assistance from officers.
- 4.3 To improve viability and deliverability officers will be available to support bids at Stage 2. Those bids that proceed to the second stage will then need to be developed and must include all the information requested, such as three quotes where relevant, maps, photographs, confirmation of any permissions required, land owners consents and the on-going revenue costs.
- 4.3 The new scheme will be open to community groups however all bids must have the support of a Councillor.
- 4.4 Councillors can support bids across the Borough and can submit more than one bid.
- 4.5 It is intended that projects are delivered within the year that funding is allocated however the guidance recognizes that projects can take slightly longer to deliver or have unavoidable delays. Therefore it specifies that all monies are to be allocated within two years of being awarded or otherwise the Council can request their return.

- 4.6 The Criteria Matrix for assessing Stage 2 is attached in Annex 2 has been developed based on 2018/19 matrix. This will assess each bid on a basis of Accountability, Suitability, and Feasibility. The scorings will be taken into consideration when assessing the bids but the Panel will take into account the types of project and spread of bids across the Borough. It will also take into account the level of funding available.

**Proposed Timetable**

- 4.7 The proposed timetable for the 19/20 bids timetable is:

Submission of Stage 1 bids by 31<sup>st</sup> May 2019

Submission of Stage 2 bids by 31<sup>st</sup> July 2019

Proposed date of award by September 2019

- 4.8 A Members Briefing or training will be arranged for all members to support the process.

**5 Financial and Manpower Implications**

- 5.1 The Borough charges and collects CIL as stated in its Charging Policy.
- 5.2 As at 1<sup>st</sup> March 2019, the Council held £1.065 million of unallocated CIL funds. Of this unallocated balance, £534,000 relates to the 15% neighbourhood fund..
- 5.3 It is proposed that for 2019/20, £250,000 be allocated for the CIL 15% funding. Any unspent funds from the 2018/19 allocations will be clarified once projects are finished.
- 5.4 ***Chief Finance Officer's comments: Allocating £250,000 of CIL in 2019/20 will reduce the unallocated 15% neighbourhood fund balance from £534,000 to £284,000.***

**6 Legal Implications (including implications for matters relating to equality)**

- 6.1 The Localism Act (2011) and the CIL regulations set out how the levy must be spent and accounted for, how much can be retained for administration and the procedures for enforcement.
- 6.2 The Council are required to publish annually: the CIL receipts. The spend on any strategic funding, allocation to any neighbourhoods and the amounts allocated to cover administration costs.
- 6.3 ***Monitoring Officer's comments: none arising from the contents of this report.***

**7 Sustainability Policy and Community Safety Implications**

- 7.1 There are no specific implications but there may be community safety implications for specific bids.

**8 Partnerships**

- 8.1 The bids will be open to community groups although these must be supported by the relevant ward councillor

**9 Risk Assessment**

- 9.1 An agreed mechanism for allocating the CIL 15% will ensure that there is adequate governance in place and that monies can be allocated fairly and transparently for the greatest benefit on community infrastructure projects. This will also ensure there is a monitoring process in place to track progress and monitor what is spent.

**10 Conclusion and Recommendations**

- 10.1 The pilot scheme will deliver a number of enhancements to the community infrastructure.
- 10.2 The Committee are asked to note the outcome of the pilot scheme to allocate the CIL 15% to community projects in 2018/19.
- 10.3 The Committee are asked to agree a permanent scheme commencing in 2019/20 based on the proposal outlined in this report.

**Ward(s) affected:** (All Wards);



## Community Infrastructure Levy Local Spend (CIL 15%)

### Guide for Applicants 2019/20

#### 1 Introduction

- 1.1 This document intends to give information to those completing the CIL15% Application Form and what the funds should be spent on. If you need any further guidance contact the CIL Grants Officer on 01372 732223 or for further information contact the Policy, Performance & Governance Team.
- 1.2 The CIL 15% is referred to as the “neighbourhood portion” of the levy and should be spent within communities where development is taking place.
- 1.3 Applicants will need to complete an application form and a business case for their bid.
- 1.4 It is important to note that Council officers cannot be requested to assist in the completion of the Stage 1 application forms or business cases.

#### 2 Who can apply?

- 2.1 The scheme is open to Councillors and community groups, however each bid must be sponsored and signed by a Councillor.

#### 3 How much money is available?

- 3.1 In 2019/20 there is £250,000 available in the CIL fund; bids must be a minimum of £10,000.

#### 4 Timetable and Process

- 4.1 There will be a two stage process for applications.

