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Legal and Democratic Services



COMMUNITY AND WELLBEING COMMITTEE

Tuesday 18 January 2022 at 7.30 pm

Place: Council Chamber, EpsomTown Hall

Link for public online access to this meeting:

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

Councillor Alex Coley (Chairman)
Councillor Luke Giles (Vice-Chairman)
Councillor Christine Cleveland
Councillor Bernice Froud
Councillor Debbie Monksfield

Councillor Julie Morris
Councillor Phil Neale
Councillor Guy Robbins
Councillor Clive Smitheram
Councillor Peter Webb

Yours sincerely

Chief Executive

For further information, please contact Democratic Services, 01372 732122 or democraticservices@epsom-ewell.gov.uk

EMERGENCY EVACUATION PROCEDURE

No emergency drill is planned to take place during the meeting. If the fire alarm sounds continuously, or if you are instructed to do so, you must leave the building by the nearest available exit. You will be directed to the nearest exit by council staff. It is vital that you follow their instructions.

- You should proceed calmly; do not run and do not use the lifts;
- Do not stop to collect personal belongings;
- Once you are outside, please do not wait immediately next to the building, but move to the assembly point at Dullshot Green and await further instructions; and
- Do not re-enter the building until told that it is safe to do so.

Public information

Please note that this meeting will be held at the Town Hall, Epsom and will be available to observe live on the internet

This meeting will be open to the press and public to attend as an observer using free GoToWebinar software, or by telephone.

A link to the online address for this meeting is provided on the first page of this agenda and on the Council's website. A telephone connection number is also provided on the front page of this agenda as a way to observe the meeting, and will relay the full audio from the meeting as an alternative to online connection. A limited number of seats will also be available in the public gallery at the Town Hall. For further information please contact Democratic Services, email: democraticservices@epsom-ewell.gov.uk, telephone: 01372 732000.

Information about the terms of reference and membership of this Committee are available on the [Council's website](#). The website also provides copies of agendas, reports and minutes.

Agendas, reports and minutes for the Committee are also available on the free Modern.Gov app for iPad, Android and Windows devices. For further information on how to access information regarding this Committee, please email us at Democraticservices@epsom-ewell.gov.uk.

Exclusion of the Press and the Public

There are no matters scheduled to be discussed at this meeting that would appear to disclose confidential or exempt information under the provisions Schedule 12A of the Local Government (Access to Information) Act 1985. Should any such matters arise during the course of discussion of the below items or should the Chairman agree to discuss any other such matters on the grounds of urgency, the Committee will wish to resolve to exclude the press and public by virtue of the private nature of the business to be transacted.

Questions from the Public

Questions from the public are permitted at meetings of the Committee. Any person wishing to ask a question at a meeting of the Committee must register to do so, as set out below.

Up to 30 minutes will be set aside for written or oral questions from any member of the public who lives, works, attends an educational establishment or owns or leases land in the Borough on matters within the Terms of Reference of the Community and Wellbeing Committee which may not include matters listed on a Committee Agenda.

All questions whether written or oral must consist of one question only, they cannot consist of multi parts or of a statement.

The question or topic may not relate to a specific planning application or decision under the Planning Acts, a specific application for a licence or permit of any kind, the personal affairs of an individual, or a matter which is exempt from disclosure or confidential under the Local Government Act 1972. Questions which in the view of the Chairman are vexatious or frivolous will not be accepted.

To register to ask a question at a meeting of the Committee, please contact Democratic Services, email: democraticservices@epsom-ewell.gov.uk, telephone: 01372 732000.

Written questions must be received by Democratic Services by noon on the tenth working day before the day of the meeting. For this meeting this is **Noon, 31 December 2021**

Registration for oral questions is open until noon on the second working day before the day of the meeting. For this meeting this is **Noon, 14 January 2022**

AGENDA

1. QUESTION TIME

To take any questions from members of the Public.

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. MINUTES OF THE PREVIOUS MEETING (Pages 5 - 6)

The Committee is asked to confirm as a true record the Minutes of the Meeting of the Committee held on 5 October 2021(attached) and to authorise the Chair to sign them.

4. VOLUNTARY SECTOR FUNDING 2022-2023 (Pages 7 - 20)

This report considers the continued future support of voluntary organisations and sets out the proposed funding arrangements for 2022-2023.

5. FEES AND CHARGES REPORT 2022-23 (Pages 21 - 40)

This report recommends fees and charges for which this Committee is responsible, with the new charges being effective from 1 April 2022.

6. REVENUE BUDGET REPORT (Pages 41 - 50)

This report sets out budget estimates for income and expenditure for Community & Wellbeing services in 2022/23.

7. CAPITAL PROGRAMME 2022/23 (Pages 51 - 76)

This report summarises the proposed 2022/23 capital programme and a provisional programme for 2023/24 to 2026/27. The Committee's approval is sought for the programme to be submitted to Council in February 2022.

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**Minutes of the Meeting of the COMMUNITY AND WELLBEING COMMITTEE held
on 5 October 2021**

PRESENT -

Councillor Alex Coley (Chairman); Councillors Christine Cleveland, Bernice Froud, Debbie Monksfield, Julie Morris, Phil Neale, Clive Smitheram and Peter Webb

In Attendance: Councillor Luke Giles (connected to the meeting virtually) Councillor Bernie Muir (connected to the meeting virtually) and Councillor Steven McCormick

Officers present: Kathryn Beldon (Chief Executive), Mark Shephard (Head of Property and Regeneration), Teresa Wingfield (Senior Accountant) and Tim Richardson (Democratic Services Manager)

5 QUESTION TIME

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

6 DECLARATIONS OF INTEREST

The following declarations were made in relation to items of business to be discussed at the meeting:

Budget Targets Report

Councillor Christine Cleveland, Other Interest: In the interests of openness and transparency, Councillor Christine Cleveland declared that she is an allotment holder.

Budget Targets Report

Councillor Julie Morris, Other Interest: In the interests of openness and transparency, Councillor Julie Morris declared that she is an allotment holder.

7 MINUTES OF THE PREVIOUS MEETING

The Minutes of the previous meeting of the Community and Wellbeing Committee held on 10 June 2021 were agreed as a true record and signed by the Chair.

8 BUDGET TARGETS REPORT

The Committee received a report informing it of the Council's revenue budget targets and seeking guidance on the preparation of the Committee's service estimates for 2022/23.

The following matters were considered:

Ewell Court House. In response to questions from Members, the Head of Property and Regeneration informed the Committee that works to identify and secure an external partner to run the operational side of venues at Ewell Court House had been completed and was now being reviewed by the Council's external solicitors prior to the market being approached.

Allotments. The Committee considered matters relating to allotment sites in the Borough and including non cultivation of plots. The Chair informed the Committee that he would speak to the Head of Service responsible for allotments regarding these matters.

Following consideration, the Committee resolved unanimously to:

- (1) **Note the implications of the budget targets presented to Strategy & Resources Committee on 21 September 2021.**
- (2) **Support the changes to services and savings identified in section 3 of this report and that these are included within the budget presented to this Committee in January 2022.**
- (3) **Note that any additional new growth items supported by the Committee would need to be fully funded from existing budgets.**

The meeting began at 7.30 pm and ended at 8.09 pm

COUNCILLOR ALEX COLEY (CHAIRMAN)

VOLUNTARY SECTOR FUNDING 2022-2023

Head of Service:	Rod Brown, Head of Housing & Community
Wards affected:	(All Wards);
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	
Appendices (attached):	Appendix 1 – Financial support 2022-23 Appendix 2 – Supported Voluntary Sector Organisations Review – to follow.

Summary

This report considers the continued future support of voluntary organisations and sets out the proposed funding arrangements for 2022-2023

Recommendation (s)

The Committee is asked to:

- (1) Approve the proposed support for voluntary organisation in 2022-2023 as detailed in Appendix 1 to this report**

1 Reason for Recommendation

- 1.1 To enable the continued financial support to voluntary organisations as set out in Appendix 1

2 Background

- 2.1 The Council provides support to a range of voluntary organisation in Epsom and Ewell to maintain and improve the quality of life for residents and in particular the more vulnerable sectors in our community _which has been highlighted throughout the CoVid19 pandemic crisis.
- 2.2
- 2.2 The voluntary and community sector is at the heart of our local community, providing a lifeline and essential services to some of our most vulnerable residents in the borough. The voluntary sector often is also a catalyst for mobilising community action and attracting, training, and deploying volunteers.

- 2.3 The Council recognises and fully supports the excellent contribution the Voluntary Organisations give to Borough residents. The Council wants to ensure that opportunities to encourage proactive networking are explored which will lead to co-ordinated approach in the future with regards joint applications for funding.

2.4 The Council supports the following organisations:

2.3.1 Age Concern Epsom & Ewell (ACEE)

2.3.2 Citizens Advice Bureau Epsom and Ewell (CAB)

2.3.3 Central Surrey Voluntary Action (CSVA)

2.3.4 RELATE Mid Surrey

2.3.5 The Sunnybank Trust

3 Support during COVID Pandemic

- 3.1 The unprecedented impact of COVID on our communities has been significant and widespread. The positive response to the threat of COVID built upon the existing good working relationships the Council has with local voluntary organisations.
- 3.2 In response to COVID the Council established a Community Hub to support the most vulnerable residents with food, medication collections as well as welfare and mental health concerns throughout lockdown periods.
- 3.3 Central to the success of the Community Hub was the support provided by the local voluntary sector either directly engaging and providing services to the community or via requests for assistance from the Council's Community Hub.
- 3.4 Our voluntary services also worked successfully with finding volunteers to support the Council's work and managed, on our behalf the welcomed and over-whelming response from the public to volunteer their services to their community.
- 3.5 During the most intense periods of COVID lockdown, the voluntary organisations worked closely with the Council in providing the essential support and assistance needed by many of our residents.
- 3.6 Building on this successful partnership working, as we move into the future recovery post-COVID stages, the Council will continue to work closely with our voluntary organisations, both those already existing and those that are new.
- 3.7 The post-COVID era will continue to pose many challenges to our residents and communities. The role played by our voluntary organisations in the borough's post-COVID future will be

significant, supporting our residents with accessing help and advice including mental health support, managing financial problems, and assisting with shopping and medical needs. These organisations are a mainstay in the ability of the community to successfully recover.

In summary, the voluntary sector provides significant support to the community and financial support from the council as set out in Appendix 1 is essential to enabling the voluntary organisations to continue this support going forward.

3 Risk Assessment

Legal or other duties

3.1 Impact Assessment

3.1.1 Should the current and future recommended support to voluntary organisations be reduced, there could be a significant impact on the level of support provided by these organisations to our residents.

3.2 Crime & Disorder

3.2.1 The Voluntary Organisations play an important role within the Borough, assisting the statutory services in supporting residents requiring professional interventions and supporting Community Harm and Risk Management Meetings (CHaRMM).

3.3 Safeguarding

3.3.1 The Voluntary Organisations work with the statutory services through CHaRMM Meetings in their role in Safeguarding Vulnerable Children and Adults

3.4 Dependencies

3.4.1 The vulnerable residents of Epsom and Ewell are especially dependant on our voluntary organisations during the pandemic for organising those who volunteered, assistance with shopping, medical supplies and providing advice and support to those in most need. The pandemic has had a significant negative impact on the ability of these organisations to raise their usual funds, preventing many fund-raising activities, which in turn will impact their financial sustainability over the next few years

3.5 Other

3.5.1

4 Financial Implications

- 4.1 Much of the work carried out by CSVA and CAB involves substantially the same client groups who interact with Housing and Council Tax. Both these organisations can offer support and advice which exceed that able to be provided by the Council.
- 4.2 If CAB do not have adequate capacity to support its clients, there is a risk that there could be a considerable increase in service demand to the Council's own staff and operations (e.g., Housing and Council tax). In a normal year over 3000 people visit CAB to help solve their problems. They are an important part of the community, with a credible understanding of local needs. Their support can help prevent housing evictions and statutory homelessness, and advice on Council Tax arrears to facilitate payment. They have supported clients to repay nearly £45,000 Council Tax in previous years. Volunteers in CAB equate to 12 full time staff.
- 4.3 CSVA support 180 Registered Charities, 380 not for profit organisations — which includes Companies Limited by Guarantee to small community groups. They promote volunteering and social action. Since 1 April to 31 Dec 2020, they have registered 1204 volunteers and referred on 1033. They match volunteers to opportunities, develop best practise in the sector, deliver DBS checks, and help voluntary organisations search for possible funding streams through "Grant Finder" — a subscription on-line service.
- 4.4 Section 151 Officer's comments: The total budgeted net support to voluntary organisations in 2022/23 is £208,380. The breakdown by organisation and budget is set out at Appendix 1 to this report.
- 4.5 **Section 151 Officer's comments:** The actual and notional net support to voluntary organisations in 2022/23 is £208,380. The breakdown by organisation and budget is set out at Appendix 1 to this report.

