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22 September 2021

SIR OR MADAM

I hereby summon you to attend a meeting of the Council of the Borough of Epsom and Ewell which will be held at the Council Chamber, Epsom Town Hall, Epsom on **THURSDAY, 30TH SEPTEMBER, 2021** at **7.30 pm**. The business to be transacted at the Meeting is set out on the Agenda overleaf.

Prayers will be said by the Mayor's Chaplain prior to the start of the meeting.



Chief Executive

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 membership of the Council is available on the [Council's website](#). The website also provides copies of agendas, reports and minutes.

Agendas, reports and minutes for the Council 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 Mayor agree to discuss any other such matters on the grounds of urgency, the Council 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 not permitted at meetings of the Council. [Part 4 of the Council's Constitution](#) sets out which Committees are able to receive public questions, and the procedure for doing so.

COUNCIL

Thursday 30 September 2021

7.30 pm

Council Chamber - Epsom Town Hall

For further information, please contact Democratic Services, democraticservices@epsom-ewell.gov.uk or tel: 01372 732000

AGENDA

1. DECLARATIONS OF INTEREST

To receive declarations of the existence and nature of any Disclosable Pecuniary Interests from Members in respect of any item to be considered at the meeting.

2. MAYORAL COMMUNICATIONS/BUSINESS

To receive such communications or deal with such business as the Mayor may decide to lay before the Council.

3. AFGAN LOCALLY EMPLOYED STAFF (LES) RELOCATION SCHEME (Pages 5 - 28)

The report sets out the issues associated with the Government's Afghan refugee Locally Employed Staff (LES) relocation scheme with a recommendation that the Council agrees to accommodate up to 2 Afghan households, using accommodation specifically made available for those arriving under this scheme.

4. ANNUAL PLAN 2021- 2022 (Pages 29 - 56)

This report sets out the Annual Plan 2021- 2022 outlining the key objectives and performance indicators to support the delivery of the Council's Four Year Plan 2020-2024.

5. APPOINTMENT OF INTERIM MONITORING OFFICER (Pages 57 - 62)

This report seeks authority for the appointment of a Monitoring Officer for twelve months.

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AFGAN LOCALLY EMPLOYED STAFF (LES) RELOCATION SCHEME

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 : Table of participation in the LES relation scheme across Surrey Appendix2: Financial model for accommodation costs Appendix 3: Home Office and MHCLG letter

Summary

The report sets out the issues associated with the Government's Afghan refugee Locally Employed Staff (LES) relocation scheme with a recommendation that the Council agrees to accommodate up to 2 Afghan households, using accommodation specifically made available for those arriving under this scheme.

Recommendation (s)

The Council is asked to:

- (1) Agree that the Council will offer to participate in the Afghan Locally Employed Staff resettlement scheme as detailed in this report.**
- (2) Agree to offer to assist up to 2 Afghan households under that resettlement scheme by making use of the accommodation currently available to the Council.**

1 Reason for Recommendation

- 1.1 To be able to formally respond to the Home Office request to accommodate Afghan refugees under the LES relocation scheme.

2 Background to the Afghan LES Scheme

- 2.1 On 29 December 2020, a cross-government operation announced the Afghan Relocations and Assistance Policy (ARAP) which was subsequently launched in April 2021. This is a new scheme that offers relocation and assistance to current and former LES in Afghanistan.
- 2.2 On 30th July 2021 a Ministerial letter was sent to all council leaders and chief executives in England, Scotland and Wales regarding the ARAP and urgently requested their support to welcome and assist LES to the UK.
- 2.3 During the 20-year UK military presence in Afghanistan, LES provided help in various roles such as interpreters, security guards and cultural advisors. In these roles Afghans may have exposed their identities and placed themselves and their families at significant risk of reprisal by working with the UK Government. The ARAP and other policies are designed to honour the service and reflect their work and the risks involved.
- 2.4 When the ARAP was announced it was envisaged Afghan LES would be relocated to the UK at their request. In reality, following NATO's decision to withdraw military forces from Afghanistan and the UK's evacuation flights from Afghanistan in August 2021, the ARAP is now being used to assist claimants who have already been relocated to the UK and are eligible to and want to remain in the UK.
- 2.5 Those who are being resettled in the UK are considered to be "under serious threat to life" if they remain in Afghanistan.
- 2.6 Those who are eligible for relocation in the UK and choose not to return to Afghanistan will be offered the indefinite right to remain in the UK, which enables such households to stay and work in the UK and access welfare benefits.
- 2.7 This Committee is familiar with considerations relevant to refugee and vulnerable person resettlement. For example, the Syrian Vulnerable Persons Resettlement Scheme (VPRS) was supported by this Committee in 2016. The VPRS was specifically aimed at households fleeing Syria who presented with defined vulnerabilities, often disabilities or serious health conditions. In light of their vulnerabilities, the funding support was spread over five years.
- 2.8 The LES scheme is substantially different from the VPRS. In contrast the LES scheme is restricted to those previously employed by the UK government and are expected to find it easier to adjust to living in the UK. As such it is anticipated an appropriate level of support will need to last for the duration of the scheme.

- 2.9 Many of those Afghan refugees seeking resettlement through the LES scheme are already in quarantine hotels or other hotel accommodation in the UK. It is anticipated the demand for properties and Council support will be immediate and not spaced out over several months.

3 Acceleration of the Afghan LES Relocation Scheme

- 3.1 Following the announcement that NATO military forces would withdraw from Afghanistan, the UK Government has accelerated the pace of relocations. This included a mass military airlift of thousands of eligible Afghan households during 'Operation PITTING' which concluded on 28 August with the departure of the final UK military and diplomatic personnel from the country.
- 3.2 Relocated Afghan households have been accommodated in temporary quarantine and bridging hotels pending resettlement in council provided accommodation.
- 3.3 The Surrey Councils have been considering their response from the arrival of Afghan refugees. The table in Appendix 1 summarises the current known offers from the 11 Districts and Boroughs in Surrey as of early September 2021.

4 Afghan citizens resettlement scheme (ACRS)

- 4.1 On 13th September 2021 the government announced the launch of a separate Afghan Citizens Resettlement Scheme (ACRS). The ACRS is intended to assist vulnerable Afghans and those put at risk by recent events in Afghanistan and as such is likely to be a cohort of refugees with different needs to those considered under the ARAP.
- 4.2 Given the short notice the Council has of ACRS it is proposed that a decision on whether to participate in this scheme will be subject to a separate report to a subsequent meeting.

5 Proposed integration offer

- 5.1 The Government has proposed an “integration offer” that is broken down into six categories as follows:
- 5.1.1 **Status** – All those resettled will benefit from full rights and entitlements through Indefinite Leave to Remain in the UK, providing them with certainty and stability needed to rebuild their lives in the UK
 - 5.1.2 **Caseworker support** – All households will have access to a caseworker to help navigate, access and register with mainstream services (including schools, GPs, Job Centres, banks and utility companies)
 - 5.1.3 **Accommodation** – For those evacuated, immediate quarantine accommodation was provided together with follow-on temporary accommodation (Bridging Hotels) until resettlement is effected by local authorities. The costs associated with the temporary accommodation has been met by the Government.
 - 5.1.4 **Education** – School places will be provided and nursery places for children aged 2 – 4 will be facilitated. Those over 19 years’ old will be eligible for funding to access further education.
 - 5.1.5 **Health services** – Mainstream health and mental health services will be provided for new arrivals settled with local authorities. We understand health care professionals have been supporting individuals in temporary accommodation.
 - 5.1.6 **Benefits and Employment support** – All adults have recourse to public funds and immediate rights to work. This will include access to the full range of benefits including Universal Credit.

6 The local proposed Housing Offer

- 6.1 The availability of suitably sized accommodation is expected to be the most significant limiting factor on whether Afghan households can be resettled locally.
- 6.2 Given the current levels of homelessness within the borough it is not proposed that accommodation identified for relieving current local homelessness would be used to accommodate refugee households under this scheme.
- 6.3 Property that would be utilised under this scheme would be through the use of the private rented sector property that is offered to the Council expressly for the purpose of helping Afghan households qualifying under the LES or similar schemes. This would minimise any detrimental impact on those households already on the Council’s Housing Needs Register.

- 6.4 The Council has already appealed to local landlords for any suitable accommodation. So far only smaller properties have been offered including 1- and 2-bedroom properties. However, discussions have been initiated with Epsom and Ewell Refugee Network to establish whether there are other suitable properties which would be offered to accommodate Afghan refugee households.
- 6.5 The South East Strategic Migration Partnership (SESMP) which is assisting the Home Office in the implementation of Afghan resettlement, has indicated typically Afghan households are large in comparison to those in the UK with 3 and 4 bedroom properties being in much higher demand than 2 bedroom properties. There is thought to be very little demand for 1 bed properties amongst the refugees already in the UK.
- 6.6 Suitable accommodation would have to be identified before any Afghan refugee family was accepted and the Council would be able to stipulate the size of the household so that the family can be accommodated in the identified property.
- 6.7 It is a pre-requisite for participation in the LES scheme that the accommodation is available for at least the first 12 months and ideally for a period of 2 years from the date of arrival of the refugee household. This accommodation must be a self-contained (i.e., not a spare room) furnished home.
- 6.8 Given the current shortage of suitable properties, it is suggested the Council's commitment to support the scheme is limited to 2 households. In the event that there are more properties identified and sufficient funding and resources available, there is a possibility that the Council could extend its commitment. This would be subject to a subsequent report to this Committee or the full Council.

7 Support offered by the Council

- 7.1 As noted, the provision of a dedicated caseworker will be part of the *integration support* expected from the local authority accepting the Afghan household. The Council can also rely on its experience of supporting refugee families that was obtained when the Council used the Family Support Service (FSS) to support the two Syrian refugee households successfully resettled under the VPRS.
- 7.2 Currently there are several options for how the Council can provide this support for Afghan households. We could operate under a partnership approach with Reigate and Banstead Borough Council who will be employing an Afghan support caseworker, or through the FSS as previously used or possibly through an agreement with the local charitable sector, such as Epsom and Ewell Refugee Network. Discussions are continuing. The anticipated costs associated with providing this support are outlined in the financial implications section of this report and included in the finance model outlined in Appendix 2.