**Stage 1** will be the initial application, which will be evaluated by a Member Panel. The Member Panel will review the Stage 1 applications using a matrix. The matrix will provide an initial set of pass or fail criteria which will determine if an application should progress to full evaluation.

- 4.2 Applications should be sent to [CIL15%@epsom-ewell.gov.uk](mailto:CIL15%@epsom-ewell.gov.uk).
- 4.3 All Stage1 applications must be received no later than **31<sup>st</sup> May 2019**.

- 4.4 **Stage 2** - if your application is recommended to go forward, you will be informed by the end of June 2019 and asked to complete a more detailed application.
- 4.5 Stage 2 applications will be scored using a matrix and presented to the Member Panel for evaluation, prioritisation and decision within the financial envelope.

## **5 Decision Making Panel**

- 5.1 The Panel will consist of Members this includes the Chairman of Strategy & Resources, the Chairman of Committee & Wellbeing and as agreed by committee, one additional representative from Strategy & Resources Committee.
- 5.2 The Panel agree priorities and recommend those projects to receive funding.
- 5.3 A member of the Panel cannot evaluate a bid they have submitted, a substitute must take their place. The substitutes for the Panel shall be the Vice Chairman of Strategy & Resources Committee or the Vice Chairman of Community & Wellbeing Committee.
- 5.4 There is no right of appeal.

## **6 What the CIL 15 % can be spent on?**

- 6.1 Funds must be spent in accordance with regulation 59 of CIL Regulations 2010 (amended). Regulation 59C shows what CIL receipts for community use (the CIL 15%) can be spent on.
- 6.2 It states that they must be spent on:
  - a) The provision, improvement, replacement, operation or maintenance of infrastructure.
  - b) Anything else that is concerned with addressing demands that development places on an area.
- 6.3 Regulation 59C does give the Council more flexibility in determining the local infrastructure needs. However this is linked to the requirement that there should be no revenue implications to the Council of the bid.
- 6.4 The Member Panel will be responsible for determining the priorities and whether a proposed bid supports the demands that development places on the area. Should there be any concern that an application is not compliant with Regulation 59C, advice will be sought from the Monitoring Officer.
- 6.5 The table below identifies types of projects that can be funded through CIL 15% but this is not exhaustive nor is it indicative of what bids should be made.

Category	Potential areas for CIL funding	Areas not likely to be covered by CIL
Community Safety	Upgrade existing CCTV cameras Crime prevention	
Community Services	Community facilities Healthy living initiatives Equipment for health centres or nurseries Resources for community clubs	Fireworks Displays Christmas Lights Carnivals
Open spaces, parks, sports and recreation grounds	War memorials Update/refurbish existing playgrounds Refurbishment of pavilions	Upgraded facilities to existing allotment sites Grounds Maintenance e.g. hedge cutting and verge maintenance Improvements to parks and open spaces that do not address the demands imposed on the area by development
Streets & public spaces	Public art Replace footpaths Street repairs and public realm Improved access New layouts Public clock Cycle parking	
Travel & transport	Bus shelters Town centre signage Cycle and pedestrians routes	

## 6.6 What is not eligible?

- Projects outside the Borough.
- Projects that do not have a defined business case.
- Projects that cannot evidence the wider benefits to the community.
- Works that have already commenced.
- Items within routine maintenance budgets.
- Projects that do not have the necessary statutory permissions and cannot evidence that these are being sought.
- Projects that would be deemed to be promoting a political party.
- Initiatives that conflict with existing Council policies.
- Projects that have on-going revenue costs that would fall to the Council.
- The Council cannot approve more than one bid for the same project

**7. Required documentation**

- 7.1 Applicants should complete the relevant application form and a business case and supply as much evidence as possible such as quotes received, plans and permissions.
- 7.2 Dependent upon the nature of the application, three quotes will be expected unless clear information as to why this is not possible e.g. Specialist suppliers.
- 7.3 The level of detail required in the business case is dependent upon the nature and value of the project.