5 Legal Implications

- 5.1 The Council must enter licence and funding agreements in respect of notional and direct awards. The contract manager will review these agreements as required. The Council must assess potential risks particularly relating to recipients' credit history. This is done as the Council gathers meaningful information e.g. requesting the recipients' balance sheets, as appropriate..
- 5.2 **Legal Officer's comments:** none arising from the content of this report.

6 Policies, Plans & Partnerships

- 6.1 **Council's Key Priorities:** The following Key Priorities are engaged: Safe & Well: A place where people feel safe, secure, and lead healthy, fulfilling lives and Smart and Connected: building stronger communities
- 6.2 **Service Plans:** Providing support to the vulnerable residents and those shielding during COVID, as well as supporting the local voluntary sector are both included in this years' Service Plan. Support for voluntary organisations is expected to also feature in service plans for 2022/23
- 6.3 **Climate & Environmental Impact of recommendations:** None
- 6.4 **Sustainability Policy & Community Safety Implications:** The Voluntary Organisations play an important role within the Borough assisting statutory services in supporting residents requiring professional interventions and supporting the Community Harm and Risk Management Meetings (CHaRMM).
- 6.5 **Partnerships:** Voluntary organisations comprise members of the "third sector" that support the local community through the delivery of services. The Council works in partnership with all the voluntary organisations identified in this report. The Council joins in a Community Forum held at least 3 times a year with our voluntary organisations..
- 6.6 It is increasingly recognised, especially during the COVID 19 pandemic, that partnership working between statutory bodies and the voluntary sector is essential for the future of effective operation of modern local government.

7 Background papers

- 7.1 The documents referred to in compiling this report are as follows:

Previous reports:

- Report entitled Voluntary Sector Grants and Funding 2021/22 reported to Community and Wellbeing Committee 18 March 2021

Other papers:

- None

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Current and Proposed Support for Voluntary Organisations 2022/23

	Age Concern Epsom & Ewell		Citizens Advice Bureau Epsom & Ewell		Central Surrey Voluntary Action (CSVA)		RELATE Mid Surrey		The Sunnybank Trust		Total	
	2021/22	2022/23	2021/22	2022/23	2021/22	2022/23	2021/22	2022/23	2021/22	2022/23	2021/22	2022/23
	£		£		£		£		£		£	
Direct Grant Funding	0	0	74,115	74,115	7,989	7,989	0	0	0	0	82,104	82,104
Licence - Notional Grant	29,790	30,254	58,468	59,380	14,969	15,202	0	0	0	0	103,227	104,836
Rent - Notional Grant	0	0	0	0	0	0	14,910	14,910	0	0	14,910	14,910
Service Charge - Notional Grant	0	0	0	0	0	0	4,800	4800	0	0	4,800	4,800
Grant for Volunteer Parking	100	100	1,920	1,920	0	0	0	0	0	0	2,020	2.020
Subsidy for Staff Parking Permits	1,290	1,710	4,300	5700	0	0	0	0	0	0	5,950	7410
Rent paid to EEBC	-2,936	-2,936	0	0	0	0	-1,294	-1,294	-3,420	-3,470	-7,650	-7700
Net Total Support	28,244	29,128	138,803	141,115	22,958	23,191	18,416	18,416	-3,420	-3,470	205,361	208,380

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Update on work undertaken from April 2021 – January 2022.

Central Surrey Voluntary Action have supported 357 organisations in the last 9 months. The interests of the sector range from older people to sports, environment and children and young people.

We have allocated 37 hours a week staff time to Epsom and Ewell at a total of £1,889 per week. Epsom and Ewell Borough Council fund us £7998 per annum. We currently have 2 volunteers supporting our Epsom and Ewell work which equates to an indicative cost for volunteer support of £8,611.

Indicative salary for volunteers is based on £13.80 per hour for standard support and £25.00 for “professional” support. These rates are used by Surrey County Council. Those volunteers who receive a significant amount of training and are therefore an expert in their field would come under the higher rate.

We have undertaken 449 DBS checks. We are not providing face to face checks at the moment. We have signed up organisations to do the checks themselves if they are able to through our account. Charges for the checks done through CSVA have increased to: Volunteers check (for all levels) £15, Staff Enhanced DBS - £61.60, Staff Standard - £39.60.

Volunteer Centre

Our Volunteer Centre in Epsom remains closed to the public.

Rather than invite potential volunteers in for a chat with an adviser, when people express an interest in volunteering, we are giving them a call. Volunteer roles have picked up a little in the last few months with organisations looking to recruit volunteers and others keeping a log of volunteer’s details in anticipation of a return to activities. It has been a very frustrating time for many of our organisations not knowing how to implement the many guidelines that have been published over the last 12 months and how to navigate the changes due to the different variants of COVID.

Over the last 9 months we have registered 706 new volunteers and recorded 128 new opportunities. This equates to approximately £19,805 worth of volunteering.

Covid Champion Network.

We developed with the support of EEBC and PHS a Covid Champions network sending consistent messages to the community re Covid, testing and vaccination. We have 25 members and have sent weekly updates throughout this period, which have been disseminated to diverse communities across the borough. We have gathered intelligence regarding accessible information and vaccination hesitancy. We have had 5 webinars for members to meet public health colleagues and ask questions and raise queries. We now have a dedicated member of staff working on this project and webinars planned for the coming year.

Funding

During this period a lot of our Charities have lost regular funding streams they rely upon, such as public fundraisers which have been cancelled. We have been supporting Charities with new funding applications, making them aware of new funding streams and sending out information of new funding when it becomes available. We are sending out regular funding newsletters and have delivered 4 on line webinars focussing on the funding cycle and meeting the funders. We had funding from CFS for 1 year to employ a dedicated funding advisor.

Please see monitoring attached:



CSVA Funding
Advisor - Case Sumn

AGE CONCERN EPSOM & EWELL – 2021 SERVICE DELIVERY REPORT FOR EEBG

2021 saw a significant increase in enquiries to our I&A desk as the support we gave during the first lockdown and 2020 highlighted the impact we make to the older generation in the borough. In the Jan – March 2021 lockdown our office saw home working and a rota to limit people in the office and a halt to our DIY, IT, Men's club and Sunday Tea services. Valentine's Day cream tea boxes were delivered to some isolated couples. Our foot clinic, along with our medical transport scheme used heavily for vaccination appointments, stayed open throughout the year. We also thanked the volunteers with a celebration at the Horton Golf Club in August.

Fundraising & Marketing – delivered by our Fundraising & Marketing Co-ordinator

Covid 19 restrictions and uncertainty influenced fundraising in 2021 with a significant fall in income. We are hoping that applying for funding through the National Lottery Fund and Surrey Downs Better Care fund, grants will come to fruition which will sustain our services for future years.

Information & Advice Service - support providing a free and confidential information & advice service on a wide range of issues affecting older people, through a dedicated help desk by phone, e mail or one to one. Providing the right information at the right time we save clients and their carers time, money, as well as unnecessary worry and ensuring effective interventions. Delivered by our Information & Advice Officer supported by 6 volunteers on I&A desk. 1,582 clients made use of our I&A service. 7 office volunteers support office administration.

Home Visiting - assessing clients' needs in their own surroundings including welfare benefits checks. Increase in income by benefits successfully claimed. Improved financial circumstances a key indicator for improved health and wellbeing. Successful Blue Badge applications helping mobility. Referral to Social Services, Occupational Therapist or other specialist organisations i.e. for Dementia and Parkinson's support. Delivered by our Home Visitor. Attendance Allowance claims = 79 worth £198,984 Blue Badge applications = 60 Pension Credit claims = 2 Disability Living Allowance/PIP claims = 4 Council Tax benefit = 1 Housing Support Allowance = 1 Carers Allowance - 1

Medical Transport Scheme - service used by clients to medical appointments, or to visit family or friends in hospital or residential homes. Less medical appointments missed. Monies saved as service less expensive than taxis. Cost effective service as run by volunteers. Clients raise issues with the drivers who pass the matter onto our I&A and Home Visiting team. Overseen by our Office Manager. Supported by 32 volunteer drivers and 7 transport desk volunteers. 209 members, 961 drives made.

Men's Club - dedicated to like-minded men within the borough sharing knowledge and skills and meeting to enjoy activities of their choice. Alleviating and reducing isolation and loneliness within the Borough. Delivered by our Men's Club Co-ordinator. 22 members supported by 4 volunteers

Foot Clinic – delivered at the Community & Wellbeing centre Sefton Road, Epsom. Inexpensive service allowing clients to visit regularly enabling better mobility. Delivered by our Foot Care practitioner, supported by 6 volunteers on welcome desk. 873 appointments met.

Befriending Service -supporting lonely and isolated older people, who live alone, with volunteer befrienders. Delivered by our Social Support co-ordinator, supported by 56 volunteer befrienders

Monthly Sunday Teas - providing a full tea and entertainment once a month with transport. Overseen by Social Support Co-ordinator, supported by volunteers 9 at the tea and 15 drivers. 30 members.

IT Support 'Helping Hands' – one to one support in clients' own home with computer, tablet or phone and monthly computer club. Overseen by I&A volunteers. Supported by 7 volunteers with a broad knowledge of modern technology. 111 visits made.

DIY Support - doing small DIY jobs in clients' homes. Overseen by I&A volunteers. Supported by 8 DIY volunteers. 153 visits made.

Volunteers - supporting the services that Age Concern Epsom & Ewell deliver. Delivered by our Volunteer co-ordinator supporting 187 volunteers. Volunteer hours' worth £165,000 per annum

CITIZENS ADVICE EPSOM & EWELL – 2021 ACTIVITIES

Introduction:

This is a short report for EEBC's Community & Wellbeing Committee's meeting on 18 January 2022. It outlines our work over the past year supporting all those who live, work or study within the borough; how we partner with EEBC and others to this end and our plans to enable more local people to access the help they need. We are grateful to EEBC for its financial support which enables us to cover our core costs, supports our specialist debt team and demonstrates our financial viability to other funders thereby supporting more people within Epsom & Ewell.

Overview:

In 2021 we helped 2,947 clients with 8,182 issues, achieving an income gain for them of £931,724 and full financial benefits of £1.1million. Our Core & Specialist Debt Teams (part-funded by EEBC) assisted with £77k rent repayments and £80k in council tax repayments. Our mental health team received 173 new referrals, with 100% of clients' surveyed finding it easy to access our service, that the advice was useful and that we made a lot of difference to their situation. In Research & Campaigning, we are collating data on digital exclusion following the increased use of digital forms and how the rising energy bills and soaring inflation are affecting people in Epsom & Ewell.

Supporting EEBC:

This year we supported the Council in its response to the Avon Close Flooding providing support for immediate needs and advice and support with next steps. We supported vulnerable clients to apply for the Council Tax Income Discount; assisted clients with scanning and sending evidence to Council Tax and Housing; and assisted with online applications to the hardship fund and to join the housing list. We continue to act as a conduit for those attending the Town Hall and needing support, particularly those that are homeless. Further, we are engaging with the Voluntary Sector Forum, helping with the future shaping of the borough.

Partnerships Supporting Local People: We commenced the 5th year of our partnership with Ewell Rotary on Project Wenceslas, which has raised nearly £8k since commencement. In 2021, we helped 28 clients keep warm or be able to cook / have electricity. Our working with

Epsom and Ewell Parochial Trusts supported another 28 clients with hardship grants and to access funds for furniture and move at short notice. Through partnering with Nandos and the Foodbank, over 150 clients were provided with hot meals / food vouchers. Further, our own emergency funding supported homeless clients with food, travel fares, hotel accommodation and sleeping bags. We have commenced our community engagement program to partner with more local businesses / organisations for the benefit of our residents.

Looking to the future:

We have secured funding to provide additional adviser hours, including outreach. We are also scoping our financial literacy pilot project for young people. This project aims to assist 16-18 year old school/college leavers as they embark into the world of work, college and university with understanding how to budget and spot the early signs of going into debt. We will also be seeking to expand our money advice project, with the aim of partnering with another local housing association. Further, we are improving our signposting through referral cards and working on enhancing community awareness of our services, particularly focusing on demographics that are under-represented. Finally, we are implementing a multi-channel service delivery model wherein we will reach more people in the most effective way across phones, face to face, email and web-chat

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FEES AND CHARGES REPORT 2022-23

Head of Service:	Brendan Bradley, Head of Finance
Wards affected:	(All Wards);
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	
Appendices (attached):	Appendix 1 – Fees and Charges Schedule 2022/23

Summary

This report recommends fees and charges for which this Committee is responsible, with the new charges being effective from 1 April 2022.