8 Risk Assessment

8.1 Legal or other duties

- 8.1.1 The Council is not required to determine eligibility of ARAP claimants. If any offer of support by the Council is accepted, the Council will be required to participate in the scheme and comply with the conditions of participation and follow government guidance to local authorities regarding the scheme.
- 8.1.2 These conditions set out the specific requirements that participating Councils must comply with in the provision of accommodation and support and how funding from the scheme is managed.

8.2 Impact Assessment

- 8.2.1 The impact on existing local communities and infrastructure, such as schools, medical and dental practices from the recommendation contained in this report has been considered.
- 8.2.2 As the composition and identities of any refugee families accepted is unknown it is difficult to predict the eventual impact of participating in the LES scheme.
- 8.2.3 Although there is inevitably some uncertainty, the process by which the Council works with the SEMSP to match a refugee family closely to the accommodation and local facilities available will minimise such a risk.
- 8.2.4 The impact of the recommendation on the borough's existing homelessness requirement will be mitigated by restricting properties involved in the LES scheme to those not available for use to offer to other homelessness households.
- 8.2.5 Under the LES scheme the typical level of proficiency in speaking English Language, even if only one family member, will mitigate the risks of long term unemployment.
- 8.2.6 Should the household fail to integrate and become self-sufficient after year 3, there is a risk that they will continue to need council support without any additional government funding. This could include being eligible for assistance under the Homelessness Reduction Act including the use of temporary accommodation.
- 8.2.7 Should households with indefinite leave to remain present to the Council outside the LES scheme the Council would need to assess and meet any statutory duties that may be owed to the household under Homelessness Reduction Act.

8.2.8 As a result of recent changes made to the Habitual Residence Test (HRT) these households are able to approach council's directly from 16 September 2021 onwards.

8.2.9 A decision not to participate in the Afghan LES resettlement scheme might be open to criticism from the public, other participating councils and the Home Office and MHCLG. In contrast a decision to participate in any refugee settlement may generate some criticism although this is likely to be less than that from not participating.

8.3 Crime & Disorder

8.3.1 The emphasis on funded resettlement of Afghan refugees through an identified Government scheme ensures the best opportunities for successful integration and a positive future contribution to the UK.

8.3.2 The recommendation to accommodate up to 2 refugee households would minimise the risk of community anxiety or increased vulnerability of the refugee household to unwanted attention or anti-social behaviour.

8.3.3 Should the decision be to support the LES scheme, the Council will work closely with the police in identifying suitable property and would ensure risks to the refugee family were identified and minimised and any community concerns addressed promptly.

8.4 Safeguarding

8.4.1 Any refugee household accommodated through the LES scheme would benefit from close integration support by a case worker. This would include safeguarding considerations. Any support workers employed by the Council would be appropriately DBS checked.

8.5 Dependencies

8.5.1 The most significant dependency is obtaining the use of sufficient suitable accommodation at an affordable rent.

9 Financial Implications

9.1 In a joint announcement on 13th September 2021, the Home Office and the Ministry of Housing, Communities and Local Government have announced a revised financial support package to those local authorities agreeing to take in households under the Locally Employed Staff (LES) scheme. This is attached as Annex 3.

- 9.2 The improved financial support offered has been extended from year 1 into years 2 and 3. The support includes funding for welcoming, integration and support services, plus additional funding for children's education, English language training and costs associated with health services.
- 9.3 The table below sets out the improved integration package for ARAP claimants.

	Year 1	Year 2	Year 3	Total
LA Tariff (per person)	£10,500	£6,000	£4,020	£20,520
Education (per child)	Up to £4,500	0	0	Up to £4,500
English Language (per adult)	£850	0	0	£850
Health (per person)	£2,600	0	0	£2,600

- 9.4 The funding provided by the LES scheme is operated through a Home Office Funding Instruction where the Council is allocated a specific amount for each person in each household accommodated.
- 9.5 The Council claims an initial payment on arrival and further payments staged over the 3 year period.
- 9.6 The three-year funding offer is intended to taper with increasing independence and integration of the family. It is expected that support required under the LES scheme will be significantly less than the Council provided under the previous VPRS as most LES households will lack the vulnerabilities inherent in VPRS households and have significantly more developed English language skills.
- 9.7 It is clear that the Government's LES scheme is intended to meet the Council's costs associated with participation. However there is a risk that costs incurred outside the scheme may fall to the Council, National Health Service or the Education Authority.

- 9.8 For example, there is no provision for costs arising after year 1 for education, English Language or Health and limited TA Tariff in years 2 and 3 of £6,000 and £4,020 per person respectively.
- 9.9 The Council's most significant costs will be associated with securing appropriate accommodation and meeting any rental shortfall. As the funding available under LES/ARAP is calculated on a per person basis, the household size will determine the total amount of funding available to the Council. In turn the household size that the Council is able to consider will be determined by the size of any properties available.
- 9.10 In Appendix 2 the finance model illustrates the anticipated costs and funding income associated with accepting households of various sizes financed under the LES resettlement scheme, ranging from 1 adult household to a family with 2 adults 4 children.
- 9.11 It is a reasonable assumption there may be a shortfall between the Local Housing Allowance (LHA) payable through either Universal Credit or Housing Benefit and the rent demanded by the landlord. In these circumstances the LA Tariff would be expected to provide rent subsidy for up to three years as well as provide for a case worker to support the family which would also be scaled down across the three years.
- 9.12 The offer of the rent subsidy would assist in securing properties in a very competitive rental market as well as help sustain the tenancy, making it affordable, whilst the family establish themselves and gain employment.
- 9.13 The finance model set out in Appendix 2 includes an assumption that the rent subsidy will reduce over the 3 years. The model shows that for families of 1 to 6 members, the scheme should be fully funded. Should the Council be allocated a single person household, the model shows there would be a shortfall in funding of up to £8k per year which would need to be met from existing housing service budgets. The Council would however be able to stipulate the size of the household they would be willing to accept.
- 9.14 The cost of providing the Afghan support worker will be met from the LA Tariff outlined in the table in 9.3 above. The eventual cost of this support will be dependent on which provider is chosen. Negotiations are on-going but it is anticipated this support would cost approximately £6,000 per household per year and this cost is included in the financial model set out in Appendix 2. Any subsidy required that is not funded through the LES scheme would need to be funded from existing Council budgets.
- 9.15 Whilst the LES appears to be a sufficiently funded scheme, financial risks are inherent in any refugee scheme where the precise household composition and their specific needs and health needs are not known. Any decision to participate will need to accept an obligation to provide reasonable support to the household and the individuals within it.

- 9.16 **Section 151 Officer's comments:** It is expected that the LES scheme will be fully funded for the three year period. However, should any unforeseen costs in excess of the funding arise, these will need to be met from existing budgets within the housing service.
- 9.17 Should support be required beyond the funded three year period, a report should be brought back to update the appropriate Committee to inform members and to identify a funding option.

10 Legal Implications

- 10.1 There is no legal obligation on the Council to participate in the Government's LES resettlement scheme. Should the Council agree to participate in the LES resettlement scheme, to be eligible for the funding the Council will be required to abide by the Government's requirements for the scheme.
- 10.2 **Legal Officer's comments:** None arising from the content of this report.

11 Policies, Plans & Partnerships

- 11.1 **Council's Key Priorities:** The following Key Priorities are engaged:
- 11.2 **Service Plans:** The matter is not included within the current Service Delivery Plan.
- 11.3 **Climate & Environmental Impact of recommendations -There are no known climate change implications**
- 11.4 **Sustainability Policy & Community Safety Implications:** - Successful integration of refugee families is identified as being a significant factor in ensuring community safety issues are minimised. The LES scheme is funded over three years offering reasonable assurance that accommodated families will integrate successfully.
- 11.5 **Partnerships:-** The Council is working effectively with Surrey County Council, Surrey Police, NHS organisations, neighbouring Councils and various voluntary groups, in particular Epsom and Ewell Refugee Network in providing support to Afghan refugees.

12 Background papers

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

Previous reports:

- Syrian Vulnerable Persons Resettlement Scheme (SVPRS) S&R Committee 22nd November 2016

Other papers:

- Home Office and MHCLG letter 13th September 2021
- Home Office Afghan Locally Employed Staff – relocation scheme (published 1 September 2021)
- Funding instruction for local authorities in support of the United Kingdom's resettlement schemes: 2021 to 2022

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AFGHAN RESETTLEMENT AND ASSISTANCE PROGRAMME

Council	Total number of housing units pledged	Total number of housing units secured	Number of bedrooms (for each secured unit)	Number of people who could be accommodated (for each secured unit)	Number of people actually accommodated (for each unit) (Men, Women and Children)	Number of people with specific needs (e.g. health condition, school places, disability). Please describe briefly.	Number of people in bridging or MQS hotels
Epsom & Ewell	Formal decision to be made in the next couple of weeks.						
Elmbridge	3	1	3 bed	5			140
	Formal decision to be made in the next couple of weeks.						
Guildford	2	2 (subject to finalisation of leases)					
Mole Valley	2	1	4 bed	6			
Reigate & Banstead	3	0					
Runnymede	3 (plus possibly 3 more)	0	? bed ? bed ? bed	? ? ?			