**8. What Happens Next?**

- 8.1 There is no right of appeal.
- 8.2 You will be expected to agree to the terms and conditions of delivering the project as stated in the declaration on the application form.
- 8.3 The monies allocated must be committed within two years of allocation. Otherwise the Council has the right to request that the monies are returned.
- 8.4 Due to the individual nature of the projects the methodology for paying for the work undertaken may vary. However in most cases payment will be direct to the contractor upon presentation of an invoice.
- 8.5 Larger projects will be monitored through key milestones and where necessary, the allocated CIL fund will be released in instalments only once key milestones have been met.
- 8.6 The CIL Grants Officer will confirm that the works have occurred.
- 8.7 Although payment will be made direct, the contractor may not be contractually bound to the Council and the amount will not be VAT deductible, unless the Senior Accountant advises that VAT is deductible.
- 8.8 The Council has the right to request any unspent monies back.
- 8.9 If the cost of the work is in excess of the budget, no additional funds will be available from the CIL 15% fund. Where an overspend is predicted or identified the applicant should inform the CIL Grants Officer immediately. No additional funding can be made available, but assistance may be provided to review the project.
- 8.10 The quality of work will be expected to be at a level of standard acceptable to the Council. If the standard falls below that expected, then funding maybe affected or withdrawn.
- 8.11 The Council may require a plaque to be displayed confirming that the Community Infrastructure Levy has funded the project.

**Key tips**

1. If a project is not on Council land you will require the owner's written consent.
2. Evidence of freehold and leasehold interest may also be required.
3. Applicants will have to **secure all** the necessary statutory consents such as building regulations, environmental health licenses or planning permission
4. As part of your bid list all drawings, plan numbers (planning application reference numbers would be helpful), plans and project documents that you are including as part of your application.
5. As part of the bid you should provide some more detailed information on the project costs, including any professional fees.

This page is intentionally left blank

## CIL 15% Criteria Scoring Matrix

<b>BID APPLICATION No.</b>	
<b>APPLICANT</b>	
<b>COUNCILLOR</b>	
<b>WARD</b>	
<b>LOCATION OF THE PROJECT</b>	
<b>TOTAL COST OF THE PROJECT £</b>	
<b>AMOUNT OF CIL FUNDING REQUESTED £</b>	
<b>ANY ALTERNATIVE SOURCES OF FUNDING IDENTIFIED</b>	

A pass/fail criteria is used to assess projects at Stage 1. This is completed by the CIL Grants Officer with input from Member Panel & officers. If the project has a fail, then Member Panel must agree that further information is required for the project to proceed to Stage 2

<b>BASIC ELIGIBILITY TEST</b>	<b>Pass</b>	<b>Fail</b>	<b>Query</b>	<b>More information required in Stage 2 submission/ Queries</b>
Page 79 Is the project within the Borough?				
Does the project contribute to Council priorities?				
Has the application been correctly signed?				
Does the project meet the CIL spending criteria and address demand that development places on an area ?				
Do the specification/ calculations for the work appear correct, or are further details required?				
If the project has any ongoing revenue costs, is it clearly shown how these will be met?				

CIL 15% Criteria Scoring Matrix

BASIC ELIGIBILITY TEST	Yes	No	Query	More information required in Stage 2 submission/ Queries
Does the scheme require planning permission or any other statutory requirement? Is there evidence that they are aware of requirement and is it in hand/requested ?				
Is this a new project ? (works should not have previously commenced)				
Are there any risks associated with this project that affect deliverability?				

Page 80 The Panel agrees to this moving onto Stage 2	Yes	No	
The Panel agrees , subject to the following conditions:			
The Panel does NOT agree (please give reason)			

## CIL 15% Criteria Scoring Matrix

### CIL 15% EVALUATION CRITERIA – STAGE 2

The Member Panel score each project on the information supplied to determine if the Project is Suitable, Acceptable and Feasible. The scores are up to 50 and are based on a number of indicators dependent upon the project. The Member Panel will score independently and then jointly to agree an overall score. Once the scores are agreed the projects are prioritised by the Member Panel based on the financial envelope.

CRITERIA	EXCELLENT	GOOD	ACCEPTABLE	MARGINAL	POOR	SCORE
	5	4	3	2	1	
<b>SUITABILITY</b>  1. Does this project meet the infrastructure delivery plan requirements/ CIL Regulation 123 List?  2. Has the bid fully explained the benefits it provides?	Strongly Meets criteria Helps support demands of development	Meets criteria Helps support demands of development	Acceptable proposal	Concerns over contribution to the community	Does not meet criteria	
<b>ACCEPTABILITY</b>  3. Contribution to Council’s key priorities	Strong link to the delivery of the Council’s priorities	Good overall link to the Council’s priorities	Acceptable link to the Council’s priorities	Very little direct link to key priorities	No contribution to the Council’s key priorities	