Recommendation (s)

The Committee is asked to:

- (1) Authorise the Chief Finance Officer to vary fees and charges for items generating income under £1,000 per annum and/or for one-off services or items;**

And, subject to the approval of Council:

- (2) Agree the fees and charges for 2022/23 as set out at Appendix 1.**

1 Reason for Recommendation

- 1.1 As set out in the revenue estimates report on this agenda.

2 Background

- 2.1 The Council will meet to agree the budget, including estimates of income and expenditure, on 15 February 2022. To enable the budget to be finalised, the Policy Committees are asked to recommend fees and charges covering the services for which they are responsible.
- 2.2 The current pandemic and economic climate creates uncertainty and challenges for budget setting. For consistency, the assumptions in the Medium Term Financial Plan have been applied to budget targets, including the annual uplift to fees and charges.

- 2.3 Should income shortfalls occur in 2022/23 as a result of Covid-19, the draft budget includes a £600,000 central provision to mitigate such losses.
- 2.4 The budget guidelines agreed by Strategy and Resources in September 2021 included an overall increase in revenue from discretionary fees and charges of 3%.
- 2.5 The fees and charges presented in this report are discretionary charges only. For discretionary charges there is scope to generate additional income, to reduce any subsidy of the service or to contribute to an improved budget position.
- 2.6 There are a number of charges set externally that the Council has no power to alter. This restricts the Council's ability to raise additional income and therefore the fees and charges set by statute are not presented to this Committee for approval.
- 2.7 When preparing estimates, fees and charges have been reviewed by service managers and any negative impact on demand anticipated by increased charges has been considered.
- 2.8 Members should refer to the estimates report on this agenda for an overview of the Committee's budget position.
- 2.9 In January 2018, to reflect changes to the Council's management structure, the Committee agreed that the Chief Finance Officer should have delegated authority to vary fees and charges for items generating income under £1,000 per annum. The Committee also agreed that this officer be permitted under delegated authority to set charges for one off services or items not included in the fees and charges schedule where those services generate up to £1,000 income per annum.

3 Risk Assessment

Legal or other duties

3.1 Impact Assessment

- 3.1.1 Increased fees and charges could have a negative effect on take up for some service areas. Managers have been asked to apply realistic increases to avoid this.
- 3.1.2 The return of customers to facilities re-opening following closure during the pandemic may continue to be gradual. This could result in reduced revenue from fees and charges in 2022/23, although mitigations for this are outlined at paragraph 2.3.

3.2 Crime & Disorder

- 3.2.1 None for the purposes of this report.

3.3 Safeguarding

3.3.1 None for the purposes of this report.

3.4 Dependencies

3.4.1 None for the purposes of this report.

3.5 Other

3.5.1 None for the purposes of this report.

4 Proposals

4.1 The proposed fees and charges for 2022/23 are set out at **Appendix 1** to this report. The main variations in fees and charges for each service area outside the range of an increase between 3% and 5% are set out below:

4.1.1 Playhouse

No increases to membership fees are proposed, pending officers exploring a new Loyalty Scheme.

4.1.2 Ewell Court House

Charges for advance bookings for subsequent years are not generally included in the annual schedules. It is proposed that these be charged at the current year cost plus approximately 3% per annum, representing the inflationary increases incorporated in the Medium Term Financial Strategy.

4.1.3 Local Nature Reserve

No increases are proposed to the fees for annual guided walks as officers feel that the modest charge maintains participation.

4.1.4 Community & Wellbeing Centre

Charges for Extra Support Day Care sessions have not been increased to remain competitive with other day care models.

The bathing service provided at the Centre requires a high level of care support. The proposed charge reflects this.

4.1.5 Community Services

Community Alarm

No increase is proposed to Community Alarm and the GPS Tracking Units monthly standard charges, as current charges represent market rates and officers consider that an increase in the price could potentially have an adverse effect on customer volume.

Shopping Service

To remain competitive with the current market no increase to charges are proposed.

Shopmobility

As the charges remained unchanged for 2021/22, the proposed increase for 2022/23 is above 5% in order to meet increased costs.

4.2 Disabled Facility Grant Fees

The Council has a statutory duty to operate a Disabled Facilities Grant Scheme, funded by central Government. Over recent years this role has become more complex, with a broader remit than previously, involving multi agency working and a wide variety of assistance required by clients. To reflect the officer time and general administration costs incurred as a result of this work, it was agreed in 2018/19 that the Council should charge fees to the fund. As these fees are charged on a cost recovery basis, no increases are proposed.

The proposed fee structure for 2022/23 is as follows:

Mandatory Grants: These are provided to enable adaptations to allow residents access to essential facilities within and around the home.

Minimum fee charge	£300	e.g. level access showers / stair lifts
Works up to £30k	10%	
Works in excess of £30k Fees capped at maximum works the Policy permits the Council to fund	7.5%	e.g. ground floor extensions to provide downstairs wetroom/bathroom facilities
Aborted works: Pre-tender stage	£300	Works may be aborted where an applicant's level of need has changed significantly since receipt of the original Occupational Therapist's report, or where the applicant has passed away.
Post-tender stage depending on grant value, capped at £45k (or higher as Policy determines)	10% (for works <£30k) or 7.5% (for works >£30k), based on 70% of the value of works	

Discretionary Grants (funded through DFG allocation)

e.g. Installation of galvanised (outdoor) handrails or measures to address thermal discomfort, e.g., replacement windows and heating.

Minimum fee charge	£150
All works	10%
Aborted works Pre-tender stage Post tender stage	£150 10% of 70% of cost of works

Handyperson Grants

e.g., small odd jobs such as garden clearance and bathroom grab rails.
No fee applied.

5 Financial Implications

- 5.1 The impact of the proposed fees and charges for services in 2022/23 is set out below.

- 5.2 The table sets out the original additional income target as per the Medium Term Financial Strategy in the first column.
- 5.3 The second column presents additional income anticipated from the changes to tariffs proposed in the appendix to this report, on the assumption that current utilisation levels continue.
- 5.4 The third column shows changes to income budgets for fees and charges that are not related to changes to tariffs. Examples will be changes to customer numbers or where a new fee or charge has been introduced.
- 5.5 For budget purposes, volumes going forward have been kept constant as accurate predictions of changes in utilisation of services is very challenging in the current changing circumstances.
- 5.6 The last column sets out the difference between the 3% budget target increase and the final income budget, which incorporates changes to both tariffs and volumes.

	Target Increase in Income Budget (3%) £'000	Total Increase or (Decrease) due to changes to Tariffs £'000	Variations resulting from changes to volumes £'000	Variation between Target and total change £'000
Community & Wellbeing Centre	4	4	0	0
Higher Needs Service	1	1	0	0
Community Services	12	6	-8	-14
Parks & Open Spaces	6	5	0	-1
Allotments	1	1	0	0
Playhouse	13	13	0	0
Venues	11	11	-1	-1
Total	48	41	-9	-16

- 5.7 The charges proposed will generate an additional estimated income of £41k. However, the increased charges are expected to be offset by reduced volumes, meaning that Community & Wellbeing Committee income budgets are lower than the targeted budgeted income from fees and charges for 2022/23 by £16k.
- 5.8 The revised level of income has been included in the medium term financial strategy to contribute towards a balanced budget over the next four years. A detailed breakdown of the 2022/23 budget can be found in the budget report included on this agenda.

- 5.9 **Section 151 Officer's comments:** All financial implications are included within this report.

6 Legal Implications

- 6.1 Delegation must be exercised in accordance with the Constitution's requirements on the exercise of powers conferred on officers.
- 6.2 **Legal Officer's comments:** none arising from the content of this report.

7 Policies, Plans & Partnerships

- 7.1 **Council's Key Priorities:** The following Key Priorities are engaged:
Effective Council
- 7.2 **Service Plans:** The matter is included within the current Service Delivery Plan.
- 7.3 **Climate & Environmental Impact of recommendations:**
No specific implications.
- 7.4 **Sustainability Policy & Community Safety Implications:**
No specific implications.
- 7.5 **Partnerships:**
None for the purposes of this report.

8 Background papers

- 8.1 The documents referred to in compiling this report are as follows:

Previous reports:

- Budget Targets Report October 2021

Other papers:

- Budget Book 2022/23

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Service: Playhouse
Service Manager: Ian Dyer

Service	Charged At	Description	Unit	2021/22	2022/23	% Change
Playhouse						
		Hire Commercial Rate				
		Auditorium - 10:00 to 23:00	per hour	171.00	177.00	3.5%
		Auditorium -23:00 to 10:00	per hour	342.00	354.00	3.5%
		Hire Community Rate				
		Auditorium - 10:00 to 23:00	per hour	82.00	85.00	3.7%
		Auditorium - 23:00 to 10:00	per hour	164.00	170.00	3.7%
		Myers Studio - Monday to Sunday 10:00 to 23:00	per hour	31.00	32.00	3.2%
		Hire Standard Rate				
		Auditorium - 10:00 to 23:00	per hour	114.50	118.00	3.1%
		Auditorium - 23:00 to 10:00	per hour	229.00	236.00	3.1%
		Members Bar	per hour	30.00	31.00	3.3%
		Myers Studio - Monday to Sunday 10:00 to 18:00	per hour	39.50	41.00	3.8%
		Myers Studio - Monday to Sunday 18:00 to 23:00	per hour	50.00	52.00	4.0%
		Membership Out of Borough Residents				
		Adult	Per annum	21.00	21.00	0.0%
		Adult Couple	Per annum	29.00	29.00	0.0%
		Disabled	One off payment	15.00	15.00	0.0%
		Family (2 adults and all children under 16)	Per annum	34.00	34.00	0.0%
		Family Add ons (children only)	Per annum	6.00	6.00	0.0%
		Over 65	Per annum	15.00	15.00	0.0%
		Unemployed (upon 6 monthly proof of unemployment)	6 months	6.00	6.00	0.0%
		Membership Residents				
		Adult	Per annum	19.00	19.00	0.0%
		Adult Couple	Per annum	26.00	26.00	0.0%
		Disabled	One off payment	12.00	12.00	0.0%
		Family (2 adults and all children under 16)	Per annum	29.00	29.00	0.0%
		Family Add ons (children only)	Per annum	5.00	5.00	0.0%
		Over 65	Per annum	12.00	12.00	0.0%
		Student	Per annum	5.00	5.00	0.0%
		Unemployed (upon 6 monthly proof of unemployment)	6 months	5.00	5.00	0.0%

Service: Playhouse
Service Manager: Ian Dyer

Service	Charged At	Description	Unit	2021/22	2022/23	% Change
Playhouse						
		Other Charges				
		Additional Technicians	Per hour	24.00	25.00	4.2%
		Basic Technical Facilities (Auditorium)	Per performance/rehearsal	123.00	127.00	3.3%
		Basic Technical Facilities (Myers)	Per performance/rehearsal	63.50	65.50	3.1%
		Box Office Set Up (Main Auditorium)	Per week	65.00	67.00	3.1%
		Box Office Set Up (Main Auditorium)	Per performance	30.30	31.30	3.3%
		Box Office Set Up (Myers Studio)	Per week	17.00	17.50	2.9%
		Box Office Set Up (Myers Studio)	Per performance	9.00	9.30	3.3%
		Change of Stage Format	Per performance/rehearsal	156.00	161.00	3.2%
		Digital Only Marketing Package	Per event	40.00	41.50	3.8%
		Follow Spot Operator	Per hour	19.00	19.60	3.2%
		Full Marketing Package	Price on application	0.00	0.00	
		Grand Piano	Per performance/rehearsal	128.00	132.00	3.1%
		Miscellaneous Equipment	Price on application	0.00	0.00	
		Myers Studio Full Marketing Package	Price on application	0.00	0.00	
		Piano Tuning	Per item	116.50	120.00	3.0%
		Postage	per posting	1.50	1.55	3.3%
		Technical Equipment Package	Per performance/rehearsal	38.00	39.20	3.2%
		Technical Meeting Charge	Per hour	33.00	34.00	3.0%
		Ticket printing (Main auditorium)	Per performance	49.50	51.00	3.0%
		Ticket printing (Myers Studio)	Per performance	16.50	17.00	3.0%