Spelthorne	5 (subject to Council approval)	0					48
Surrey Heath	5	5 (Self-contained rooms with shared kitchen and bathroom facilities)	1 bed 1 bed 1 bed 1 bed 1 bed	3 3 3 3 3	1M, 1W, 1C 1M, 1W, 1C 1M, 1W, 1C 1M, 1W, 1C	1 pregnant mother	
Tandridge	None to date, but seeking urgent authority to pledge 2 units						
Waverley	5-10	5 (plus two more potential private rents)	3 bed 3 bed 2 bed 2 bed 2 bed	6 6 4 4 4			
Woking	5	2	4 bed 3 bed	7 5			

1 adult - 1 bedroom property			
Expenditure	Year 1	Year 2	Year 3
Void costs for 56 days (£35 x 56)	-£1,960		
6 Months rent for a 1 bed property (£1049 pcm)	-£6,294		
1 Months deposit (£1049)	-£1,049		
LHA rent shortfall £176pcm for 6 months (£1049-£873 pcm)	-£1,056	-£2,112	-£2,112
Property set up	-£3,000		
4 Months bills	-£1,200		
Subtotal rent & set up costs	-£14,559	-£2,112	-£2,112
Support Staffing costs per household	-£6,000	-£6,000	-£6,000
Total Expenditure	-£20,559	-£8,112	-£8,112
Income/Funding - 1 adult - 1 bed			
4 months rent (£15 per day per person)	£1,820		
Integration support (£10,500 pp Yr 1;£6000 pp Yr2; £4020 pp Yr3)	£10,500	£6,000	£4,020
Total income/funding	£12,320	£6,000	£4,020
Balance	-£8,239	-£2,112	-£4,092

2 adults -1 bedroom property			
Expenditure	Year 1	Year 2	Year 3
Void costs for 56 days (£35 x 56)	-£1,960		
6 Months rent for a 1 bed property (£1049 pcm)	-£6,294		
1 Months deposit (£1049)	-£1,049		
LHA rent shortfall £176pcm for 6 months (£1049-£873 pcm)	-£1,059	-£2,112	-£2,112
Property set up	-£3,000		
4 Months bills	-£1,200		
Subtotal rent & set up costs	-£14,562	-£2,112	-£2,112
Support Staffing costs per household	-£6,000	-£6,000	-£6,000
Total Expenditure	-£20,562	-£8,112	-£8,112
Income/Funding - 2 adults - 1 bed			
4 months rent (£15 per day per person)	£3,640		
Integration support (£10,500 pp Yr 1;£6000 pp Yr2; £4020 pp Yr3)	£21,000	£12,000	£8,040
Total income/funding	£24,640	£12,000	£8,040
Balance	£4,078	£3,888	-£72

2 adults & 2 children - 2 bedroom property			
Expenditure	Year 1	Year 2	Year 3
Void costs for 56 days (£45 x 56)	-£2,520		
6 Months rent for a 2 bed property (£1350 pcm)	-£8,100		
1 Months deposit (£1350)	-£1,350		
LHA rent shortfall £253pcm for 6 months (£1350-£1096.98 pcm)	-£1,518	-£3,036	-£3,036
Property set up	-£3,000		
4 Months bills	-£1,200		
Subtotal rent & set up costs	-£17,688	-£3,036	-£3,036
Support Staffing costs per household	-£6,000	-£6,000	-£6,000
Total Expenditure	-£23,688	-£9,036	-£9,036
Income/Funding - 2 adults & 2 children - 2 bed			
Up to 4 months' rent (15 per day per person)	£7,280		
Integration support (£10,500 pp Yr 1;£6000 pp Yr2; £4020 pp Yr3)	£42,000	£24,000	£16,080
Total income/funding	£49,280	£24,000	£16,080
Balance	£25,592	£14,964	£7,044

2 adults & 3 children - 3 bedroom property			
Expenditure	Year 1	Year 2	Year 3
Void costs for 56 days (£64 x 56)	-£3,584		
6 Months' rent for a 3 bed property (£1925 pcm)	-£11,550		
1 Months deposit (£1925)	-£1,925		
LHA rent shortfall £554pcm for 6 months (£1925-£1371.24 pcm)	-£3,324	-£6,648	-£6,648
Property set up	-£3,000		
4 Months bills	-£1,200		
Subtotal rent & set up costs	-£24,583	-£6,648	-£6,648
Support Staffing costs per household	-£6,000	-£6,000	-£6,000
Total Expenditure	-£30,583	-£12,648	-£12,648
Income/Funding - 2 adults & 3 children - 3 bed			
4 months' rent (15 per day per person)	£9,100		
Integration support (£10,500 pp Yr 1;£6000 pp Yr2; £4020 pp Yr3)	£52,500	£30,000	£20,100
Total income/funding	£61,600	£30,000	£20,100
Balance	£31,017	£17,352	£7,452

2 adults & 4 children - 4 bedroom property			
Expenditure	Year 1	Year 2	Year 3
Void costs for 84 days (£76 x 84)	-£6,384		
6 Months rent for a 4 bed property (£2303pcm)	-£13,818		
1 Months deposit (£2303)	-£2,303		
LHA rent shortfall £573pcm for 6 months (£2303-£1730 pcm)	-£3,438	-£6,876	-£6,876
Property set up	-£3,000		
4 Months bills	-£1,200		
Subtotal rent & set up costs	-£30,143	-£6,876	-£6,876
Support Staffing per household	-£6,000	-£6,000	-£6,000
Total Expenditure	-£36,143	-£12,876	-£12,876
Income/Funding - 2 adults & 4 children - 4 bed			
4 months' rent (£15 per day per person)	£10,920		
Integration support (£10,500 pp Yr 1; £6000 pp Yr2; £4020 pp Yr3)	£63,000	£36,000	£24,120
Total income/funding	£73,920	£36,000	£24,120
Balance	£37,777	£23,124	£11,244

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Home Office



Ministry of Housing,
Communities &
Local Government

To: All Council Leaders and Chief Executives in England, Scotland and Wales;
Chair of the Northern Ireland Cross Organisational Strategic Planning Group (Afghan Refugees)

13 September 2021

AFGHAN RESETTLEMENT AND RELOCATION

Since we last wrote to you, we have been delighted to see so many local authorities come forward with offers of support for Afghan citizens and their families who are seeking to rebuild their lives in the UK. We are grateful for this positive response and would like to thank all local authorities across the country that have already provided offers of support, assistance, and accommodation.

But now we must go further. There are many thousands of Afghan families who in recent weeks arrived as part of our Afghanistan relocation programme, many of whom have found homes and a warm welcome from local authority partners across the UK. However, many are in interim hotel accommodation, unable to settle, find jobs and send their children to school.

If every council agreed to resettle a number of Afghan families today, we would quickly be able to provide the warm welcome that those families already here deserve. With funding now in place, we expect to see many more firm offers of support coming forward at pace, from local authorities across the whole of the United Kingdom. We would both like to see offers from all UK councils within the next ten days.

New funding in place to welcome Afghan families to the UK

Today, we have formally announced the details of the Afghan Citizens Resettlement Scheme (ACRS) and how this interacts with the existing Afghan Relocations and Assistance Policy (ARAP) scheme. This letter contains further detail how local authorities can offer their support.

Afghan Citizens Resettlement Scheme (ACRS)

The ACRS will welcome up to 5,000 people in the first year, up to a total of 20,000 over the coming years, leading the way in the global response to the humanitarian situation in Afghanistan. The scheme will provide vulnerable refugees from Afghanistan and those put at risk by recent events in Afghanistan with a route to safety. The scheme will prioritise:

- those who have assisted the UK efforts in Afghanistan and stood up for values such as democracy, women's rights and freedom of speech, rule of law (for example, judges, women's rights activists, journalists); and
- vulnerable people, including women and girls at risk, and members of minority groups at risk (including ethnic and religious minorities and LGBT+).

Some of those who arrived in the UK under the evacuation programme, which included individuals who were considered to be at particular risk – including women's rights activists, prosecutors and journalists – will be the first to be resettled under the ACRS. People who were notified by the UK

government that they had been called forward or specifically authorised for evacuation, but were not able to board flights, will also be offered a place under the scheme if they subsequently come to the UK.

Further detail is being published today on GOV.uk.

Afghan Relocations and Assistance Policy (ARAP)

This ACRS will be separate from, and in addition to, the Afghan Relocations and Assistance Policy (ARAP), which offers eligible current or former locally employed staff who are assessed to be under serious threat to life priority relocation to the UK. Since the first flight landed on 22 June, we have welcomed around 7,000 Locally Employed Staff and their families under the ARAP scheme, including around 5,000 people who were evacuated during August.

Integration package

Those arriving through either ARAP or ACRS will be granted immediate Indefinite Leave to Remain allowing them to benefit from full rights and entitlements and providing them with the certainty and stability they need to build their life here.

We are pleased to confirm that the integration packages for the ACRS and ARAP will be aligned, providing one comprehensive offer to individuals, local authorities and mainstream services. A generous resettlement package has been developed to support ARAP/ACRS arrivals to acclimatise to the UK, learn the language (where appropriate), and find work, thus enabling rapid self-sufficiency and social integration in UK communities.

The Government will match the tariff for the successful Syrian Vulnerable Persons Resettlement Scheme (VPRS) to provide a complete package covering health, education and integration support costs. The core local authority tariff of £20,520 per person will be provided over a shorter period of three years (unlike the five-year VPRS provision), enabling more funding in those crucial early years to support resettled Afghans to integrate into British society and become self-sufficient more quickly. We expect the tariff for each person to be frontloaded in year one, to deliver the vital support needed in the early stages of resettlement, tapering down over the remaining years. As with the VPRS, additional tariffs for health, English language and education services will also be provided in year one only.

Full details of the package are annexed to this letter at Annex A, including a table showing the potential profile of the fund over three years. The full package will cover:

- £20,520 to cover the local authority welcome, integration offer and provision of services
- up to £4,500 per child to cover education provision, subject to their age (year one only)
- £850 to cover English language provision, for adults requiring this support (year one only)
- £2,600 to cover health provision (year one only)

We have also agreed a further £20m fund of flexible funding in the current financial year (2021/22) to support local authorities with higher cost bases with any additional costs in the provision of services.

Further accommodation funding and support

This Government is committed to resettling up to 5,000 people through the ACRS over the coming year and the need for suitable accommodation to support resettlement is pressing. Government has already announced an additional £5m housing fund to help local authorities provide the necessary housing and support for ARAP families and minimise their stays in short-term emergency accommodation.

