

## Minutes of the Meeting of the STRATEGY AND RESOURCES COMMITTEE held on 30 January 2020

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### PRESENT -

Councillor Eber Kington (Chairman); Councillor Clive Smitheram (Vice-Chairman);  
Councillors Arthur Abdulin, Steve Bridger, Kate Chinn, Nigel Collin, Hannah Dalton,  
David Gulland, Colin Keane and Barry Nash

In Attendance: Councillor Bernie Muir

Absent:

Officers present: Kathryn Beldon (Chief Executive), Amardip Healy (Chief Legal Officer), Lee Duffy (Chief Finance Officer), Rod Brown (Head of Housing and Community), Shona Mason (Head of Human Resources and Organisational Development), Mark Shephard (Head of Property and Regeneration), Brendan Bradley (Chief Accountant), Debbie Childs (Senior HR Business Advisor), Tony Foxwell (Senior Surveyor) (Items 38-40 only) and Tim Richardson (Committee Administrator)

### 38 QUESTION TIME

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

### 39 DECLARATIONS OF INTEREST

No declarations of interest were made regarding items on the agenda.

### 40 PLANNED MAINTENANCE PROGRAMME 2020-21

The Committee received a report giving a progress update on the 2019-20 planned maintenance programme, and requesting approval for the planned maintenance programme for the next financial year 2020-21.

Following consideration, the Committee resolved:

- (1) To note the anticipated spend at the end of the current year 2019-20;**
- (2) To approve the carry over funds from 2019/20 to complete works from the 2019-20 programme as set out in paragraph 5.7 of the report;**
- (3) To approve the 2020/21 planned maintenance programme at an estimated cost of £455,000 as set out in Annex 2 to the report;**

- (4) Subject to the Council's financial and contract requirements, to delegate authority to the Head of Property and Regeneration to make changes within the 2020/21 planned maintenance programme to cover unforeseen matters (such as tender price variances) of up to, but not exceeding £20,000.**

**41 SKILLS HUB INITIATIVE**

The Committee received a report requesting it to consider and approve a proposal to fund the establishment of a skills hub to help local people develop skills to seek employment.

The following matters were considered:

- a) **Target outcomes for the skills hub pilot.** The Committee noted that the pilot had a target outcome of at least 15% of participants moving into paid employment following referral to the scheme. Officers informed the Committee that this was a realistic yet challenging target due to the challenges faced by participants, and their low existing skill base.
- b) **Role of Department of Work and Pensions.** Following a question from a Member, the Committee was informed that the Department of Work and Pensions had no role within the scheme, other than the provision of office accommodation at the Epsom Job Centre Plus.

Following consideration, it was resolved:

- (1) The Committee agreed to fund Surrey Life Long Learning for a period of one year to establish and operate a skills hub in Epsom as detailed in the report at a cost of £43,270.**

**42 SURREY DOMESTIC ABUSE SERVICES**

The Committee received a report requesting it to consider mitigating a shortfall in the funding for Surrey Domestic Abuse Services, through a contribution to the service.

The following matter was considered:

- a) **Funding from other local authorities.** The Committee noted that a funding request had been made to each partner organisation by the Surrey Community Safety Board, in order to address the budget shortfall of the Surrey Domestic Abuse Service. Relevant Borough and District Councils in Surrey were included in this request, and Officers informed the Committee that they believed that all the other Boroughs and Districts had agreed to contribute.

Following consideration, it was resolved:

- (1) That the Committee approved a financial contribution of £6,120 in 2019/20 towards the funding shortfall of Surrey Domestic Abuse Service.**

**43 AMENDMENT TO PAY STRUCTURE – SENIOR SALARIES**

The Committee received a report providing background information on the independent review of the Council's pay and performance scheme and proposing changes to senior salaries (Grades 2 and 3) of the Councils pay structure and associated budget implications.

Following consideration, it was resolved:

**That the Committee:**

- (1) Had reviewed the SOLACE report and approved the proposed changes to Grades 2 and 3 of the Council's pay structure (Option 5 as shown in paragraph 3.9 of the report).**

**and**

- (2) Supported the use of up to £16,190 of the corporate contingency to fund the changes, with effect from 1 April 2020.**

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

The Committee received a report introducing the draft Epsom & Ewell Borough Council Pay Policy Statement for 2020/21 and seeking approval of the statement by the Committee, prior to its presentation to full Council and subsequent publication on the Council's website.