Service: Bourne Hall
Service Manager: Ian Dyer

Service	Charged At	Description	Unit	2021/22	2022/23	% Change
Bourne Hall						
Community Rate						
		Banqueting Suite (Monday to Friday 09:00-17:00)	day rate	495.00	510.00	3.0%
		Main Hall (Monday to Friday 09:00-17:00)	day rate	495.00	510.00	3.0%
		Main Hall or the Banqueting Suite Monday (08:00-Saturday 17:00)	Per Hour	82.00	85.00	3.7%
		Main Hall or the Banqueting Suite (Saturday 17:00-24:00)	Per Hour	126.00	130.00	3.2%
		Rose Room, Studio Room, Azalea Room, Begonia Room, Camelia Room (Monday to Friday 09:00-17:00)	day rate	229.00	236.00	3.1%
		Rose Room, Studio Room, Azalea Room, Begonia Room, Camelia Room (Monday 08:00-Saturday 17:00)	Per Hour	38.00	39.00	2.6%
		Rose Room, Studio Room, Azalea Room, Begonia Room, Camelia Room (Saturday 17:00-24:00)	Per Hour	60.00	62.00	3.3%
		Community Sunday Rate (entire venue)	day rate	742.00	765.00	3.1%
Events						
		Large Room Part Day Event (Min booking 5 hrs)	Per hour	124.00	128.00	3.2%
		Wedding Full Day -12 Hours in 1 large room, 2 hours for a Ceremony Room	Per function	1,442.00	1,490.00	3.3%
Standard Rate						
		All Rooms	Per Hour Midnight to 08:00 & Bank Holidays	216.00	224.00	3.7%
		Art Exhibitions	Per week	152.00	157.00	3.3%
		Foyer B (Monday to Saturday 09:00-17:00)	day rate	31.00	32.00	3.2%
		Gift/Craft fairs	Per week	283.00	295.00	4.2%
		Banqueting Suite (Monday to Friday 09:00-17:00)	day rate	575.00	595.00	3.5%
		Main Hall (Monday to Friday 09:00-17:00)	day rate	575.00	595.00	3.5%
		Main Hall or the Banqueting Suite (Monday 08:00-Saturday 17:00)	Per Hour	96.00	99.00	3.1%
		Main Hall or the Banqueting Suite (Saturday 17:00-24:00)	Per Hour	144.00	149.00	3.5%
		Rose Room, Studio Room, Azalea Room, Begonia Room, Camelia Room (Monday to Friday 09:00-17:00)	day rate	247.00	255.00	3.2%
		Rose Room, Studio Room, Azalea Room, Begonia Room, Camelia Room (Monday 08:00-Saturday 17:00)	Per Hour	41.00	43.00	4.9%
		Rose Room, Studio Room, Azalea Room, Begonia Room, Camelia Room (Saturday 17:00-24:00)	Per Hour	68.00	71.00	4.4%
		Kitchen (professional caterers only)	day rate	103.00	107.00	3.9%
		Sunday Opening	Flat Rate in addition to hourly rates	412.00	425.00	3.2%
		Wedding Fairs	Exclusive use of the Venue (Sunday)	1,895.00	1,955.00	3.2%
		Museum Club Sessions	per session	3.80	3.95	3.9%

Service: Ewell Court House
Service Manager: Ian Dyer

						Forward Years	
Service	Charged At	Description	Unit	2021/22	2022/23	% Change	2023/24
Ewell Court House							
Community Rate							
		Ante room, Whist Room, Meeting Room or Committee Room	Per Hour - Minimum 2hrs	23.00	24.00	4.3%	n/a
		Social Suite	Per hour - Minimum 2hrs	35.50	37.00	4.2%	n/a
Standard Rate							
		Ante room, Whist Room, Meeting Room or Committee Room	Per hour - Minimum 2 hrs	32.00	33.00	3.1%	n/a
		Ante room, Whist Room, Meeting Room or Committee Room - Monday to Thursday	Business Day - 8 Hrs	190.00	196.00	3.2%	n/a
		Bar Hire	Per Hour	31.00	32.00	3.2%	n/a
		Celebratory Room Monday-Thursday	Per day	1,885.00	1,940.00	2.9%	2,000.00
		Celebratory Room Monday-Thursday	Per hour - Minimum 5 hrs	147.00	151.00	2.7%	156.00
		Celebratory Rooms - Fri /Sat - Peak Rates (April - September & Easter Weekend)	Per Day	2,950.00	3,040.00	3.1%	3,135.00
		Celebratory Rooms - Fri /Sat Peak Part Day Rates (April-September & Easter Weekend)	Per hour - Minimum 5 Hrs	198.00	204.00	3.0%	211.00
		Celebratory Rooms - Fri/Sat Off-Peak Rates (October-March, Excl. Easter Weekend)	Per Day	2,280.00	2,350.00	3.1%	2,425.00
		Celebratory Rooms - Fri to Sun Off-Peak Part Day Rates (October-March, Excl. Easter Weekend)	Per hour - Minimum 5 hrs	147.00	151.00	2.7%	156.00
		Celebratory Rooms - Sunday Peak (April to Sept & Easter Weekend)	Per Day	2,500.00	2,575.00	3.0%	2,655.00
		Celebratory Rooms - Sunday Peak Part Day (April to Sept & Easter Weekend)	Per hour - Minimum 5 hrs	168.00	173.00	3.0%	179.00
		Celebratory Rooms - Sunday Off-Peak Rates (October-March, Excl. Easter Weekend)	Per Day	1,885.00	1,940.00	2.9%	2,000.00
		Kltchen Hire	Per Hour	37.00	38.50	4.1%	n/a
		Social Suite	Per hour - Minimum 2 hrs	51.50	53.00	2.9%	n/a
		Social Suite - Monday to Thursday	Business Day - 8 Hrs	310.00	320.00	3.2%	n/a

Service: Parks and Open Spaces

Service Manager: Ian Dyer

Service	Description	Unit	2021/22	2022/23	% Change
Building charges					
	Auriol Park - Pavilion greater than 10 bookings	Per hour	18.50	19.25	4.1%
	Auriol Park - Pavilion fewer than 10 bookings	Per hour	24.60	25.50	3.7%
	Other Park Pavilions greater than 10 bookings	Per hour	16.50	17.00	3.0%
	Other Park Pavilions fewer than 10 bookings	Per hour	19.50	20.25	3.8%
	Other Parks out of normal hours charge	Per hour	48.50	50.00	3.1%
Allotments					
	Allotment rent and water charge	Per sq m	0.45	0.47	4.4%
	New agreement - mark out and offer	per plot (up to 80 sq m)	33.70	34.75	3.1%
Parks					
	Barbecue hire Up to 12 people, Mon-Fri (Minimum 2 hours)	Per hour	14.80	15.25	3.0%
	Barbecue hire Up to 12 people, Sat-Sun (Minimum 2 hours)	Per hour	20.00	20.75	3.8%
	Barbecue hire Up to 50 people, Mon-Fri (Minimum 4 hours)	Per hour	19.00	19.75	3.9%
	Barbecue hire Up to 50 people, Sat-Sun (Minimum 4 hours)	Per hour	30.00	31.00	3.3%
	Borough banner boards	Per board per week	78.50	81.00	3.2%
	Borough banner commercial	A4 poster on all boards per week	40.00	41.50	3.8%
	Permission to use small gazebo	small gazebo permission	13.30	13.70	3.0%
	Permission to use small tent	small tent permission	13.30	13.70	3.0%
	Outdoor Fitness Classes: once a week	Per annum	313.00	325.00	3.8%
	Outdoor Fitness Classes: 2-4 times per week	Per annum	780.00	805.00	3.2%
	Outdoor Fitness Classes: 5-7 times a week	Per annum	1,250.00	1,290.00	3.2%
Local Nature Reserve					
	Countryside Team annual guided walk-adult	Per Walk	5.00	5.00	0.0%
	Countryside Team annual guided walk-child under 16	Per Walk	2.50	2.50	0.0%

Service: Sports Pitches
Service Manager: Ian Dyer

Service	Description	Unit	2021/22	2022/23	% Change
Pitches					
Court Rec Astro Turf Multicage - Adults	April to September Mon-Fri from 15:00 hrs onwards	per hour	47.50	49.00	3.2%
	April to September Sat-Sun	per hour	50.00	51.50	3.0%
	Mon to Fri between 08:00 hrs to 15:00 hrs	per two hours	25.50	26.50	3.9%
	October to March Mon to Fri from 15:00 hrs onwards	per hour	50.00	51.50	3.0%
	October to March Sat to Sun	per hour	50.00	51.50	3.0%
Court Rec Astro Turf Multicage - Juniors	April to September Mon-Fri from 15:00 hrs onwards	per hour	37.50	38.75	3.3%
	April to September Sat-Sun	per hour	40.00	41.20	3.0%
	Borough Schools(term time) between 08:00 to 15:00	per day	22.60	23.30	3.1%
	Mon to Fri between 08:00 hrs to 15:00 hrs	per four hours	22.60	23.30	3.1%
	October to March Mon to Fri from 15:00 hrs onwards	per hour	40.00	41.20	3.0%
Cricket - Adults	October to March Sat to Sun	per hour	40.00	41.20	3.0%
	Monday to Friday	Per match	96.50	99.50	3.1%
Cricket - Juniors	Saturday and Sunday	Per match	168.00	173.50	3.3%
	Monday to Friday	Per match	48.00	49.50	3.1%
Football - Adults	Saturday and Sunday	Per match	74.00	76.50	3.4%
	Monday to Friday	Per match	80.50	83.00	3.1%
Football - Juniors	Saturday and Sunday	Per match	127.00	131.00	3.1%
	Monday to Friday	Per match	39.80	41.00	3.0%
Mini Soccer - Juniors	Saturday and Sunday	Per match	62.50	64.50	3.2%
	Monday to Friday	Per match	24.60	25.50	3.7%
Harrier Centre					
Hall	Monday to Sunday Softplay	Per day	78.20	80.50	2.9%
	Monday to Friday (15:00 to 21:00 hrs)	Per hour	27.30	28.25	3.5%
Track	Annual Membership	Per year	166.00	171.00	3.0%
	Monday to Friday (08:00 to 21:00hrs)	per hour	32.00	33.00	3.1%
	Saturday and Sunday	per hour	32.00	33.00	3.1%
	Sports Days Monday to Friday	per day	255.00	262.75	3.0%
	Charities	per hour	12.20	12.60	3.3%
	Drop in Session	per session	3.00	3.10	3.3%
Hall & Track	Athletics Activities Monday to Friday	per hour	31.00	32.00	3.2%
Bowling Home Ground Agreement - Pavilion					3.0%
Bowling Home Ground Agreement - Bowling Green					3.0%
Epsom Cricket Club - Alexandra Pavilion					4.9%
Football Home Ground Agreement - Auriol Park					
	The conditions of the Football Foundation grant for Auriol Park and Pavilion prohibits EEBC from raising home ground agreements above RPI annually, without their written permission.			Sept 2021 RPI: 4.9%	4.9%
Football Home Ground Agreement - All other pitches					4.9%