We can today confirm that the Government is now increasing that funding to £10m in the first year and extending it with £5m available in year 2 and £2m in year 3. This will provide local authorities with longer-term certainty that there will be funding to draw on if needed. In addition to ARAP families, the funding will also be available for local authorities to draw on if they bring forward offers of homes for the families who were brought to the UK as part of the evacuation and who will be the first to be resettled under the ACRS.

Civil society have a crucial role to play in the welcome and support of newcomers to the UK. The Community Sponsorship Scheme enables groups of friends and neighbours, charities and faith groups to support a refugee family as they restart their new lives in our country. Many local authorities have supported the resettlement of Syrian and other refugees through community sponsorship, successfully complementing their own efforts.

We strongly encourage local authorities to promote and support local community sponsor groups, and advocate partnership working with local volunteer groups at this critical time. Advice and information for local authorities is available from Reset, the UK Community Sponsorship hub, at www.resetuk.org.

Seeking your urgent offers of support for Afghan families

With confirmation of this integration and funding package, we now expect that many more local authority offers of accommodation and welcome will be forthcoming. We still have large numbers of Afghan people in hotels and short-term accommodation across the country. We would quickly be able to provide the guarantee of a new life if every local authority in the UK stepped forward and agreed to resettle those families already here.

We cannot fulfil the UK's duty to these people without your vital support and we will continue to work in partnership with all local authorities.

Therefore, to reiterate, now that the funding is in place, we would both like to see offers from councils within ten days.

Local authorities seeking to make a firm offer of support should first contact their own local Strategic Migration Partnership. Contact details for the 11 Strategic Migration Partnerships across England, Wales and Scotland, are attached at Annex B. We also welcome confirmation from the Executive Office on Northern Ireland's position.

In the meantime, we will continue to listen to your feedback and our cross-Government teams will continue to engage with local authorities and stand ready to answer any questions you may have.

We are grateful for your continued support and the continued joint efforts as we work in partnership to fulfil our moral duty to those who have fled Afghanistan, many of whom have stood shoulder to shoulder with our armed forces and now seek a new life in the UK.



RT HON PRITI PATEL
Home Secretary



RT HON ROBERT JENRICK MP
Secretary of State for Housing,
Communities and Local Government

ANNEX A

Integration package for Afghan citizens and other refugees resettled under ARAP and ACRS

ACRS/ARAP	Year 1	Year 2	Year 3	Total
LA Tariff [per person]	£10,500	£6,000	£4,020	£20,520
Education [per child]	Up to £4,500			Up to £4,500
English Language [per adult]	£850			£850
Health [per person]	£2,600			£2,600

The integration package being put in place covers:

1. Status

- All those who are resettled, whether they have arrived through ARAP or ACRS, will benefit from full rights and entitlements through Indefinite Leave to Remain, providing them with the certainty and stability they need to build their life here.

2. Caseworker support

- All families will have access to a caseworker to help them navigate, access and register with mainstream services (including schools' registration, GP registration, Job Centre Plus appointments and utility registration). The caseworker will also provide advice around and referral to appropriate mental health services.

3. Accommodation

- For those evacuated, immediate quarantine accommodation (also known as 'managed quarantine service' or MQS) and temporary accommodation (whilst waiting for permanent accommodation) will be provided and paid for by the Government.
- For all new arrivals, permanent accommodation will be found and furnished appropriately including white goods. Individuals will cover rental costs themselves using Universal Credit, Housing Benefit or other income.

4. Education

- School places will be provided and nursery places for 2-4 year olds facilitated.
- Further education will be available for 16-19 year olds.
- Those aged 19 and over are also eligible for access to funding for Further Education places.
- In line with the VPRS, a tariff of up to £4,500 per child aged 5-18 years old and £2,250 for ages 3-5), additional to the local authority tariff, will also be provided in year one.
- Also in line with the VPRS, local authorities will receive £850 per adult to provide additional support for English language learning. Where eligible, adults will also have access to mainstream Adult Education Budget funding.

5. Health services

- A health tariff of £2,600 per person in year one only, additional to the local authority tariff, will be provided to support access to mainstream health and mental health services for arrivals settled with local authorities.

6. Benefits and Employment support

- All adults will have recourse to public funds and the immediate right to work.
- DWP will be providing tailored onsite support in the bridging hotels and arranging follow up appointments.

- All adults will have access to their own work coach (once a UC claim is successfully made). This includes personalised and tailored coaching and support to access the full range of DWP support. It also includes an automatic referral to the National Careers Service Skill Audit to understand immediate skills levels and jobs that may be available.
- DWP and the Refugee Employment Network (REN) will work together with local partners to build better links between jobcentres and the organisations supporting integration in local areas. DWP and REN are also coordinating external offers of employment support and jobs. The REN is a network of over 120 organisations supporting refugees and those on resettlement schemes to access appropriate, fulfilling, paid employment or self-employment.

7. Small cash payment

- Where necessary, arrivals will receive weekly cash and rent support up to the day before the first UC payment is due, in order to maintain continuity of support. The amount of support received will be dependent on circumstances - £59.20 per week (for single adults under 25); £74.70 per week (for single adults over 25); £117.40 per week (for couples); £37.75 per week (for children) – together with £15 per person per day for rent until they receive the UC Housing element.

In addition to the above support package:

- We have also agreed a further £20m fund of flexible funding in the current financial year (2021/22) to support local authorities with higher cost bases with any additional costs in the provision of services.
- We are also considering what enhanced integration support could be made available to help with longer term integration and employment once immediate needs have been met.
- We are working to ensure effective transfer of individual information gained whilst in Managed Quarantine Service (MQS) to the relevant agencies as individuals depart for their next location.
- We are creating a portal where the many offers of support from individuals, organisations and businesses can be registered. This portal is already available to submit offers of housing and work is now underway to expand this to further offers, such as job opportunities, professional skills training or donations of items like clothes or toys.
- Whilst many individuals will require the full support provided here, some may not have the same needs. We are exploring options to manage this difference in need.

ANNEX B

Contact details for Strategic Migration Partnerships

East of England	malgorzata.strona@eelga.gov.uk
East Midlands	brein.fisher@emcouncils.gov.uk
London	mark.winterburn@london.gov.uk
North East	janine_hartley@middlesbrough.gov.uk
North West	katie.jones@manchester.gov.uk
South East	roymillard@secouncils.gov.uk
South West	bronwyn.prosser@swcouncils.gov.uk
West Midlands	dally.panesar@wolverhampton.gov.uk
Yorkshire & Humber	David.2.Brown@migrationyorkshire.org.uk
Scotland	andrew@cosla.gov.uk
Wales	wsmcentraladmin@wlgagov.uk emma.maher@wlqa.gov.uk

ANNUAL PLAN 2021- 2022

Head of Service:	Gillian McTaggart, Head of Corporate Assurance
Wards affected:	(All Wards);
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	
Appendices (attached):	Appendix 1 – Four Year Plan 2020 –2024 Appendix 2 – Annual Plan 2021 – 2022 Appendix 3 – Corporate Planning Cycle

Summary

This report sets out the Annual Plan 2021- 2022 outlining the key objectives and performance indicators to support the delivery of the Council's Four Year Plan 2020-2024

Recommendation (s)

Council are asked to:

- (1) Agree the draft key objectives and performance indicators identified within the Annual Plan for 2021 – 2022**
- (2) Agree that the Annual Plan for 2021- 22 supersedes previously agreed action plans for 2021- 22**

1 Reason for Recommendation

- 1.1 Members are being asked to approve the Annual Plan for 2021-2022. This has been developed to reflect priorities agreed in the Four Year Plan . It also takes into account the impact of the Covid pandemic and Build Back Better programme. The Annual Plan considers the resources available and supersedes previously agreed action plans .

2 Background

- 2.1 During 2019/20 the Council developed and approved both the Future 40 Vision and Four Year Plan (2020 – 2024) . Both documents were approved by the Strategy & Resources Committee on 14 January and by Full Council on 20 January 2020.

- 2.2 The Four Year Plan provides a framework for decision making, which ensures that available resources are allocated to meet the needs of our communities. Having a clear vision for the future, aligned with strategic priorities and activities also provides a framework for managing the effectiveness of the organisation, as well as for managing individual services. This in turn allows for good and effective scrutiny of both decisions and performance.
- 2.3 The Four Year Plan (2020 – 2024) shown in Appendix 1 sets out the Council's strategy for the provision of local services for residents, businesses, and visitors for the four year period. This was developed alongside our Future 40 Vision , and the Council extensively engaged with residents, businesses, and various stakeholders to develop our priorities . The themes identified within the Future 40 Vision are the same for the Four Year Plan. . An additional priority of Effective Council was added to the Four Year Plan to support the focus on the priorities identified by residents .
- 2.4 The six new themes in the Four Year Plan are :
- 2.4.1 **Green & Vibrant** - A better place to live where people enjoy their surroundings
 - 2.4.2 **Safe & Well** - A place where people feel safe, secure, and lead healthy, fulfilling lives
 - 2.4.3 **Opportunity & Prosperity** - A successful place with a strong, dynamic local economy where people can thrive
 - 2.4.4 **Smart & Connected** - Alive and connected socially, economically, geographically, and digitally
 - 2.4.5 **Cultural & Creative** - A centre for cultural and creative excellence and inspiration
 - 2.4.6 **Effective Council** – Engaging, responsive and resilient Council

- 2.5 The launch of the Four Year Plan and the targets for 2020-21 were hugely impacted by the emergency response to the pandemic. The targets for 2020/21 were reprioritised during the year with the additional targets relating to the emergency response and recovery from first lockdown. These end of year monitoring for 2020-21 was reported to the Audit, Crime & Disorder Committee in June.
- 2.6 The new Annual Plan for 2021-22 replaces the previous Key Priority Targets that monitored the delivery of the Corporate Plan for 2016 -2020. The key aim of the new format within the Annual Plan is to deliver “outcome” focused priorities and to be able to measure performance over the four year period.
- 2.7 The Annual Plan has been reviewed by the Audit , Crime & Disorder and Scrutiny Committee and approved by the Strategy & Resources Committee.