### CIL 15% Criteria Scoring Matrix

<p>4. What are the initial benefits to the community</p> <p>5. Have the revenue costs been calculated and money available to support the project on-going</p>	<p>There are several defined /measureable benefits to the wider community that have been provided</p> <p>No on-going revenue costs or all ongoing revenue costs are clearly mapped and funding obtained. No Concerns</p>	<p>There are some defined /measureable benefits to the wider community that have been provided</p> <p>Minimal revenue costs/clear funding shown in the business case  Little Concern</p>	<p>There are limited defined /measureable benefits to the wider community that have been provided</p> <p>Some revenue costs, but they are minimal and will not fall to the Council  Some Concerns</p>	<p>There are some benefits but they have not been defined</p> <p>Lack of clarity about ongoing costs/Revenue costs appears incorrect  Major concerns</p>	<p>There appears to be no wider benefits to the community</p> <p>The revenue costs are unknown and have not been considered  Significant concerns</p>	
<p><b>FEASIBILITY</b></p> <p>6. Can the project be delivered within 2019/20</p> <p>7. Does the project have a clear business case which is fully completed</p> <p>8. The bid is supported by adequate quotes</p>	<p>Extremely likely</p> <p>Robust business case with all information submitted</p> <p>Three up to date quotes received and verified</p>	<p>Highly likely</p> <p>Good business case with no information missing</p> <p>Good detail but some information missing or older than 12 months</p>	<p>Likely but may be into 2020/21</p> <p>Acceptable business case but some limitations</p> <p>Some information provided</p>	<p>Likely with some potential issues</p> <p>Business case missing key elements</p> <p>Inadequate information</p>	<p>Not likely</p> <p>Business case unacceptable</p> <p>No information to explain costs</p>	

### CIL 15% Criteria Scoring Matrix

9. Any necessary statutory consents have been obtained	All agreed and evidenced	Any consents identified and in hand	Any consents identified but not processed	Possible consents required but no clarification	Consents not progressed	
10. Does the project involve work which is to be provided by a 3 <sup>rd</sup> party? for example Community Group or SCC	No concerns over working with third parties	Clear plan of action for projects and programme	Limited explanation of work plan / programme but no concerns	Concerns as to deliverability	Serious concerns as to deliverability	
<b>TOTAL</b>						

Page 83

<b>TOTAL SCORE</b> Out of 50	
---------------------------------	--

Has the project received any previous CIL funding ? Y/N

This page is intentionally left blank

**Minutes of the Meeting of the STRATEGY AND RESOURCES COMMITTEE held on  
31 January 2019**

---

**PRESENT -**

Councillor Eber Kington (Chairman); Councillor Clive Smitheram (Vice-Chairman); Councillors Kate Chinn, Alex Coley (as nominated substitute for Councillor Richard Baker), Hannah Dalton, Colin Keane, Omer Kokou-Tchri, Barry Nash, Clive Woodbridge and Tella Wormington (as nominated substitute for Councillor Tony Axelrod)

In Attendance:

Absent: Councillor Tony Axelrod and Councillor Richard Baker

Officers present: Kathryn Beldon (Chief Executive), Damian Roberts (Chief Operating Officer), Lee Duffy (Chief Finance Officer), Amardip Healy (Chief Legal Officer), Mark Shephard (Head of Property and Regeneration), Tony Foxwell (Senior Surveyor), Siobhan Gavigan (Revenues Manager) and Fiona Cotter (Democratic Services Manager)

**1 QUESTION TIME**

No questions were asked or had been submitted by members of the public.

**2 DECLARATIONS OF INTEREST**

In the interests of openness and transparency, Councillor Tella Wormington declared that she had been attending the Emily Davison Memorial Project Group and had made a personal donation to the fund. This was not considered to give rise to a disclosable pecuniary interest under the relevant legislation that would preclude Councillor Wormington from taking part in the debate or voting on the matter in question.

**3 EMILY DAVISON STATUE**

Note: This item was moved up the running order with the consent of the Committee.

The Committee received and considered a report that sought approval for £20,000 of S106 funding to be made available for the Council to make a contribution towards the funding of the Emily Davison statue in Epsom Town Centre.

- (1) Approved the use of S106 funds as set out in section 4 of the report to enable the Council to make a contribution of up to £20,000 towards the provision of the Emily Davison statue in Epsom Town Centre;
- (2) Agreed payment of the Council's contribution is conditional upon the Emily Davison Memorial Project not achieving the necessary level of funding from other sources in the first instance and a contribution of up to £20,000 would make the project viable.