Service: Community & Wellbeing Centre
Service Manager: Ian Dyer

Service	Charged At	Description	Unit	2021/22	2022/23	% Change
				with caretaking	with caretaking	with caretaking
Social Centre						
Community Rate						
		Dining Room (50) - Monday to Friday 18.00 to 23.00	Per hour	28.00	28.90	3.2%
		Dining Room (50) - Saturday/Sunday 9.00 to 23.00 (Min 2 hrs)	Per hour	28.20	29.10	3.2%
		Half Hall (60) - Monday to Friday 18.00 to 23.00	Per hour	21.20	21.85	3.1%
		Half Hall (60) - Monday to Friday 9.00 to 18.00	Per hour	17.50	18.05	3.1%
		Half Hall (60) - Saturday/Sunday 9.00 to 18.00 (Min 2 hrs)	Per hour	21.20	21.85	3.1%
		Hall (120) - Monday to Friday 18.00 to 23.00	Per hour	31.50	32.50	3.2%
		Hall (120) - Monday to Friday 9.00 to 18.00	Per hour	29.20	30.10	3.1%
		Hall (120) - Saturday/Sunday 18.00 to 23.00 (Min 2hrs)	Per hour	43.40	44.70	3.0%
		Hall (120) - Saturday/Sunday 9.00 to 18.00 (Min 2 hrs)	Per hour	31.50	32.45	3.0%
		Park Lounge (50) - Monday to Friday 18.00 to 23.00	Per hour	28.00	28.85	3.0%
		Park Lounge (50) - Saturday/Sunday 9.00 to 23.00 (Min 2 hrs)	Per hour	28.50	29.40	3.2%
		Small lounge (25) - Monday to Friday 18.00 to 23.00	Per hour	20.00	20.60	3.0%
		Small lounge (25) - Saturday/Sunday 9.00 to 23.00 (Min 2 hrs)	Per hour	20.10	20.80	3.5%
Standard Rate						
		Dining Room (50) - Monday to Friday 18.00 to 23.00	Per hour	35.50	36.60	3.1%
		Dining Room (50) - Saturday/Sunday 9.00 to 23.00 (Min 2 hrs)	Per hour	36.00	37.20	3.3%
		Half Hall (60) - Monday to Friday 18.00 to 23.00	Per hour	25.20	26.00	3.2%
		Half Hall (60) - Monday to Friday 9.00 to 18.00	Per hour	20.50	21.20	3.4%
		Half Hall (60) - Saturday/Sunday 9.00 to 18.00 (Min 2 hrs)	Per hour	25.20	26.00	3.2%
		Hall (120) - Monday to Friday 18.00 to 23.00	Per hour	41.00	42.30	3.2%
		Hall (120) - Monday to Friday 9.00 to 18.00	Per hour	36.50	37.80	3.6%
		Hall (120) - Saturday/Sunday 18.00 to 23.00 (Min 2 hrs)	Per hour	50.00	51.50	3.0%
		Hall (120) - Saturday/Sunday 9.00 to 18.00 (Min 2 hrs)	Per hour	40.50	41.80	3.2%
		Park Lounge (50) - Monday to Friday 18.00 to 23.00	Per hour	35.40	36.50	3.1%
		Park Lounge (50) - Saturday/Sunday 9.00 to 23.00 (Min 2 hrs)	Per hour	35.50	36.60	3.1%
		Small lounge (25) - Monday to Friday 18.00 to 23.00	Per hour	25.20	26.00	3.2%
		Small lounge (25) - Saturday/Sunday 9.00 to 23.00 (Min 2 hrs)	Per hour	25.30	26.10	3.2%

Service: Community & Wellbeing Centre
Service Manager: Ian Dyer

Service	Charged At	Description	Unit	2021/22	2022/23	% Change
Social Centre				self caretaking	self caretaking	self caretaking
Community Rate						
		Treatment Rooms - Monday to Friday 9am-6pm	Per hour	15.70	16.20	3.2%
		Dining Room (50) - Monday to Friday 18.00 to 23.00	Per hour	26.00	27.00	3.8%
		Dining Room (50) - Saturday/Sunday 9.00 to 23.00 (Min 2 hrs)	Per hour	26.20	27.00	3.1%
		Half Hall (60) - Monday to Friday 18.00 to 23.00	Per hour	19.60	20.20	3.1%
		Half Hall (60) - Monday to Friday 9.00 to 18.00	Per hour	16.20	16.70	3.1%
		Half Hall (60) - Saturday/Sunday 9.00 to 18.00 (Min 2 hrs)	Per hour	19.60	20.20	3.1%
		Hall (120) - Monday to Friday 18.00 to 23.00	Per hour	29.20	30.10	3.1%
		Hall (120) - Monday to Friday 9.00 to 18.00	Per hour	27.00	27.90	3.3%
		Hall (120) - Saturday/Sunday 18.00 to 23.00 (Min 2hrs)	Per hour	40.20	41.50	3.2%
		Hall (120) - Saturday/Sunday 9.00 to 18.00 (Min 2 hrs)	Per hour	29.20	30.10	3.1%
		Park Lounge (50) - Monday to Friday 18.00 to 23.00	Per hour	26.00	26.80	3.1%
		Park Lounge (50) - Saturday/Sunday 9.00 to 23.00 (Min 2 hrs)	Per hour	26.40	27.20	3.0%
		Small lounge (25) - Monday to Friday 18.00 to 23.00	Per hour	19.00	19.60	3.2%
		Small lounge (25) - Saturday/Sunday 9.00 to 23.00 (Min 2 hrs)	Per hour	18.50	19.10	3.2%
Standard Rate						
		Dining Room (50) - Monday to Friday 18.00 to 23.00	Per hour	32.80	33.80	3.0%
		Dining Room (50) - Saturday/Sunday 9.00 to 23.00 (Min 2 hrs)	Per hour	33.40	34.50	3.3%
		Half Hall (60) - Monday to Friday 18.00 to 23.00	Per hour	23.40	24.20	3.4%
		Half Hall (60) - Monday to Friday 9.00 to 18.00	Per hour	19.00	19.60	3.2%
		Half Hall (60) - Saturday/Sunday 9.00 to 18.00 (Min 2 hrs)	Per hour	23.40	24.20	3.4%
		Hall (120) - Monday to Friday 18.00 to 23.00	Per hour	38.00	39.20	3.2%
		Hall (120) - Monday to Friday 9.00 to 18.00	Per hour	34.00	35.10	3.2%
		Hall (120) - Saturday/Sunday 18.00 to 23.00 (Min 2 hrs)	Per hour	46.00	47.40	3.0%
		Hall (120) - Saturday/Sunday 9.00 to 18.00 (Min 2 hrs)	Per hour	37.80	39.00	3.2%
		Park Lounge (50) - Monday to Friday 18.00 to 23.00	Per hour	33.00	34.00	3.0%
		Park Lounge (50) - Saturday/Sunday 9.00 to 23.00 (Min 2 hrs)	Per hour	32.80	33.90	3.4%
		Small lounge (25) - Monday to Friday 18.00 to 23.00	Per hour	23.30	24.00	3.0%
		Small lounge (25) - Saturday/Sunday 9.00 to 23.00 (Min 2 hrs)	Per hour	23.40	24.20	3.4%

Service: Community & Wellbeing Centre

Service Manager: Ian Dyer

Service	Description	Unit	2021/22	2022/23	% Change
Wellbeing Centre					
	Bathing service	Per occasion	15.50	16.50	6.5%
	Bathing Service (persons in receipt of Benefits)	Per occasion	8.25	8.50	3.0%
	Hairdressing (Multiple hairdressers)	Per day	47.00	48.50	3.2%
	Hairdressing (Multiple hairdressers)	Per half day	24.20	25.00	3.3%
	Hairdressing (Single hairdressers)	Per day	38.50	39.80	3.4%
	Hairdressing (Single hairdressers)	Per half day	20.40	21.10	3.4%
	Social Centre Membership - out of borough	Per year	23.40	24.20	3.4%
	Social Centre Membership - single person	Per year	12.10	12.50	3.3%
	Social Centre Membership (persons in receipt of Benefits)	Per year	7.00	7.25	3.6%
	Weekday meal - Members	Per meal	5.45	5.65	3.7%
	Weekday meal - Non-Members	Per meal	6.00	6.30	5.0%
	Weekday Special Meal - Members	Per meal	0.00	6.50	
	Weekday Special Meal - Non-Members	Per meal	0.00	7.50	
Daycare+ Service					
	Activities at Community & Wellbeing Centre	Per session	as advised	as advised	
	Extra Support Day Care	Half Day	20.00	20.00	0.0%
	Extra Support Day Care	Full Day	40.00	40.00	0.0%

Service: Community Services
Service Manager: Ian Dyer

Service	Description	Unit	2021/22	2022/23	% Change
Community Alarm					
	Equipment not returned on discontinuance of service	Alarm and pendant	150.00	154.50	3.0%
	Key safe rental	Per month	3.10	3.20	3.2%
	Replacement of lost pendants	Per item	58.50	60.30	3.1%
	Sale of key boxes	Per item	57.00	57.00	0.0%
	Standard charge	Per person per unit per month	21.50	21.50	0.0%
	Standard charge (existing client in residential home on benefits 2,3,7	Per person per unit per month	20.50	21.15	3.2%
	GPS Tracking Unit	Per person per unit per month	22.50	22.50	0.0%
Meals at Home					
	Delivery Service	Per sandwich	2.75	2.85	3.6%
	Delivery Service	Main Meal only	3.70	3.80	2.7%
	Delivery Service	Dessert only	1.40	1.45	3.6%
	Delivery service out of borough	Per sandwich	3.05	3.20	4.9%
	Delivery service out of borough	Main meal only	4.35	4.60	5.7%
	Delivery service out of borough	Dessert only	1.55	1.60	3.2%
	Shopping Service	Per occasion	6.00	6.00	0.0%
	Shopping Service - reduced charge	Per occasion	4.50	4.50	0.0%
Transport from Home					
	Day Centre Transport	Return	4.70	4.85	3.2%
	Dial-a-bus	Return	6.90	7.15	3.6%
	Dial-a-ride	Single	6.30	6.50	3.2%
	Dial-a-ride	Return	12.30	13.00	5.7%
	Excursions	Per excursion	as advised	as advised	
	Membership	Annual	16.00	16.50	3.1%
	Nursing Home adj Borough	Return	13.00	13.40	3.1%
	Out of Borough Hospitals	Return	23.80	25.00	5.0%
Shopmobility					
	Annual membership (2 hours free equipment use per visit)	Annual	22.00	24.00	9.1%
	Non members - Day rate (includes 2 hours use of equipment)	Per visit	5.50	6.00	9.1%

Service: Private Sector Housing
Service Manager: Rod Brown

Service	Description	Unit	2021/22	2022/23	% Change
Houses of Multiple Occupation					
	Application over 5 units (or lets)	Per unit (or let)	130.00	134.00	3.1%
	Application up to 5 units (or lets)	Per application or renewal	645.00	665.00	3.1%

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REVENUE BUDGET REPORT

Head of Service:	Brendan Bradley, Head of Finance
Wards affected:	(All Wards);
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	N/A
Appendices (attached):	None

Summary

This report sets out budget estimates for income and expenditure for Community & Wellbeing services in 2022/23.

Recommendation (s)

The Committee is asked to:

- (1) Recommend the 2022/23 service estimates for approval at the budget meeting of Full Council in February 2022
- (2) Confirm whether the three new initiatives in section 6 are supported;
- (3) Note that any supported initiatives from section 6 will only be progressed if a funding option can be identified during the year, in accordance with the Council's Financial Regulations and budget virement policy.

1 Reason for Recommendation

- 1.1 The recommendations will enable the Council to meet its statutory duty to set a balanced budget for 2022/23.

2 Background

- 2.1 In February 2020, Full Council agreed the four year Medium Term Financial Strategy to 2023/24 (MTFS). The MTFS aims to maintain the financial health of the Council whilst delivering the priorities in the Corporate Plan.

- 2.2 Since the MTFS was produced, Covid-19 has had a major impact on the Council's services and finances. The financial impact has been reported to Strategy & Resources Committee, most recently on 21 September in the Budget Targets report, which identified a funding gap of £1.6m by 2025/26. To mitigate the projected funding gap, Strategy & Resources agreed the following budget targets for 2022/23:
- 2.2.1 That estimates be prepared including the delivery of savings already identified in the Financial Plan for 2022/23 totalling £342,000.
 - 2.2.2 That at least £210,000 additional revenue is generated from an increase in discretionary fees and charges;
 - 2.2.3 That a provision for pay award is made of £416,000 that would allow for a 2% cost of living increase;
 - 2.2.4 That a £600,000 contingency is provided for within the 2022/23 budget to mitigate the potential impact of Covid-19 on the Council's finances in 2022/23.
 - 2.2.5 That any new growth items (i.e. cost pressures) supported by Policy Committees will need to be fully funded from existing budgets.
- 2.3 The figures in this report reflect the provisional local government finance settlement for 2022/23.
- 2.4 The service estimates for this Committee are included in the draft Budget Book 2022/23 that will be made available to all Councillors.
- 2.5 Estimates have been prepared on the basis that all existing services to residents are maintained.
- 2.6 Where the Council incurs contractual inflationary uplifts, budgets have been adjusted accordingly. The budget also includes a central provision of £200,000 to mitigate any increased price inflation in excess of 2% next year.
- 2.7 For pay inflation, the budget includes a provision of £516,000, which represents an increase of £100,000 compared to the original £416,000 budget. £190,000 of the provision is for pay progression, as eligible officers progress along their pay scale with experience, and £326,000 is for a 3.0% cost of living increase, in accordance with the Council's agreed four year pay policy to adjust pay by the preceding September CPI figure (which was 3.1%), capped at 3.0%.
- 2.8 The Council agreed a target to increase overall income from locally set fees and charges by a minimum of 3% annually, after making allowance for any further changes in service. Certain charges for Committees are being proposed at above inflation levels, either to reduce service subsidy levels or to enable the Council to achieve a balanced budget.