3 Annual Plan, Key Objectives and Performance Indicators for 2021- 2022

- 3.1 The Annual Plan 2021/22 is shown in Appendix 2 and consists of Key Objectives (qualitative data) and Performance Indicators (quantitative data) . These have been developed based on the priorities in the Four Year Plan .
- 3.2 The Key Objectives focus on the priorities to be delivered in 2021/22 to support the delivery of the Four Year Plan. The Key Objectives are assigned a colour code to identify the responsible committee. They also identify a lead officer and key milestones. The table below identifies the colour codes :

Key to Colour Coding

	Strategy & Resources Committee
	Licensing & Planning Policy Committee
	Community & Wellbeing Committee
	Environment & Safe Communities Committee

- 3.3 The Performance Indicators include some existing targets and a range of developing indicators to measure performance over the period of the Four Year Plan . These will be further developed during 2022-2023.
- 3.4 The Annual Plan for 2021-22 was scrutinised by the Audit, Crime & Disorder and Scrutiny Committee on 1 September 2021 and they were generally supportive of the approach and methodology in developing the Annual Plan and discussed the following points.

- 3.4.1 A query was raised by the Committee on the data capture for CO2 emissions and it was agreed that the Reduction in CO2 emissions was a developing indicator and would be looked at in 2022-23 as the methodology and robustness for capturing CO2 emissions is important and should be considered .
- 3.4.2 The Committee requested the addition of the action plan from the LGA Peer Review as a target however the Chief Finance Officer confirmed that it did not need to be a target in the Annual Plan as it is being reported and monitored by the Strategy & Resources Committee.
- 3.4.3 There was a concern explored over the term balanced budget in the corporate planning cycle which the Chief Finance Officer clarified meant fully financed with or without the use of services.
- 3.4.4 The Committee raised whether the target for the number of major planning applications decided in time should be higher than 60%. It was agreed that this would be reviewed in setting the 2022-23 targets given current situation in resourcing the Planning Team
- 3.4.5 A concern was also expressed around the target set for the number of new trees planted and it was confirmed that this would be reviewed in 2022-23 once the tree planting policy was agreed
- 3.4.6 The Committee queried the target for stage 1 and 2 complaints being data only and it was confirmed that a target cannot be set as the numbers vary from year to year and this is to provide details on the level of complaints each year but could be reviewed at a further stage.
- 3.5 The Annual Plan for 2021-22 was scrutinised by the Audit, Crime & Disorder and Scrutiny Committee on 1 September 2021 and they were generally supportive of the approach and methodology in developing the Annual Plan and discussed the following points.
- 3.6 The Annual Plan was reviewed by the Strategy & Resources Committee on 21 September .who recommend the approval of the Annual Plan subject to one amendment to Key Objective 11, which has been updated in Appendix 2 . This was amended to “Implement visible patrols in the Borough to tackle anti-social behaviour and environmental protection issues.” The Key Objectives and Performance Indicators within the Annual Plan supersedes previously agreed action plans covering 2021- 22 .
- 3.7 Progress against the Key Objectives and Performance Indicators within this Annual Plan will be reported to this Audit, Crime & Disorder and Scrutiny Committee.

4 Corporate Planning Process

- 4.1 Going forward, the planning process for the Annual Plan will be more closely aligned to the annual budgeting process. This will ensure that funding is agreed at an earlier stage and will match the priorities and projects that are agreed.
- 4.2 The draft Corporate Planning process is shown in Appendix 3 . The process for developing the Annual Plan for 2022/23 is already in motion as it starts in August identifying members priorities . The draft Annual Plan for 2022/2023 will be circulated in October and reported to committee .
- 4.3 As well as regular monitoring an Annual Report will be produced each year based upon the four year plan and the priorities delivered .

5 Risk Assessment

Legal or other duties

5.1 Impact Assessment

- 5.1.1 Failure to approve the key objectives and performance targets for 2021 to 2022 under the Four Year Plan will mean that there will be a lack of clear direction and priorities upon which decision making can be directed and resources allocated. Without a set of key objectives and performance targets, there is a risk that key stakeholders and especially the public will be unclear about the Council's aspirations and goals and may therefore be unwilling to commit their time and energy to working with the Council for the betterment of the community. This would prove particularly challenging as the Council looks to attract new inward investment to stimulate the economy and work more closely with partners.

5.2 Crime & Disorder

- 5.2.1 Safe and well is a key priority.

5.3 Safeguarding

- 5.3.1 No specific concerns

5.4 Dependencies

- 5.4.1 Several key objectives will be delivered with partner agencies.

5.5 Other

- 5.5.1 No specific concerns

6 Financial Implications

- 6.1 There are no specific financial implications to delivering the Annual Plan although several projects and policies within the Plan will have financial implications.
- 6.2 **Section 151 Officer's comments:** None arising from the contents of this report.

7 Legal Implications.

- 7.1 **Legal Officer's comments:** None arising from the contents of this report..

8 Policies, Plans & Partnerships

- 8.1 **Council's Key Priorities:** The following Key Priorities are engaged:
- 8.2 **Service Plans:** The Service Delivery Plans include all key objectives, and this also underpins the delivery of our key priorities.
- 8.3 **Climate & Environmental Impact of recommendations:** The Annual Plan supports the delivery of the key priority Green & Vibrant to provide a better place to live where people enjoy their surroundings.
- 8.4 **Sustainability Policy & Community Safety Implications:** The Annual Plan supports the delivery of the key priority Safe and Well, A place where people feel safe, secure, and lead healthy, fulfilling lives.
- 8.5 **Partnerships:** The Council cannot deliver the Four Year Plan on its own and will work with a range of partners to help and support its delivery.

9 Background papers

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

Previous reports:

- Future 40 – Long term vision for Epsom and Ewell Strategy 7 Resources Committee 14 January 2020 <http://th-modgov-01/documents/s15129/FUTURE40%20-%20LONG-TERM%20VISION%20FOR%20EPSOM%20AND%20EWELL.pdf>
- Four Year Plan 2020 -2024 <http://th-modgov-01/documents/s14997/Four%20year%20plan%202020%20-%202024.pdf>

Other papers:

Audit Crime & Disorder &Scrutiny minutes 1 September 2021

Strategy & Resources Committee minutes 21 September 2021

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Four Year Plan

Page 37
2020-2024

Welcome to our Four Year Plan

This plan sets out our strategy for the provision of local services for residents, businesses and visitors during the four year period 2020 to 2024.

Our vision for the future

In 2018, we commenced a Council led initiative to develop a long-term vision for the borough, a project we called Future40. Through extensive engagement and consultation we brought together the views and aspirations of people that live and work in Epsom and Ewell. We identified five overall **themes that best reflect people's views and priorities** for the borough until 2040. These five themes form the core of this four year plan.



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Our finances and other challenges

At present, local government finance remains unclear. Despite this uncertainty, we will continue our drive to work as efficiently and effectively as possible, reviewing services, assets and other sources of income, but will remain adaptable awaiting the outcomes of central government reviews on how councils are funded and how business rates are to be distributed in the future. Our funding model will be reflected in our Medium Term Financial Plan, which will provide us with the financial principles upon which we can make sound financial decisions.

We face a number of other challenges over the course of this plan, for example, our local population is growing with an increasing number of elderly people living in the borough. This will place increasing pressure on development and available sites to provide housing and affordable homes as well as a growing demand on some of our discretionary services. Working closely with our partners in local government, the health service and police, our community and the voluntary sector, will remain vital for our success.

Our Borough

Current facts

- 80,000 circa people live in the borough of Epsom and Ewell. We are the smallest and most densely populated borough in Surrey.
- Over the 25 year period 2016 to 2041, the borough's population is projected to grow by 16.2%.
- There are over 32,000 homes in the borough.
- 42% of the borough is Green Belt.
- Fourth least deprived borough in Surrey.
- We have the smallest CO₂ per capita emissions in Surrey

Our Organisation

To deliver this plan over the next four years we need to ensure that we have the right skills to be entrepreneurial and enterprising, and that we invest in technology to improve services and access to them. We believe in listening and engaging with our community and will continue to improve our level of engagement. We want the borough to be a fair, inclusive and safe place for everyone, further promoting equality and diversity will contribute towards **the plan's success**.

We have a set of organisational behaviours to help deliver the plan and continue to evolve as a Council.

We take an **enterprising** approach to service delivery

We **empower** by collaborating with passion and energy

We **engage** by caring and supporting one another

We **enable** by delivering today with an eye on the future

We enjoy – one team enterprising Epsom & Ewell Borough Council

How we will report

We will set targets for each year of the plan which we will monitor regularly together with other performance indicators. At the end of each year we will produce an Annual Report to outline progress made.

Themes for 2020 to 2024

We have taken the five themes from our vision and added a sixth, Effective Council, to deliver against over the course of this plan. Further details are provided over the following pages.