#### 4 NNDR RETAIL RELIEF AND COUNCIL TAX LONG-TERM EMPTY PREMIUM

The Committee received a report detailing proposals for National non-domestic rates (NNDR) and Council Tax for long-term empty properties.

Following pressure from small businesses to reduce the tax burden, the Government announced in the October 2018 budget that it would provide a Business Rates Retail Relief Scheme for occupied retail properties with a rateable value of less than £51,000, in each of the years 2019-20 and 2020-21.

However Councils were given the responsibility of agreeing the qualifying criteria for the scheme. In response the Council produced a protocol as set out in Annex 1 to the report, detailing qualifying properties, non-qualifying properties and the application process.

With regard to empty properties, it was anticipated that implementation of the scheme would support the Council's Empty Property Strategy by encouraging property owners to bring their properties back into use. Furthermore, it was anticipated that the scheme could help the Council to deal with homelessness in the borough and also improve the appearance of the borough by keeping empty homes to a minimum.

Note: This item was moved up the running order with the consent of the Committee.

Accordingly, the Committee:

- (1) Adopted the scheme set out in Annex 1 of the report as the method of awarding Retail Relief to Business Rates payers in Epsom & Ewell, with effect from 1 April 2019 to 31 March 2021;
- (2) Agreed that from 1 April 2019 Epsom & Ewell Borough Council will charge a Council Tax Long Term Empty Premium of 100% on properties that have been left empty for longer than 2 years;
- (3) Agreed that, from 1 April 2020, Epsom & Ewell Borough Council will charge a Council Tax Long Term Empty Premium of 200% on properties that have been left empty for longer than 5 years;
- (4) Agreed that, from the 1 April 2021, Epsom & Ewell Borough Council will charge a Council Tax Long Term Empty Premium of 300% on properties that have been left empty for longer than 10 years.

## 5 EXTERNAL AUDIT UPDATE

Grant Thornton had prepared an audit plan for the 2018/19 accounts as shown in Annexe 1.

The Committee noted that officers were satisfied that the audit plan addressed the key financial and governance issues.

Grant Thornton had also certified the Council's housing benefit subsidy claim for the year-ended 31 March 2018, with no amendments or qualification to the original claim necessary, as set out in Annex 2 to the report. The auditors found that the Council had put in place adequate arrangements to compile and complete, accurate and timely claims for audit certification.

Consequently, the Committee:

- (1) Received the External Audit Plan (Annex 1 to the report)
- (2) Received the Grant Certification Letter (Annex 2 to the report)

## 6 DATA PROTECTION POLICY

Following changes introduced by the General Data Protection Regulations and the Data Protection Act 2018, it was necessary for the Council to adopt a new Data Protection Policy.

The General Data Protection Regulations (GDPR) came into force on 25 May 2018, and the Data Protection Act 2018 (DPA 2018) on 13 November 2018. The legislation replaced the previous Data Protection Act 1998. While some provisions remained unchanged, the new legislation introduced new obligations on organisations and significant individual personal data rights. The legislation required organisations to implement procedures and processes to ensure personal data was protected.

Having considered the Policy detailed in Annex 1 to the report, the Committee:

- (1) Approved the Data Protection Policy attached at Annex 1;
- (2) Delegated authority to the Chief Legal Officer to make such amendments as may be necessary to the Data Protection Policy as may be required to reflect legislation or good practice.

## 7 EPSOM & EWELL BOROUGH COUNCIL PAY POLICY STATEMENT

The Localism Act required local authorities to publish a statement which identified the Council's approach to pay and in particular set out pay arrangements for the senior chief officer posts. Under Section 38(1) of the Localism Act 2011 the Council was required to prepare a Pay Policy Statement, to be approved by full Council.

Once agreed by the Council, the Pay Policy Statement would form part of the basis on which the Council remunerates employees particularly those at the senior officer level, as required by Section 41 of the Localism Act 2011.

The information set out in the pay policy statement met the requirements of the legislation and detailed the relationship between those employees who were lowest paid and Chief Officers.

Senior salary information had been published as part of the Final Statement of Accounts. However the Localism Act 2011 (Section 38) required the Council to publish an annual Pay Policy Statement.

Accordingly, the Committee:

- (1) Approved the Pay Policy Statement for 2018/19, as set out in Annex 1 to the report and
- (2) Authorised the Chief Executive to make such amendments as were necessary, identified at the meeting, prior to its submission to Council.