- 2.9 To allow the Council to determine the budget and Council Tax in February, the Committee estimates have been presented as follows:-

2.9.1 The Budget Book contains the service estimates for 2022/23.

2.9.2 All unavoidable cost increases and income reductions are reflected in the estimates.

2.9.3 Recommended increases to fees and charges have been included within the Budget Book and the income estimates.

2.9.4 All increases in charges are subject to approval by the Council.

3 Covid-19

3.1 Covid-19 has had a significant impact on the Council's income and expenditure. The impact will continue into next year and as a mitigation, the Council's budget includes a central £600,000 contingency for 2022/23.

3.2 Notwithstanding, the Council does have a projected budget deficit for 2022/23 – the quantum of which will be confirmed following the central government funding settlement in December. The deficit is due to be funded by reserves in the short term. However, ahead of 2023/24, the Council should plan to review and rebase its budgets to reflect post-Covid underlying expenditure and income streams, with the aim of removing the unsustainable reliance on reserves to fund the day-to-day revenue budget.

4 Revenue Estimates 2021/22

4.1 Before considering the revenue estimates for 2022/23, this section provides a summary of the forecast outturn for the current financial year. Variations identified with on-going effects have been taken into account in preparing next year's budget.

4.2 Excluding Central Government support, the Council's probable revenue outturn at Q2 monitoring for all Committees in 2021/22 anticipates an overspend of £2.668m, as set out in the Q2 monitoring report and summarised by the following table:

	2020/21 Probable Outturn		
Committee	Current Approved Budget £'000	Q2 Forecast £'000	Variance £'000

Strategy & Resources	2,285	2,077	(207)
Environment & Safe Communities	2,574	4,034	1,460
Community & Wellbeing	6,423	7,838	1,415
Capital Charges	(2,669)	(2,669)	0
Total budget requirement	8,612	11,280	2,668

- 4.3 The Council expects to fund the deficit through a mixture of government funding, and its own budgeted contingency and reserves, as set-out in the following table:

2021/22	£'000
Projected Deficit, Pre-Government Support	2,668
Less Government Income Protection Scheme	(506)
Projected Deficit, Post-Government Support	2,162
<u>Provisional Funding</u>	
Corporate Contingency for Covid-19	(950)
Corporate Projects Reserve	(329)
General Fund Balance	(883)
Subtotal Funding	(2,162)
Total	0

- 4.4 The probable outturn specifically for Community and Wellbeing Committee is an overspend of £1,415,000 which is shown in the following table. The key reasons for the major variances are explained in the subsequent paragraphs.

Service Group	Published Budget	Current Approved Budget	Forecast Outturn	Forecast Variance
	£'000	£'000	£'000	£'000
Housing	1,668	1,653	2,217	564
Community Services	388	411	464	52
Support for Voluntary Orgs.	262	237	237	0
Social Centres	489	525	583	58
Health & Wellbeing	42	92	92	0
Countryside, Parks and Open Spaces	2,108	1,904	1,973	69
Sports, Leisure & Cultural	1,271	1,236	1,907	672
Precepting & Levying Bodies (NJMC & EWDC)	365	365	365	0
Community & Wellbeing Committee	6,593	6,423	7,838	1,415

- 4.5 The current approved budget in the table above represents the published budget updated with authorised transfers of funds since approval of the budget at Council in February 2021.
- 4.6 There has been a sustained increase in households in nightly paid accommodation since the beginning of the pandemic. Government funding has been made available to offset costs resulting from Rough Sleepers and Outreach initiatives.
- 4.7 Income from community services, such as Higher Needs Service and Routecall, has been significantly reduced due to service restrictions and reduced client numbers.

- 4.8 On re-opening following lockdown, income from lettings and day care services continues to be affected at the Community & Wellbeing Centre, due to ongoing social distancing measures.
- 4.9 Covid restrictions have resulted in income losses from sports activities, pavilion hire, barbeques and car boot sales.
- 4.10 Closure of the Playhouse for part of the year and social distancing at other venues has directly reduced net income from the venues.
- 4.11 The Committee's probable outturn (estimated net expenditure) for 2020/21 is included in the draft Budget Book on each service group page, with a detailed analysis of variations to budget. The outturn forecasts are all based on quarter two budget monitoring reports used by all managers.

5 Proposals for 2022/23 Budget

- 5.1 The revenue estimates are included in the draft Budget Book 2022/23, circulated to Councillors in January, and a summary of these is set out below.

Service Group	Published Budget 2021/22 £'000	Base position 2022/23 £'000
Housing	1,668	1,815
Community Services	388	440
Support for Voluntary Orgs.	262	239
Social Centres	489	441
Health & Wellbeing	42	223
Countryside, Parks and Open Spaces	2,108	2,061
Sports, Leisure & Cultural	1,271	1,092
Precepting & Levying Bodies (NJMC & EWDC)	365	367
Community & Wellbeing Committee	6,593	6,678

- 5.2 The following table comprises a summary of the main changes to the Committee's proposed budget for 2022/23 compared with the published budget for 2021/22.

Community & Wellbeing Committee	Budget £'000
Published budget 2021/22	6,593
Increase income from fees and charges	(32)
Increased premises and transport charges	58
Reduced contributions from reserves	88
Bourne Hall Service Review savings to be identified	(30)
Sundry items	1
Base position 2022/23	6,678

6 New Initiatives

- 6.1 In addition to the proposed budget above, the Committee is asked to advise whether it would support the following new initiatives for 2022/23 (and if so, which ones), which would only be progressed during the year if a funding option can be identified and agreed. If supported, officers will look to fund the initiatives from existing budgets, additional income or savings in the first instance, but in any case, in accordance with the Council's Financial Regulations and budget virement policy:

- 6.1.1 A new Arts & Culture post (up to one-year appointment only) at an estimated one-off cost of up to £50,000 for one year only;
- 6.1.2 A £20,000 marketing budget for one year only to promote arts & culture within the Borough;
- 6.1.3 A £10,000 budget for one year only to digitalise Borough heritage tours.

7 Risk Assessment

Legal or other duties

- 7.1 In preparing the revenue budgets estimates officers have identified the main risks facing the Committee in delivering services within the budget. These services will require careful management during the year.

Service	Risk	Budget Estimate 2022/23 £'000	Risk Management
Homelessness	High: Increase in numbers of presentations.	1,057	Continuing with preventative initiatives and alternative temporary accommodation options
Venues	High: Restrictions affecting operation of venues / reduced level of customer numbers due to lack of confidence.	758	Monitoring service delivery options within government guidelines
Community Services	High: Vulnerable client group reducing Routecall service take up.	44	Monitoring service delivery options within government guidelines.
Community & Wellbeing Centre	High: Vulnerable client group will be slow to return to Higher Needs service. Reduction in numbers using centre.	128	Monitoring service delivery options within government guidelines.

7.2 Crime & Disorder

7.2.1 None arising from the contents of this report.

7.3 Safeguarding

7.3.1 None arising from the contents of this report.

7.4 Dependencies

7.4.1 A Committee Terms of Reference Review is due to be presented to Full Council in February. Should any service areas transfer between Community & Wellbeing and other Policy Committees, the associated budgets will also be transferred accordingly at the appropriate time.

7.5 Other

7.5.1 None arising from the contents of this report.

8 Financial Implications

8.1 The draft Budget Book 2022/23 is highly detailed and therefore please can any questions or queries be sent to relevant officers in advance of this Committee meeting wherever possible.

8.2 **Section 151 Officer's comments:**

Financial implications are contained within the body of this report.

9 Legal Implications

9.1 The Council will fulfil its statutory obligations to produce a balanced budget and to comply with its policy on equalities.

9.2 There are no direct legal implications arising from this report. However, decisions taken about the budget will impact the services which can be delivered. It is important that statutory services are appropriately funded, which the recommended budget seeks to achieve.

9.3 **Legal Officer's comments:** none arising from the content of this report.

10 Policies, Plans & Partnerships

10.1 **Council's Key Priorities:** The following Key Priorities are engaged:
Effective Council

10.2 **Service Plans:** The matter is included within the current Service Delivery Plan.

10.3 **Climate & Environmental Impact of recommendations:** None arising directly from the contents of this report.

10.4 **Sustainability Policy & Community Safety Implications:** None arising directly from the contents of this report.

- 10.5 **Partnerships:** Many services are provided by the Council without the direct involvement of other agencies. There is, however, an increasing role for partnership working with others to achieve mutually agreed objectives. The benefits and risks need to be assessed in each specific case to ensure that value for money is secured and the Council's priorities are delivered in the most efficient and effective manner.

11 Background papers

- 11.1 The documents referred to in compiling this report are as follows:

Previous reports:

- Budget Target Report to S&R Committee on 21 September 2021

Other papers:

- Draft 2022/23 Budget Book.

CAPITAL PROGRAMME 2022/23

Head of Service:	Brendan Bradley, Head of Finance
Wards affected:	(All Wards);
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	N/A
Appendices (attached):	Appendix 1 – Proposed Capital Programme Appendix 2 – Capital Appraisal form for Bid 1 Appendix 3 – Capital Appraisal form for Bid 9 Appendix 4 – Capital Appraisal form for Bid 12

Summary

This report summarises the proposed 2022/23 capital programme and a provisional programme for 2023/24 to 2026/27. The Committee's approval is sought for the programme to be submitted to Council in February 2022.

Recommendation (s)

The Committee is asked to:

- (1) submit the capital programme for 2022/23 as identified in section 3 of this report to the Council for approval on 15 February 2022;**
- (2) note the provisional list of schemes for the capital programme for 2023/24 to 2026/27;**
- (3) note that schemes subject to external funding from Disabled Facilities Grants only proceed once funding has been received.**

1 Reason for Recommendation

- 1.1 To seek the Committee's approval to submit the proposed capital programme for 2022/23 to Council in February 2022 and to inform of the schemes included in the provisional programme for 2023/24 to 2026/27.

2 Background

- 2.1 The Capital Strategy was last agreed by the Council on 13 February 2021 at which time the capital programme was approved for 2021/22. Schemes for 2022-2024 were provisional pending the annual budget review and an annual assessment of funds for capital investment.
- 2.2 Strategy and Resources provided the Capital Member Group (CMG) with a remit for the preparation of a capital programme for 2022/23. Under this remit, CMG assessed all capital bids and recommended a programme to Financial Policy Panel ('the Panel') for approval on 30 November 2021.
- 2.3 The programme presented to the Panel assumed funding from capital receipts, revenue funding, reserves and government grants. The Panel were advised that, across all Committees, the proposed level of investment for the 2022/23 programme is £712k, of which £87k is to be funded from a planned contribution from revenue. Combined with funding from the repairs and renewals reserve and Disabled Facilities Grants, this will allow the forecast available capital receipts to remain at £2.99 million at the end of this period. The agreed minimum threshold of capital receipts is £1 million.
- 2.4 The receipts forecast assumes a £400k revenue contribution to fund capital schemes in 2022/23, which is subject to the budget being approved at Council in February 2022. With £87k allocated to fund the proposed capital programme, the balance of the revenue contribution of £313k would be held in a reserve for funding future capital programmes.
- 2.5 The Panel's guidance relevant to this policy committee was as follows:-
 - 2.5.1 Priority schemes identified by the Capital Member Group should be presented with project appraisals to the policy committees in January to establish whether there is support for the individual projects, with any projects not supported being removed from the draft programme.
 - 2.5.2 Schemes identified in section 3 of this report, totalling £675k, should be included in the 2022/23 capital programme, subject to support for the project appraisal by this Committee and subject to external funding being received before expenditure is committed.

3 Core Programme 2022/23

- 3.1 Financial Policy Panel recommended that the following schemes should be considered by this Committee for inclusion in the capital programme in 2022/23, subject to the Committee approving the project appraisals.

Capital Scheme	Proposed Budget 2022/23 £'000	Funding Source
The Disabled Facilities Grant Programme	600	Central govt grant
Wellbeing Centre - Replacement of Boilers and Controls	50	Budgeted revenue contribution
Wellbeing Centre - Walk-in freezer	25	Repairs & renewals reserve
Total Community and Wellbeing Committee	675	

3.2 Disabled Facilities Grant is received annually from the Department for Levelling Up, Housing and Communities. The Council has a statutory responsibility to administer the grant. The grant is typically used to make residential adaptations to enable vulnerable residents to maintain independence and remain in their own homes. Such interventions can prevent the need for NHS and or sheltered housing services. The grant is typically used to:

- widen doors and install ramps;
- improve access to rooms and facilities - eg stairlifts; downstairs bathroom;
- provide a heating system;
- adapt heating or lighting controls to make them easier to use.