A better place to live where people enjoy their surroundings

Priorities	Key outcomes	How are we going to do it?	How will we know we are delivering?
Maintain clean and attractive streets and open spaces	<ul style="list-style-type: none"> Clean streets, parks and green spaces. 	<ul style="list-style-type: none"> Enhance high quality responsive cleansing and maintenance regimes for our streets, public spaces and parks Support and encourage more community and volunteer clean up events Increase enforcement activities Effective and efficient use of our Seasonal Environmental Action Team 	<ul style="list-style-type: none"> Cleaner streets (percentage of streets that achieve cleanliness standards) Number of voluntary clean up campaigns External accreditations for parks and open spaces
Enhance the borough's natural assets, preserving and increasing biodiversity	<ul style="list-style-type: none"> Protected and improved local amenities and an increase in biodiversity 	<ul style="list-style-type: none"> Work with our communities to improve their local area, parks and open spaces Explore the use of biodiversity net gain policies in our local plan Maintain to a high standard diverse habitats for wildlife across the borough Identify new locations for tree planting in the Borough 	<ul style="list-style-type: none"> Biodiversity projects and Biodiversity Action Plan delivered Planning policies which promote biodiversity in place Number of new trees planted Management plans for all parks and green spaces Number of volunteers assisting and number of hours of assistance
Work with partners to reduce our impact on the environment and move closer to becoming carbon neutral	<ul style="list-style-type: none"> Reduction in Carbon dioxide emissions across the borough and within the Council Reduction in waste and improved recycling rates Address air quality 	<ul style="list-style-type: none"> Agree and implement a Climate Change Strategy and Action Plan Work closely with partners to promote activities which support the climate change agenda Identify and implement opportunities for increased recycling Implement our Single Use Plastics Policy Waste and recycling campaigns including those aimed at young people Run a public awareness campaign for better air quality Explore and implement opportunities to improve air quality 	<ul style="list-style-type: none"> Carbon dioxide emissions in Council buildings and the borough Delivery of the climate change action plan Recycling rates and level of household waste produced Decrease in kilograms of waste produced per household Number of Business Bins clients Number of campaigns held
Encourage high quality design which balances the built environment with new open green spaces	<ul style="list-style-type: none"> High quality, sustainable and energy efficient buildings which include new green spaces 	<ul style="list-style-type: none"> Agree new planning policies Work closely with developers to encourage high quality design Improved Epsom town centre and other centres Improved network of green infrastructure 	<ul style="list-style-type: none"> Local Plan with supporting energy efficiency policies Developments with green spaces and links connecting neighbourhoods Planning policies used to promote good building design



A place where people feel safe, secure and lead healthy, fulfilling lives

Priorities	Key outcomes	How are we going to do it?	How will we know we are delivering?
Work with partners to improve the health and wellbeing of our communities, focusing in particular on those who are more vulnerable	<ul style="list-style-type: none"> • Residents' physical and mental health and general wellbeing is improved and health inequalities are reduced • Vulnerable residents are supported to lead active healthy lives 	<ul style="list-style-type: none"> • Encourage more use of our parks and open spaces • Encourage more activities and greater use of our centres through partnership working with GLL, community groups and local sports clubs • Reflect health considerations, accessibility and equality in our policies • Support high standards of food safety across the borough • Homelessness prevention • Maintain discretionary but vital support for elderly vulnerable residents • Promote council support services and venues to reduce loneliness • Work with partners to develop and market new targeted health and wellbeing initiatives • Promote and enable youth based activities and clubs • Signposting community facilities 	<ul style="list-style-type: none"> • Improved health and wellbeing outcomes delivered through the Health & Wellbeing Action Plan • Increase in 3-5 food safety ratings • Number of households in emergency accommodation • Number of households accommodated through Private Sector Leasing and rent deposit schemes • Number of homelessness cases prevented • Number of clients using Daycare+, Transport from Home, Meals at Home and telecare services • Number of adaptations/repairs to people's houses
Work with partners to keep our borough safe and secure	<ul style="list-style-type: none"> • Reduced levels and impact of crime and anti-social behaviour 	<ul style="list-style-type: none"> • Deliver our Community Safety Plan • Undertake enforcement activities solely and with partners • Review and implement efficient and effective crime prevention tools • Establish a Community Safety Partnership • Tackle key areas of concern through joint working • Legal processes used to best effect • Inclusion of design against crime provisions in our local plan design policies 	<ul style="list-style-type: none"> • Community Safety Plan delivered • Purple Flag status for the Epsom town centre • Reduction in reports of fly tipping • Number of enforcement success stories promoted • Number of Joint Action Groups held and actions implemented
Enable community and voluntary sector run activities which enhance wellbeing and community safety outcomes	Residents feel safe and secure	<ul style="list-style-type: none"> • Support community and voluntary sector projects which help establish friendly neighbour schemes • Work with partners and residents to deliver and support community safety initiatives • Promote and support community engagement activities to reduce isolation • Enable people to support their community • Celebrate the contribution people make to their communities 	<ul style="list-style-type: none"> • Number of community run projects • Number of new volunteers recruited • Number of achievements celebrated and award ceremonies supported



A successful place with a strong, dynamic local economy where people can thrive

Priorities	Key outcomes	How are we going to do it?	How will we know we are delivering?
Promote Epsom & Ewell as a great place to live, work and study, and encourage inward investment	<ul style="list-style-type: none"> • Thriving communities 	<ul style="list-style-type: none"> • Implementation of our Local Plan • Deliver new and improved commercial assets • Delivery of key infrastructure • Champion the interests of the borough locally and regionally 	<ul style="list-style-type: none"> • Council tax and business rates collection • Local Plan adopted and started to be delivered • Business Count increase • Employment – economically active – increase • Infrastructure Delivery Plan delivered
Address the housing needs of the Borough, including affordable housing needs, through the development of our Local Plan	<ul style="list-style-type: none"> • Progress made on meeting housing needs of the borough 	<ul style="list-style-type: none"> • Regeneration schemes and developments • Deliver affordable housing • Facilitate the use of empty properties • Assess our housing needs based on demographic and economic change 	<ul style="list-style-type: none"> • Number of dwellings and affordable homes delivered • Number of empty properties returned to use • Number of households accommodated through the private sector leasing scheme
Encourage and support business creation and growth	<ul style="list-style-type: none"> • Strong business economy 	<ul style="list-style-type: none"> • Support large established and smaller businesses to grow • Work with further education providers to help support students develop new business opportunities and start-ups • Deliver and implement an Economic Development Strategy • Engage on plans for transformation and regeneration within the borough • Support and promote employment/business related courses • Secure resources to maintain and improve business related infrastructure • Support local businesses through an economic development programme • Explore the creation of a creative industries business centre 	<ul style="list-style-type: none"> • Business count • Average earnings • Number of courses and seminars supported • Number of new business start ups • Percentage of vacant retail, commercial and industrial space in the borough
Work with partners to secure an attractive and vibrant high street and market place experience	<ul style="list-style-type: none"> • Thriving town centres offering great shopping, cultural and leisure activities 	<ul style="list-style-type: none"> • Deliver a vibrant marketplace experience • Develop a vision for our town centres • Enhance the cultural offer within the market place • Continuation of grants for shop fronts 	<ul style="list-style-type: none"> • Number of events held in the market place • Number of bids for shop front grants • Number of cultural events supported or delivered • Local Plan policies on town centre vibrancy and vitality of parades



Alive and connected socially, economically, geographically and digitally

Priorities	Key outcomes	How are we going to do it?	How will we know we are delivering?
Work with partners to develop and improve transport and infrastructure with particular emphasis on sustainable travel options	<ul style="list-style-type: none"> • More sustainable transport options in the Borough 	<ul style="list-style-type: none"> • Support improvements to sustainable transportation infrastructure • Support rail station improvements including cycle parking • Respond to consultations on matters which affect the borough • Consult residents when there are local and national changes • Strategy on electric charging points and roll out charging points • Adopt policies which promote sustainable active travel • Delivery of the Infrastructure Delivery Plan from developers contributions 	<ul style="list-style-type: none"> • Number of projects delivered through Transport Strategy and Local Plan • Charging points delivered • Consultations held and/or responded to • Infrastructure improvements • Infrastructure funding secured to make improvements across the highways network • Safe cycle paths, bus shelters with passenger real time information delivered with partners
Increase digital connectivity for all	<ul style="list-style-type: none"> • Digitally connected 	<ul style="list-style-type: none"> • Support digital training for older people and those seeking employment skills • Require new housing and community developments to have superfast broadband • Promote borough wide events and activities digitally • Explore broader provision of public Wi-Fi and data connectivity (including public buildings) 	<ul style="list-style-type: none"> • Improved connectivity • Training sessions delivered / number of attendees • Facilitated opportunities to improve infrastructure
Work with businesses and communities to enable networking opportunities	<ul style="list-style-type: none"> • Support networks enabled 	<ul style="list-style-type: none"> • Work with local businesses and start-ups to form work hubs and collaborative workspace • Work with partners, businesses and communities to enable networking opportunities • Create community information hubs which inform and signpost to services and leisure opportunities • Reduce social and economic isolation and help connect people to people, people to jobs and people to opportunity 	<ul style="list-style-type: none"> • Number of local support networks created • More opportunities and encouragement for older residents to volunteer in the community • An increase in those returning to employment in the borough



A centre for cultural and creative excellence and inspiration

Priorities	Key outcomes	How are we going to do it?	How will we know we are delivering?
Promote Epsom & Ewell's identity as a centre for creative and cultural excellence	<ul style="list-style-type: none"> • Strong cultural and creative identity 	<ul style="list-style-type: none"> • Work with partners to promote the borough's creative and cultural identity locally and regionally • Develop stronger links with local further education providers and the creative industry • Develop a Cultural Strategy • Celebrate local talent 	<ul style="list-style-type: none"> • Positive publicity as a cultural and creative destination of choice • Cultural Strategy Action Plan delivered
Promote the borough's rich history and heritage	<ul style="list-style-type: none"> • Shared knowledge of Epsom and Ewell's unique history 	<ul style="list-style-type: none"> • Mark local historic dates and occasions • Promote the borough's unique history including the derby and the horse racing and training industry • Maintain a comprehensive list of all historical buildings of interest in the borough and promote • Run a schools Programme • Explore use of digital media to promote our heritage 	<ul style="list-style-type: none"> • Number of historic events held and occasions marked • Activities held with schools • Local historic buildings listed and promoted • Conservation areas protected
Work with partners to support the provision of cultural and creative opportunities across the Borough	<ul style="list-style-type: none"> • Programme of local community cultural and sporting events 	<ul style="list-style-type: none"> • Run an annual programme of sports, creative and cultural events • Greater engagement and community involvement • Undertake projects with local communities, local education providers and clubs • Promote council venues • Provision of support for key community held events 	<ul style="list-style-type: none"> • Number of events held and supported including the Round the Borough Bike event • Usage of council venues • Number of members of the Rainbow Centre • Playhouse tickets sold • Improved signage and signposting to promote events • Attendance at council events

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Engaging, responsive and resilient Council