## 8 ASHLEY CENTRE CAR PARK SAFETY FENCING

In September 2017 a capital bid was made to install security fencing on levels 4C and 5 of the Ashley centre car park, with the objective of preventing anti-social behaviour, and to deter potential attempts to self-harm.

The proposal and bid were agreed and funds were made available at the start of the financial year 2018/19. The project was highlighted as an urgent priority. The initial works order was placed on 28/09/18, but following investigation it was deemed that the floor surface of level 4D was not suitable.

Additional structural investigations were carried out to ascertain a safe fixing mechanism to prevent wind from blowing the railings off the roof. This prevented orders being made for all materials in a single process, splitting the ordering into 2 phases. The two separate deliveries required two cranes to lift materials on to the roof rather than one. Consequently, the budget of £165,000 was not sufficient to cover the additional costs.

Subsequently, the Committee approved the use of £23,000 from the capital receipts reserve to fund the additional budget, subject to the Environment & Safe Communities Committee supporting the increase in budget at the meeting on 29 January 2019.

## 9 FINANCIAL REGULATIONS REVIEW

The Committee were informed that the Financial Regulations formed part of the Council's Constitution and were last updated in 2013. Since then, the Council had undergone a number of changes to officer structures.

Consequently, the Financial Regulations need updating to reflect the organisational changes, and to ensure its processes and procedures met the needs for organisational efficiency to achieve good governance.

The updated Financial Regulations were attached at Annexe 1 to the report. It was noted that job titles had been amended to reflect the organisational structure and references to statutory regulations had also been updated as appropriate.

Accordingly, the Committee:

- (1) Noted the comments of the Financial Policy Panel on the proposed amendments to the Financial Regulations at paragraphs 3.4 and 3.5;
- (2) Recommended the updated Financial Regulations for approval by Full Council subject, in the interests of operational efficiency, to the amendment of paragraph 6.13 to permit the reallocation of resources (up to £50,000) between committees to be agreed by the relevant committee chairmen without the need to report to the relevant committees and Strategy and Resources Committee.

## 10 REVENUE BUDGET 2019/20

Government reductions to the revenue support grant and welfare benefit changes had continued to create pressure on Council finances, and the Committee was informed that the Council's budget strategy had been, as far as practical, to make operational and efficiency savings to minimise service reduction affecting residents.

For 2016/17 to 2019/20, the Council had agreed a four year Medium Term Financial Strategy (MTFS) and Efficiency Plan to maintain the financial health of the Council whilst delivering the priorities in the Corporate Plan. The recommendations in the report were consistent with the MTFS.

The figures presented in the report were final and representative of the provisional local government finance settlement. It was noted that any subsequent changes to service estimates should either be self-financing or produce a saving within the Committee's overall recommended budget.

Having considered the proposals set out in Annex 1 to the report, the Committee recommended the 2019/20 service estimates, including the increases to the fees and charges, for approval at the budget meeting of Full Council in February 2019.

## 11 CAPITAL PROGRAMME 2019/20

The Committee were presented with a report summarising the proposed 2019/20 capital programme for Strategy & Resources Committee, and were asked to consider the programme for submission to Council in February 2019.

The Capital Strategy had been agreed by the Council on 20 February 2018 at which time the capital programme was approved for 2018/19. Schemes for 2019-

2021 were provisional pending the annual budget review and an annual assessment of funds for capital investment.

Strategy and Resources Committee had provided the Capital Member Group (CMG) with a remit for the preparation of a capital programme for 2019/20. Under this remit, CMG had assessed all capital bids and recommended a programme to the Financial Policy Panel (“the Panel”) for approval on 4 December 2018.

The programme presented to the Panel assumed funding from capital receipts and government grants. The Panel were advised that the proposed level of investment of £2.4 million over three years 2019/20 to 2021/22, of which £464k was to be funded from capital receipts and revenue, would reduce the available capital receipts balance to £2.8 million at the end of the period. The agreed minimum threshold of capital receipts was £1 million.

The report detailed the Panel’s guidance relevant to Strategy and Resources Committee.

Accordingly, the Committee submitted the Capital Programme for 2019/20 as identified in section 4 of the report to Full Council for approval on 19 February 2019.

## 12 MINUTES OF PREVIOUS MEETING

The Minutes of the Meeting of the Strategy and Resources Committee held on 27 November 2018 were agreed as a true record and signed by the Chairman.

*The meeting began at 7.30 pm and ended at 8.11 pm*

COUNCILLOR EBER KINGTON (CHAIRMAN)

Document is Restricted

This page is intentionally left blank