4 Provisional Programme 2023/24 to 2026/27

4.1 CMG also considered the provisional programme for the subsequent four years, which has been compiled through drawing information from the Asset Management Plan for buildings and other known capital expenditure requirements.

4.2 The 2023/24 to 2026/27 provisional programme for Community and Wellbeing currently comprises the following schemes:

	Provisional Budget				Total 2023/ 24 - 26/27 £'000
	2023/ 24	2024/ 25	2025/ 26	2026/ 27	
	£'000	£'000	£'000	£'000	
Provisional: Disabled Facilities Grants	600	600	600	600	2,400
Provisional: Alexandra Recreation Ground Main Pavilion	160	0	0	0	160
Provisional: Auriol Pavilion	25	0	0	55	80
Provisional: Bourne Hall	970	0	0	0	970
Provisional: Ewell Court House	50	0	0	85	135
Provisional: Gibraltar Recreation Ground Pavilion	27	0	0	0	27
Provisional: Harrier Centre	90	0	0	0	90
Provisional: Horton Country Park Public Conveniences	30	0	0	0	30
Provisional: Epsom Playhouse	375	100	70	0	545
Provisional: Wellbeing Centre	99	0	0	0	99
Total Community and Wellbeing Committee	2,426	700	670	740	4,536

4.3 The provisional programme provides a forecast of the Council's anticipated capital expenditure need from 2023/24 to 2026/27 but is not an exhaustive list as future schemes may be identified through other workstreams such as the Climate Change Action Plan and Annual Plan cycle.

4.4 Similarly, some schemes may be removed from the programme if strategic asset reviews recommend an alternative approach or Council priorities change. Each year, the forthcoming annual programme will be reviewed by Capital Member Group through the annual capital budget setting process with bids assessed against the agreed criteria, and the programme updated accordingly.

5 Risk Assessment

Legal or other duties

5.1 Impact Assessment

5.1.1 None for the purposes of this report.

5.2 Crime & Disorder

5.2.1 None for the purposes of this report.

5.3 Safeguarding

5.3.1 None for the purposes of this report.

5.4 Dependencies

5.4.1 The 2022/23 capital programme is dependent upon agreement of a planned £400k revenue contribution to fund the capital programme being considered by Full Council in February 2022 as part of the revenue budget for 2022/23.

5.5 Other

5.5.1 None for the purposes of this report.

6 Financial Implications

6.1 Officers in the Projects Team have scheduled sufficient capacity to deliver the recommended schemes next year.

6.2 VAT on the works at the Wellbeing Centre will feed into the Council's partial exemption calculation. It is not anticipated that this will cause a breach of the 5% limit but the position will be monitored and remedial action will be taken if required.

6.3 **Section 151 Officer's comments:** all financial comments have been included within the body of the report.

7 Legal Implications

7.1 The Council has a statutory responsibility to administer the Disabled Facilities Grant.

7.2 **Legal Officer's comments:** none arising from the content of this report.

8 Policies, Plans & Partnerships

8.1 **Council's Key Priorities:** The following Key Priorities are engaged: Effective Council.

8.2 **Service Plans:** The matter is included within the current Service Delivery Plan.

8.3 **Climate & Environmental Impact of recommendations:** the environmental impact of schemes proposed for the 2022/23 capital programme has been considered through the bid appraisal process.

8.4 **Sustainability Policy & Community Safety Implications:** none for the purposes of this report.

8.5 **Partnerships:** none for the purposes of this report.

9 Background papers

9.1 The documents referred to in compiling this report are as follows:

Previous reports:

- Financial Policy Panel papers - 30 November 2021.

Other papers:

- Capital Strategy for agreement at Full Council in February 2022.

Community & Wellbeing Committee Proposed Capital Programme 2022/23 - 2026/27

	Original Budget 2022/23 £'000	Proposed Budget 2023/24 £'000	Proposed Budget 2024/25 £'000	Proposed Budget 2025/26 £'000	Proposed Budget 2026/27 £'000	Total Provisional 2022/23- 2026/27 £'000
C&W Bid 1: Disabled Facilities Grants	600	600	600	600	600	3,000
C&W Bid 9: Wellbeing Centre - Replacement of Boilers and Controls	50	0	0	0	0	50
C&W Bid 12 Wellbeing Centre - Walk-in freezer	25	0	0	0	0	25
Provisional: Alexandra Recreation Ground Main Pavilion	0	160	0	0	0	160
Provisional: Auriol Pavilion	0	25	0	0	55	80
Provisional: Bourne Hall	0	970	0	0	0	970
Provisional: Ewell Court House	0	50	0	0	85	135
Provisional: Gibraltar Recreation Ground Pavilion	0	27	0	0	0	27
Provisional: Harrier Centre	0	90	0	0	0	90
Provisional: Horton Country Park Public Conveniences	0	30	0	0	0	30
Provisional: Epsom Playhouse	0	375	100	70	0	545
Provisional: Wellbeing Centre	0	99	0	0	0	99
Total Community and Wellbeing Committee	675	2,426	700	670	740	5,211

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Capital Programme Review 2022-23 Project Appraisal Form

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COMMITTEE & BID NUMBER

Community & Wellbeing Bid 1

PROJECT TITLE

DISABLED FACILITIES GRANT (DFG) PROGRAMME

ACCOUNTABLE OFFICER

Officer responsible for project planning and delivery of the scheme. Accountable officers are also responsible for post project review.

ROD BROWN

DETAILS OF PROJECT

Project scope, what is included/excluded in the scheme	<p>The Disabled Facilities Grant (DFG) is a mandatory grant which provides adaptations to enable vulnerable residents to remain in their home independently, thereby reducing the need for hospital services or sheltered housing.</p> <p>Within the scheme we also provide the Discretionary Housing Grants Policy, which provides a greater level of flexibility in delivering adaptations.</p> <p>The project links to our Key Priority of Supporting our Community.</p>
Project outcomes and benefits	<p>The DFG is a mandatory grant and provides adaptations to enable vulnerable residents to maintain independence and remain in their own homes and can prevent the need for NHS services/hospitalisation and/or sheltered housing. Provision of the DFG meets our statutory obligations.</p> <p>In addition, the flexibility of the DFG programme has allowed the introduction of a Discretionary Grants programme which will reach out to an even greater range of vulnerable residents.</p>

FINANCIAL SUMMARY

		Cost of Project £	Comments and detail where necessary. Provide appendices where relevant. Examples of business cases spreadsheets can be found in the Finance Handbook
a	Estimated cost of purchase, works and/or equipment	£600k	The figure has not been confirmed yet, and may be increased or decreased (plus it is expected that it will be permissible to carry-over of the underspend from 2021/22 as per the comments in d. below)
b	Consultancy or other fees		
c	Total Scheme Capital Costs (a+b)	£600K	
d	External Funding Identified (e.g. s106, grants etc.) Please give details, including any unsuccessful funding enquiries you may have	£600K	2014/15 saw the introduction of the Government's Better Care Fund (BCF). The DFG element was protected by way of a ring-fenced grant to each Local Authority without a portion being allocated to Surrey CC. Each Surrey Authority has

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	made.		supported the County's costs in delivering Community Services Equipment (CES) which could fall under the DFG such as hoists and ramps. It is expected (subject to allocation) that funding towards the CES will continue in 2022/23. It is expected that the grant allocation will be reviewed, which may result in much lower government funding, non-ringfencing, or caveats such as repayment of any underspent allocation. There is no indication at this stage that suggests that any underspend of grant monies will have to be repaid.
e	Net Costs to Council (c-d)		
f	Internal Sources of Capital Funds Identified (e.g. repairs & renewals reserve etc.)	0	
g	Capital Reserves Needed to Finance Bid (e-f)		
h	Annual Ongoing Revenue Additional Savings as a Direct Result of the Project	0	
i	Annual Ongoing Revenue Additional Costs as a Direct Result of the Project		

Year	2022/23 £	2023/24 £	2024/25 £
Spend Profile of Scheme – please identify which year (s) the scheme spend will fall into	£600,000	£600,000 (plus any carry over TBC)	£600,000 (plus any carry over TBC)

REVENUE IMPACT

Can Revenue Implications Be Funded From the Committee Base Budget? – Please give details	None.
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ENVIRONMENTAL IMPACT

Does the scheme meet any of the Council's Climate Change Action Plan targets, and if so, which ones?	None.
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FOUR YEAR PLAN 2020/24

Is this investment linked to EEBC's Key Themes? If so, say which ones and evidence how. How does project fit within service objectives?	The project supports our theme of Safe and well.
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TIMESCALES

What is the proposed timetable for completion of the project? Give estimated start and finish dates for each stage of the project. These dates will be used as milestones during quarterly budget monitoring to assess performance of project delivery.

		Target Start Date	Target Finish Date
1	Design & Planning	Ongoing	
2	Further Approvals Needed	n/a	
3	Tendering (if necessary)	n/a	
4	Project start date	Ongoing	
5	Project Finish Date	Ongoing	

BASELINE CRITERIA

All capital schemes are assessed against criteria set by the Capital Member Group annually. Bids should meet at least one of these criteria. State which capital criteria(s) for assessing bids are met and why. Leave blank any which are not met.

Spend to Save schemes should meet the following criteria:

- Payback of the amount capital invested within the project within 5 years (10 years for renewable energy projects).
- The return required on capital employed should be linked to the potential cost of borrowing (MRP) rather than potential loss of investment income.
- Risk of not achieving return on investment is low.
- Clear definition of financial cost/benefits of the scheme.

Members may consider schemes with longer paybacks on major spend to save projects going forward, especially those that incur borrowing.

Is there a guarantee of the scheme being fully externally funded and is it classed as a high priority? Please give details of funding streams, including any restrictions on the funding.	Yes. As above.
Is the Scheme a Spend to Save Project? Will investment improve service efficiency including cost savings or income generation? What is the payback in years?	No.

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<p>It is mandatory for the Council to provide the scheme? Is investment required to meet Health and Safety or other legislative requirements? If so state which requirements.</p>	<p>Yes. There is a need to ensure that sufficient resources are made available to deliver the mandatory grant programme.</p>
<p>Is this project the minimum scheme required to continue to deliver the services of the Council? - Is investment required for the business continuity of the Council? If so, say how.</p>	<p>Yes, as above. Should the DFG programme not be delivered, there is a risk the Authority would be judicially challenged for failing to meet its statutory obligations.</p>

ASSET MANAGEMENT PLAN

Is investment identified in the Council's Asset Management Plan?	No.
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PRIORITISATION

State which **one** of the four prioritisation categories are met and why.

1	Investment essential to meet statutory obligation.	Yes. The DFG is a mandatory grant.
2	Investment Important to achieve Key Priorities.	
3	Investment important to secure service continuity and improvement.	
4	Investment will assist but is not required to meet one of the baseline criteria.	

RISKS ASSOCIATED WITH SCHEME

1	Outline the risks of delivering this project to timetable and budget. (Please do not include risks to the service or asset if project is not approved.)	
2	Are there any risks relating to the availability of resources internally to deliver this project	On the expectation that staffing levels remain constant, then resources are available to deliver the scheme, however, should funding remain at a high level with underspend continued to be rolled over, then additional resources could be considered to extend delivery of the scheme.
3	Consequences of not undertaking this project	As detailed within this appraisal.

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4	Alternative Solutions (Other solutions considered – cost and implications)	None.
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Is consultation required for this project? Please give details of the who with and when by.	No.
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Ward(s) affected by the scheme	All
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Accountable Officer Responsible for Delivery of the Scheme

Name and Signature Rod Brown Date

Whole life revenue costs of capital project

Where savings or budget virements are being used to part fund a project, the relevant budget manager must sign the appraisal form.

Accountable Officers for the revenue implications of the project

Project Manager Name and Signature Date

Revenue Budget Holder Name and Signature Date

Service Accountant Name and Signature Date

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Appendix 3

COMMITTEE & BID NUMBER

Community & Wellbeing Bid 9

PROJECT TITLE

The Wellbeing Centre - Replacement of Boilers and Controls

ACCOUNTABLE OFFICER

Officer responsible for project planning and delivery of the scheme. Accountable officers are also responsible for post project review.