Priorities	Key outcomes	How are we going to do it?	How will we know we are delivering?
<p>Strengthen the Council's financial independence</p>	<ul style="list-style-type: none"> • Financial Stability • Maximise opportunities to improve use of buildings 	<ul style="list-style-type: none"> • Explore new income streams • Deliver efficiency savings and collaborative working • Use existing properties to generate revenue income or capital receipts to sustain services • Invest in sound property acquisitions to achieve corporate priorities and to sustain local services • Maintain a long term investment strategy 	<ul style="list-style-type: none"> • A self-financing balanced budget • Investment Property Strategy • Increase in revenue from property investments • Asset Management Plan maintained as an aid to sound decision making • Planned programme of works on Council assets • Reduction in subsidies for operating council owned properties • A sustainable capital programme
<p>Improve access to services through technology</p>	<ul style="list-style-type: none"> • Access to council services 	<ul style="list-style-type: none"> • Implementation of ICT Road Map • Encourage self-service • Market a range of ways to access our services 	<ul style="list-style-type: none"> • Improved access for all • Number of 'My Accounts' opened
<p>Support and enable a high performing and adaptable workforce</p>	<ul style="list-style-type: none"> • Develop flexible and responsive staff 	<ul style="list-style-type: none"> • Develop new ways of working • Develop enterprising and innovative behaviours and embrace change • Continue to promote equality and diversity • Provide training and development to deliver the required mix of skills 	<ul style="list-style-type: none"> • Updated Human Resource and Organisational Development Strategy in place • Internal talent fostered • Staff identifying council as an employer of choice
<p>Improve openness, transparency and customer service</p>	<ul style="list-style-type: none"> • Create greater choice and control of how people engage with Council Services 	<ul style="list-style-type: none"> • Transform the way we engage • Treat all customers fairly and equally • Develop a Communication & Engagement Strategy. • Listen to feedback from residents and businesses using data to help inform decision making • Review regularly how we engage with residents 	<ul style="list-style-type: none"> • Complaints monitoring • Improved accessibility • Raised awareness, active participation and behaviour change through communication and engagement campaigns

Annual Plan

2021-2022

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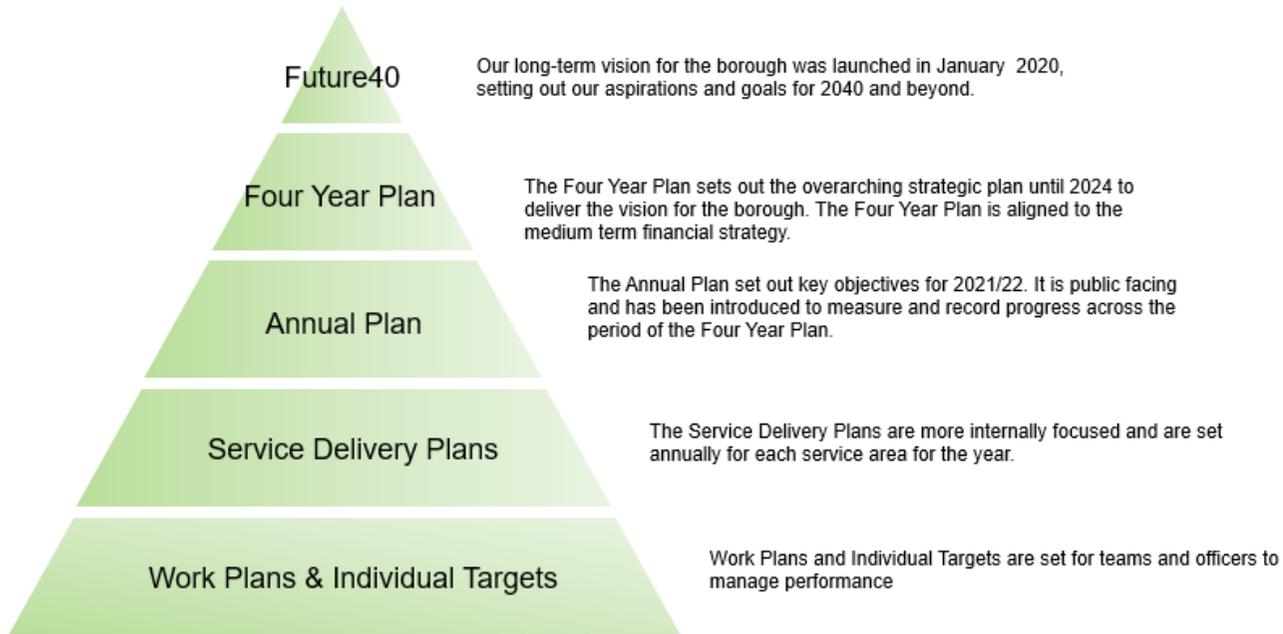
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Introduction

The Council's Annual Plan for 2021/22 provides an important opportunity for the Council to set out its delivery priorities for the next 12 months, building on our aspirations informed by the Vision for Epsom and Ewell - Future 40 and the Four Year Plan for 2020 - 2024.

The Corporate Planning Process

The Corporate Planning Process brings together the Council's key plans in a clear hierarchy that shows the relationship between the longer term vision, mid-term plan of action and all the way down to the annual service plans and the targets set for individuals



Annual Plan for 2021/22

The Annual Plan sets out Key Objectives and performance indicators for the year. The Key Objectives are based on the six priorities within the Four Year Plan as shown below. Several performance indicators and "for information data" will also be captured and reported. This will be developed over the course of the Four Year Plan. The outcomes will be monitored and reported regularly to our Members and residents.

	Key Objectives 2021 – 2022	Committee	Ref to priorities	Lead Officer	Key Milestones
	Covid related				
1	Deliver a youth hub to assist young people to develop skills to access the workplace and deliver agreed outcome measures including increased uptake of traineeships and apprenticeships	C&W	OP1	Head of H&C	August 2021
2	Working with partners to develop and implement a plan for reopening the High Street in line with Government funding programme	S&R	OP4	Head of PD	Oct 2021
3	Deliver a food pantry	C&W	SW3	Head of H&C	November 2021
4	Design, commission and install a memorial to commemorate the lives of Borough residents lost because of the pandemic	S&R	SW1	Head of OS	Implement March 2022
	Green & Vibrant				
5	Undertake a consultation on the Local Plan options and key sites in line with Regulation 18	LPPC	GV2 – GV4	Head of PD	Consultation Nov 21 – Jan 22 Updated Local Plan to LPPC March 22
6	Deliver a communication and education programme with partners to raise awareness around climate change and to encourage changed behaviours	E&SC	GV3	Head of PD	March 2022
7	Identify Tree Planting areas and a policy and procedure for tree planting with an agreed target for 21/22	E&SC	GV2	Head of PD	October 2021
8	Deliver electric vehicle charging points in council owned car parks and through policies in the local plan for new developments	E&SC	GV3	Head of H&C	November 2021

	Key Objectives 2021 – 2022	Committee	Ref to priorities	Lead Officer	Key Milestones
	Safe & Well				
9	Develop and commence implementation of a programme of activities to address mental health, loneliness, domestic abuse and digital exclusion, post pandemic	C&W	SW1 & SW3	Head of H&C	Oct 2021 to March 2022
10	Review current CCTV arrangements in consultation with partners to develop an option appraisal	E&SC	SW2	Head of H&C	Oct 2021
11	Implement visible patrols in the Borough to tackle anti-social behaviour and environmental protection issues	E&SC	SW2	Head of H&C	November 2021
12	Establish a Community and Voluntary Sector Forum for the Borough	C&W	SW1 & SW3	Head of H&C	Sept 2021
13	Continue conversations with community leaders, so the Council can make a positive difference in developing inclusive communities	S&R	SW3	Head of H&C/ Head of HR & OD	March 2022
14	Develop, adopt and implement a Planning Enforcement Plan	LPPC	SW2	Head of PD	Oct 2021
15	Re-establish and review the work programme and membership of the multi-agency enforcement/community safety working group to coordinate enforcement actions in the Borough	E&SC	SW2	Head of H&C	Aug 2021
	Opportunity & Prosperity				
16	Expand the market offer in Epsom Town Centre and other local centres in the Borough.	E&SC	OP1 & OP4	Head of OS	March 2022
17	Pursue opportunities for commercial property acquisitions as they become available	S&R	OP1 & EC1	Head of P&R	March 2022
18	Develop a plan for Council owned properties (disposal, redevelopment and renovation)	S&R	OP1 & EC1	Head of P&R	March 2022
19	Working in partnership with the Local Economic Partnership (LEP) and County Council to develop a pipeline of infrastructure projects	S&R	OP1 & OP3	Head of PD	March 2022

	Key Objectives 2021 – 2022	Committee	Ref to priorities	Lead Officer	Key Milestones
20	Review homelessness policy, procedures and practices to identify ways to reduce those presenting as homeless	C&W	OP2	Head of H&C	Jan 2022
21	Re-commence Business Breakfasts Develop and implement a programme for business engagement to promote Epsom and Ewell economic development, drive inward investment and realise community objectives.	S&R	OP3	Head of PD	Sept 2021 Nov 2021+
Smart & Connected					
22	Make our online services easier for residents to find and access through further development of the 'My Council Services' approach for Operational Services. Develop and promote a communication strategy to support this.	S&R	SC2 & EC2	Head of D&ST	Dec 2021
Cultural & Creative					
23	Support a programme of cultural and heritage events such as: <ul style="list-style-type: none"> • Installation of the Emily Davidson Statue and the Derby Hall of fame • Support the opening of Horton Chapel • Film Festival • Family Fun Day • Christmas Festival • MSG04 Arts Festival • Agreed national commemorative events • Platinum Jubilee including Derby Festival (planning for June) 	S&R	CC1 – CC3	Head of H&C	March 2022
23	Welcome residents back to the Playhouse safely by promoting the reopening of the theatre and the return of performances. Provide a programme to support those in education.	C&W	CC1 & CC3	Head of OS	March 2022