Following consideration, it was resolved:

**The Committee:**

- (1) Approved the Pay Policy Statement for 2020/21 and recommended it to Council for approval.**

**and**

- (2) Granted delegated authority to the Head of HR & OD, to update the Pay Policy Statement to reflect the changes to Grades 2 & 3 as per the Amendment to Pay Structure – Senior Salaries report prior to presenting to Council for approval.**

**45 PEOPLE FRAMEWORK**

The Committee received a report seeking approval of the Council's draft People Framework and associated procedure documents.

The following matter was noted:

- a) **Consideration of draft People Framework by HR Panel.** The Committee noted that the Human Resources Panel had reviewed and commented upon the draft People framework prior to its presentation to this meeting.

Following consideration, it was resolved:

**That the Committee:**

- (1) **Approved the draft People Framework and associated procedure documents which have been reviewed by HR Panel, attached at Annex 1 through to 29 of the report;**
- (2) **Granted delegated authority to the Head of HR & OD to make the necessary changes and updates to the People Framework as and when required, to meet legislative and organisational requirements.**

#### 46 MARKET PLACE AGREEMENT

The Committee received a report setting out the terms of the proposed Market Place Agreement with Surrey County Council. The proposed agreement enabled Epsom and Ewell Borough Council to exercise much greater day to day control over how the Market Place would be managed as part of encouraging and facilitating more market trading, income generation and cultural activities.

The following matter was considered:

- a) **Liability for insurance claims.** The Committee noted that insurance claims relating to the paving, curb stones or adjacent road would continue to be responsibility of the Highways Authority (Surrey County Council).

Following consideration, it was resolved:

**That the Committee:**

- (1) **Agreed that this Council enters into an agreement with Surrey County Council for the day to day management of the Market Place on the terms set out in the Market Place Agreement contained in Annex 1 to the report.**
- (2) **Delegated to the Chief Operating Officer and the Chief Legal Officer, in consultation with the Chairman of Strategy and Resources, the conclusion of the negotiations with Surrey County Council and any associated final drafting changes.**
- (3) **Delegated to the Chief Operating Officer the power to implement and maintain the Market Place Agreement.**

**47 CAPITAL PROGRAMME 2020/21**

The Committee received a report summarising the proposed 2020/21 capital programme for Strategy & Resources Committee. Approval was sought for the programme to be submitted to Council in February 2020.

Two schemes were recommended to the Committee for submission to the Council:

- ICT Programme of Works
- Clocktower envelope repairs

Following consideration, it was resolved:

**That the Committee:**

- (1) Submitted the Capital Programme for 2020/21 as identified in section 4 of the report to the Council for approval.**

**48 REVENUE BUDGET AND FEES & CHARGES 2020/21**

The Committee received a report setting out estimates for income and expenditure on services in 2020/21.

The following matters were considered:

- a) **Income from acquisition of commercial property within the Borough.** Following a question from a Member, Officers informed the Committee that the projected revenue from the acquisition of commercial property within the Borough was considered realistic and achievable.
- b) **Borough Insight.** The Committee noted that the report proposed an in-principle decision to reduce the number of Borough Insight publications per annum from three to two. The Chairman informed the Committee that a Local Government Association Peer Review of the Council's Communications activities was currently being undertaken and that its outcome was unknown, but that the proposed reduction in number of publications could be reconsidered if the outcome of the Review indicated it would be appropriate to do so.

Following consideration, it was resolved:

**That the Committee:**

- (1) Recommended the 2020/21 service estimates for approval at the budget meeting of Full Council in February 2020;**
- (2) Supported in principle the future savings options as set out in paragraph 5.3 of the report for inclusion in the Medium Term Financial Strategy.**

**49** MINUTES OF PREVIOUS MEETING

The Minutes of the meeting of the Strategy and Resources Committee held on 26 November 2019 and Special Meeting held on 14 January 2020 were agreed as a true record and signed by the Chairman.

**50** THANKS TO OFFICERS

The Committee recorded its thanks to Officers for their work on its behalf in progressing a number of important local initiatives.

*The meeting began at 7.30 pm and ended at 8.06 pm*

COUNCILLOR EBER KINGTON (CHAIRMAN)