Ian Dyer

DETAILS OF PROJECT

Project scope, what is included/excluded in the scheme	<p>Wellbeing Centre - Replacement of Boilers and Controls</p> <p>The boilers for the heating of the building and hot water are approx. 10 years old and not condensing boilers and therefore very inefficient. one boiler out of three is broken and has not worked for over two years. The control panel is 20 years old and in need of replacement. It is expected that energy saving can be achieved by replacement of plant. Estimated saving of 25% gas running costs.</p>
Project outcomes and benefits	<p>Wellbeing Centre - Replacement of Boilers and Controls</p> <p>Members recommended this scheme be progressed to final bid stage. The bid should make clear whether a more eco-friendly option such as an air source heat pump could be viable instead of a gas boiler.</p> <p>In order to use modern air source or ground source heat pumps the construction has to be fully insulated with no air loss, double glazed windows, with the heating left on constant at a low temperature. These systems are designed to work at lower temperatures average 30 degrees where boilers reach 80 degrees. They generally are used in new construction with underfloor heating systems. In this building with the elderly and very little insulation, you would be lucky if we could even get the building up to 10 degrees.</p> <p>We have radiators in the building so this would mean a complete strip out and the amount and size of system to run a building that big would be extensive. A budget figure has been given by a specialist for a suitable system of £130k.</p> <p>I have asked specialist to investigate and advise whether it is possible and if so, we will need to revise the bid to allow to carry out thermal imaging to ascertain weak spots in building where leaking heat and consider options to address this.</p> <p>If this route is followed it is a much larger project with serious disruption to the day-to-day operation of the building.</p>

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FINANCIAL SUMMARY

		Cost of Project £	Comments and detail where necessary. Provide appendices where relevant. Examples of business cases spreadsheets can be found in the Finance Handbook
a	Estimated cost of purchase, works and/or equipment	45k	This figure may increase considerably if ground or air source heat pumps are considered
b	Consultancy or other fees	5k	12% consultancy fees as M&E design required
c	Total Scheme Capital Costs (a+b)	50k	
d	External Funding Identified (e.g. s106, grants etc.) Please give details, including any unsuccessful funding enquiries you may have made.	0	
e	Net Costs to Council (c-d)	45k	
f	Internal Sources of Capital Funds Identified (e.g. repairs & renewals reserve etc.)	0	
g	Capital Reserves Needed to Finance Bid (e-f)	45k	
h	Annual Ongoing Revenue Additional Savings as a Direct Result of the Project	?	approx 25% energy saving
i	Annual Ongoing Revenue Additional Costs as a Direct Result of the Project	0	

Year	2022/23 £	2023/24 £	2024/25 £
Spend Profile of Scheme – please identify which year (s) the scheme spend will fall into	50k		

REVENUE IMPACT

Can Revenue Implications Be Funded From the Committee Base Budget? – Please give details	N/A
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ENVIRONMENTAL IMPACT

Does the scheme meet any of the Council's Climate Change Action Plan targets, and if so, which ones?	Yes, under fossil fuel powered heating systems this reduces CO2 footprint.
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FOUR YEAR PLAN 2020/24

Is this investment linked to EEBC's Key Themes? If so, say which ones and evidence how. How does project fit within service objectives?	
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TIMESCALES

What is the proposed timetable for completion of the project? Give estimated start and finish dates for each stage of the project. These dates will be used as milestones during quarterly budget monitoring to assess performance of project delivery.

		Target Start Date	Target Finish Date
1	Design & Planning	April/ May 2022	
2	Further Approvals Needed	no	
3	Tendering (if necessary)	June 2022	
4	Project start date	July 2022	
5	Project Finish Date	September 2022	

BASELINE CRITERIA

All capital schemes are assessed against criteria set by the Capital Member Group annually. Bids should meet at least one of these criteria. State which capital criteria(s) for assessing bids are met and why. Leave blank any which are not met.

Spend to Save schemes should meet the following criteria;

- Payback of the amount capital invested within the project within 5 years (10 years for renewable energy projects).
- The return required on capital employed should be linked to the potential cost of borrowing (MRP) rather than potential loss of investment income.
- Risk of not achieving return on investment is low.
- Clear definition of financial cost/benefits of the scheme.

Members may consider schemes with longer paybacks on major spend to save projects going forward, especially those that incur borrowing.

Is there a guarantee of the scheme being fully externally funded and is it classed as a high priority? Please give details of funding streams, including any restrictions on the funding.	No
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Is the Scheme a Spend to Save Project? Will investment improve service efficiency including cost savings or income generation? What is the payback in years?	No
It is mandatory for the Council to provide the scheme? Is investment required to meet Health and Safety or other legislative requirements? If so state which requirements.	Yes, we need heating for the elderly for comfort of the building.
Is this project the minimum scheme required to continue to deliver the services of the Council? - Is investment required for the business continuity of the Council? If so say how.	Yes, cannot operate without heating.

ASSET MANAGEMENT PLAN

Is investment identified in the Council's Asset Management Plan?	Yes
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PRIORITISATION

State which **one** of the four prioritisation categories are met and why.

1	Investment essential to meet statutory obligation.	
2	Investment Important to achieve Key Priorities.	
3	Investment important to secure service continuity and improvement.	Yes, cannot operate without heating.
4	Investment will assist but is not required to meet one of the baseline criteria.	

RISKS ASSOCIATED WITH SCHEME

1	Outline the risks of delivering this project to timetable and budget. (Please do not include risks to the service or asset if project is not approved.)	Working around the elderly.
2	Are there any risks relating to the availability of resources internally to deliver this project	Yes, we do not have M&E experience in house so will need extra budget for design and installation.

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3	Consequences of not undertaking this project	Building heating may fail and have to close the building.
4	Alternative Solutions (Other solutions considered – cost and implications)	Heat pumps both ground and air are being investigated.

Is consultation required for this project? Please give details of the who with and when by.	No
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Ward(s) affected by the scheme	Town
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Accountable Officer Responsible for Delivery of the Scheme

Name and Signature: Ian Dyer / Tony Foxwell

Whole life revenue costs of capital project

Where savings or budget virements are being used to part fund a project, the relevant budget manager must sign the appraisal form.

Accountable Officers for the revenue implications of the project

Project Manager Name and Signature Date

Revenue Budget Holder Name and Signature Date

Service Accountant Name and Signature Date

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Appendix 4

COMMITTEE & BID NUMBER

Community & Wellbeing Bid 12

PROJECT TITLE

The Wellbeing Centre - Replacement of Walk-in Freezer

ACCOUNTABLE OFFICER

Officer responsible for project planning and delivery of the scheme. Accountable officers are also responsible for post project review.

Ian Dyer

DETAILS OF PROJECT

Project scope, what is included/excluded in the scheme	<p>Wellbeing Centre - Replacement of Walk -in Freezer</p> <p>The existing walk-in freezer for the main kitchen is over 25 years old and inefficient, parts keep breaking and it is essential to the operation of the centre. The existing freezer is to be removed and disposed of, the old cfc's are to be carefully removed and disposed of. New insulated walk-in freezer to be designed manufactured and fitted in area. The freezer will be more energy efficient have good quality seals and run using less energy.</p>
Project outcomes and benefits	<p>Wellbeing Centre - Replacement of Walk-in Freezer</p> <p>The new freezer will provide long term reliable freezing for the kitchen, will be low energy modern and manufactured to fit existing area. It caters for hundreds of elderly meals a day and the works will provide a good quality unit for the next 15 years</p> <p>Questions Capital member group asked whether there is an off the shelf solution that may be more cost effective? No, just haven't got the space for domestic freezers, this kitchen caters for 90 lunches a day in the dining area and the meals on wheels capacity is 120 meals a day The walk-in freezer is the most efficient way of providing these services.</p> <p>Could a large industrial freezer fit in the space that is there? No as above. Linda Scott has investigated hire of commercial freezers off site, but this option was far too expensive.</p> <p>What catering is done at the centre and what are the freezer requirements. As above</p>

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	<p>Are there funds in the Repairs & Renewals Fund that could meet the cost?</p> <p>Yes, there is sufficient to cover the cost of this project.</p>
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FINANCIAL SUMMARY

		Cost of Project £	Comments and detail where necessary. Provide appendices where relevant. Examples of business cases spreadsheets can be found in the Finance Handbook
a	Estimated cost of purchase, works and/or equipment	25k	After discussing costs with manufacturer I have reduced the budget figure from £40k to £25k
b	Consultancy or other fees	0	
c	Total Scheme Capital Costs (a+b)	25k	
d	External Funding Identified (e.g. s106, grants etc.) Please give details, including any unsuccessful funding enquiries you may have made.	0	
e	Net Costs to Council (c-d)	25k	
f	Internal Sources of Capital Funds Identified (e.g. repairs & renewals reserve etc.)	0	
g	Capital Reserves Needed to Finance Bid (e-f)	25k	
h	Annual Ongoing Revenue Additional Savings as a Direct Result of the Project	1k	approx 25% energy saving
i	Annual Ongoing Revenue Additional Costs as a Direct Result of the Project	0	

Year	2022/23 £	2023/24 £	2024/25 £
Spend Profile of Scheme – please identify which year (s) the scheme spend will fall into	25k		

REVENUE IMPACT

Can Revenue Implications Be Funded From the Committee Base Budget? – Please give details	N/A
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ENVIRONMENTAL IMPACT

Does the scheme meet any of the Council's Climate Change Action Plan targets, and if so, which ones?	Yes, this reduces Co2 footprint as compressors are more energy efficient and new refrigerant gases are safer for the environment.
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FOUR YEAR PLAN 2020/24

Is this investment linked to EEBC's Key Themes? If so, say which ones and evidence how. How does project fit within service objectives?	Effective Council
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TIMESCALES

What is the proposed timetable for completion of the project? Give estimated start and finish dates for each stage of the project. These dates will be used as milestones during quarterly budget monitoring to assess performance of project delivery.

		Target Start Date	Target Finish Date
1	Design & Planning	April/ May 22	
2	Further Approvals Needed	no	
3	Tendering (if necessary)	May 22	
4	Project start date	June 2022	
5	Project Finish Date	July 2022	

BASELINE CRITERIA

All capital schemes are assessed against criteria set by the Capital Member Group annually. Bids should meet at least one of these criteria. State which capital criteria(s) for assessing bids are met and why. Leave blank any which are not met.

Spend to Save schemes should meet the following criteria:

- Payback of the amount capital invested within the project within 5 years (10 years for renewable energy projects).
- The return required on capital employed should be linked to the potential cost of borrowing (MRP) rather than potential loss of investment income.
- Risk of not achieving return on investment is low.
- Clear definition of financial cost/benefits of the scheme.

Members may consider schemes with longer paybacks on major spend to save projects going forward, especially those that incur borrowing.

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Is there a guarantee of the scheme being fully externally funded and is it classed as a high priority? Please give details of funding streams, including any restrictions on the funding.	N/A
Is the Scheme a Spend to Save Project? Will investment improve service efficiency including cost savings or income generation? What is the payback in years?	No
It is mandatory for the Council to provide the scheme? Is investment required to meet Health and Safety or other legislative requirements? If so state which requirements.	Yes cannot operate without the walk-in freezer if not carried out the elderly will not receive one good meal a day.
Is this project the minimum scheme required to continue to deliver the services of the Council? - Is investment required for the business continuity of the Council? If so say how.	Yes under business continuity, the Centre cannot operate without the walk-in freezer.

ASSET MANAGEMENT PLAN

Is investment identified in the Council's Asset Management Plan?	Yes
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PRIORITISATION

State which **one** of the four prioritisation categories are met and why.

1	Investment essential to meet statutory obligation.	
2	Investment Important to achieve Key Priorities.	
3	Investment important to secure service continuity and improvement.	Yes absolutely essential
4	Investment will assist but is not required to meet one of the baseline criteria.	

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RISKS ASSOCIATED WITH SCHEME

1	Outline the risks of delivering this project to timetable and budget. (Please do not include risks to the service or asset if project is not approved.)	No Risks
2	Are there any risks relating to the availability of resources internally to deliver this project	No
3	Consequences of not undertaking this project	The walk-in freezer could fail, we would lose all the frozen food and the centre would no longer be able to provide these food services for the elderly.
4	Alternative Solutions (Other solutions considered – cost and implications)	Linda Scott looked hiring freezing facilities from mobile freezer rental but it proved too costly to consider

Is consultation required for this project? Please give details of the who with and when by.	No
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Ward(s) affected by the scheme	Town Ward
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Accountable Officer Responsible for Delivery of the Scheme

Name and Signature: Ian Dyer / Tony Foxwell

Whole life revenue costs of capital project

Where savings or budget virements are being used to part fund a project, the relevant budget manager must sign the appraisal form.

Accountable Officers for the revenue implications of the project

Project Manager Name and Signature Date

Revenue Budget Holder Name and Signature Date

Service Accountant Name and Signature Date

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