	Key Objectives 2021 – 2022	Committee	Ref to priorities	Lead Officer	Key Milestones
	Effective Council				
24	Meet relevant key milestones of the work overseen by the Local Government Boundary Commission to review the Council’s electoral arrangements: <ul style="list-style-type: none"> - Provide a Council submission to the Local Government Boundary Commission on Warding arrangements in the Borough (July 21) - Provide a Council submission to the Local Government Boundary Commission on their draft recommendations on Warding arrangements in the Borough (December 21) - Report to Council on the Local Government Boundary Commission on their final recommendations (March 22) - For 2022-2023 Carry out Polling Station Review (April-July 22) 	S&R and Full Council	EC4	CLO	July 2021 Dec 2021 March 2022
25	Deliver a balanced budget and a five year rolling Capital Programme	S&R and Full Council	EC1	CFO	Feb 2022

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Key to colour coding in table, below:

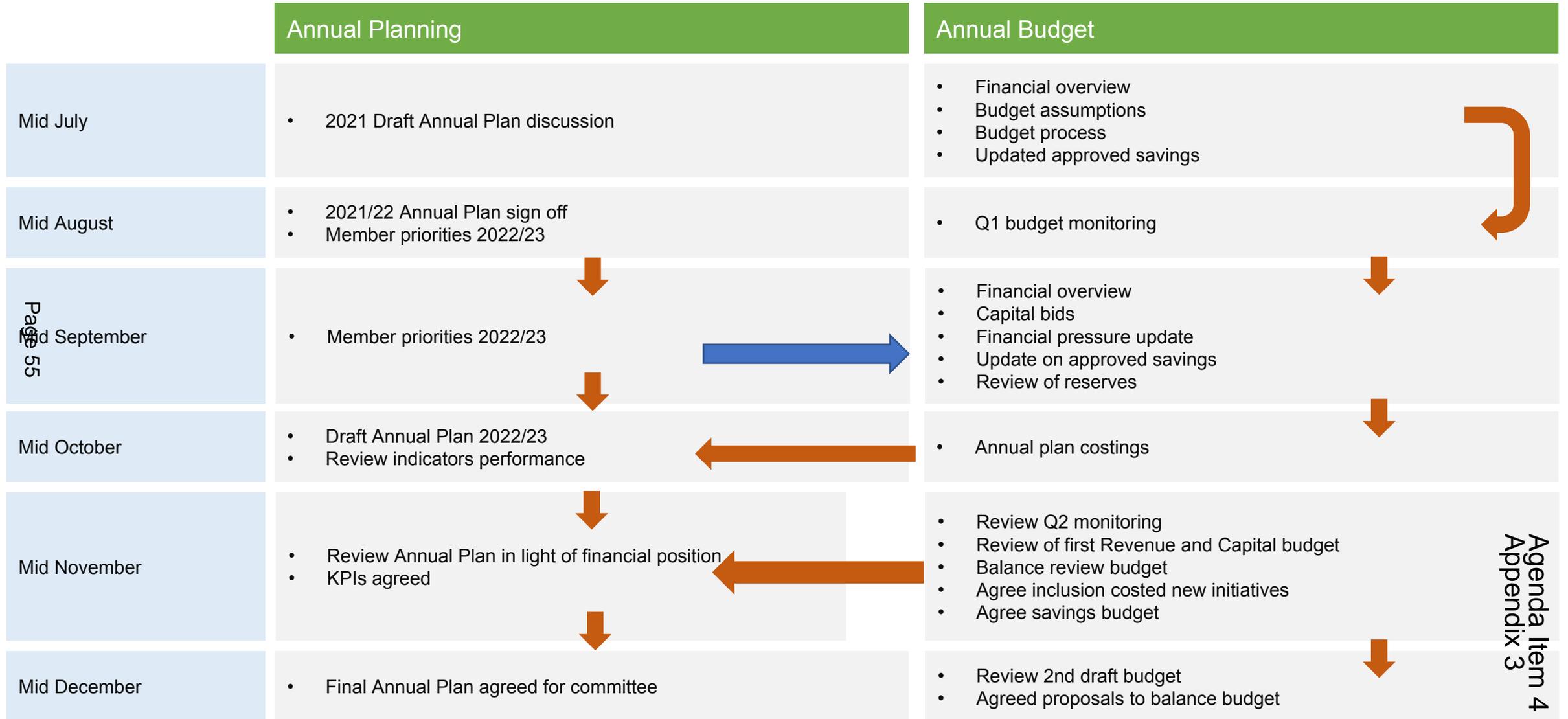
	Strategy & Resources Committee
	Licensing & Planning Policy Committee
	Community & Wellbeing Committee
	Environment & Safe Communities Committee

Performance Indicator/ Data	21/22 Target/ Data	20/21 Target/ Data	20/21 Actual	Four Year Plan Reference	Owner
Service response times <ul style="list-style-type: none"> Street Cleansing - twice yearly street surveys (rated B or above) Graffiti (based on removal of graffiti on council land and offensive graffiti – updated once policy agreed) Flyposting -tbc 	To be fully detailed with Op Services once policy agreed	No data		GV 1	H of OS
Number of people who have pledged to become a litter picking volunteer plus number of kits supplied by the council (Information only)	Data only	No data		GV1	H of OS
Number of new trees planted (Information only)	10 trees			GV2	H of PD
% of domestic waste recycled	55%	54%	57.03% (Dec 20)	GV3	H of OS
No. of Enforcement actions undertaken (for information year 1): Formal – (use of enforcement powers) Informal (interventions)	Data only in Yr 1			SW2	H of P H of H&C
Reduction in CO2 emissions (Developing indicator)	Data only in Yr 1	No data		GV3	H of PD
Percentage of establishments with a rating of 3 (generally satisfactory) or better under the Food Hygiene Rating Scheme	93%	93%	97.5% (Jan 21)	SW1	H of H&C
Number of households in emergency nightly paid accommodation	90	40	90(Jan)	SW1	H of H&C
Number of single persons and rough sleepers accommodated in accommodation with appropriate support	4			SW1	H of H&C
Number of clients supported by Council through personal support services e.g. activities and services delivered in the Community & Well-being centre/ venues including: Daycare +, meals at home, transport at home)	Data only for Yr 1 baseline			SW1	H of O
Number of clients in receipt of housing benefit	Data only			SW1	H of D&S

Performance Indicator/ Data	21/22 Target/ Data	20/21 Target/ Data	20/21 Actual	Four Year Plan Reference	Owner
% Council Tax collected	98.4%	98.4%	95.6% (Jan 21)	OP1	H of D&ST
% Business Rates collected	99%	99%	91.18% (Jan 21)	OP1	H of D&ST
Affordable Units delivered (Annual) (Information only)	203		39 (19/20)	OP2	H0 PD
Housing land supply - in years	5 years	5 years	0.98 years	New	H of PD
Number of electrical charging points delivered (Information only) and subject to planning approval	Data only			SC1	H of OS
Number of registered users of an EEBC account and active users	Data only			EC2	H of D&ST
Number of stage 1 complaints received	Data only			EC4	H of D&ST
Number of stage 2 complaints received	Data only	N/A	33 (Jan 21 YTD)	EC4	H of D&ST
Number of ombudsman complaints upheld	Data only	3		New	H of D&ST
*Number of major planning applications (MHCLG) received (Information only)			15	GV1; OP2	H of PD
*Number of non-major planning applications (MHCLG) received (Information only)			794	GV1; OP2	H of PD
Major planning applications decided in time.	60%	60%	79%	GV1; OP2	H of PD
Non-major planning applications decided in time	70%	70%	79%	GV1; OP2	H of PD
Percentage of major planning applications allowed at appeal (using the two-year rolling assessment period defined by the government).	<10%	<10%	0.00%	GV1; OP2	H of PD
*The number of officer recommendations overturned by the Planning Committee (Information only)			3	GV1; OP2	H of PD

For information only indicators are not measured as Achieved or Not Achieved . These indicators will be developed as data is collected

Corporate Planning Cycle



Agenda Item 4
Appendix 3



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APPOINTMENT OF INTERIM MONITORING OFFICER

Head of Service: Kathryn Beldon, Chief Executive and Jackie King, Director of Corporate Services

Wards affected: (All Wards);

Urgent Decision?(yes/no) No

If yes, reason urgent decision required:

Appendices (attached):

Summary

This report seeks authority for the appointment of a Monitoring Officer for twelve months.

Recommendation (s)

The Council is asked to:

- (1) Approve the appointment of Olwen Brown of Anthony Collins Solicitors on an interim basis, as the Council's Monitoring Officer with effect from 1 October 2021.**
- (2) Authorise the Director of Corporate Services in consultation with the Chair and Vice Chair of Strategy and Resources to agree terms of contract and/ or Service Level Agreement governing the appointment.**

1 Reason for Recommendation

- 1.1 There is a legal requirement of the Council to designate three "Statutory Officers". These are the Head of Paid Service (Chief Executive), Section 151 Officer / Chief Finance Officer and the Monitoring Officer.
- 1.2 The current Monitoring Officer role is undertaken by the Chief Legal Officer, who leaves her employment with Epsom & Ewell Borough Council on 30 September 2021.

- 1.3 The Monitoring Officer has a number of statutory duties and responsibilities relating to the Council's constitution and the arrangements for effective governance. These duties are contained in Article 11 of the Council's constitution. Approval is sought for the appointment of an interim Monitoring Officer to ensure that the statutory duties and functions associated with the role continue to operate effectively.

2 Background

- 2.1 The current Monitoring Officer, Amardip Healy, Chief Legal Officer, leaves the employment of Epsom & Ewell Borough Council on 30 September 2021. Accordingly, it is necessary for another officer to be appointed and designated as Monitoring Officer.
- 2.2 The legal framework for the appointment of a Monitoring Officer is set out in Section 5 of the Local Government and Housing Act 1989, as amended by Schedule 5 paragraph 24 of the Local Government Act 2000, which requires the Council to designate one of its officers as the Monitoring Officer. The Monitoring Officer cannot be the Council's Head of Paid Service or its Chief Finance (Section 151) Officer.
- 2.3 The role fulfils several statutory duties and responsibilities relating to the Council's constitution and the arrangements for effective governance. These duties are clearly defined within Article 11 of the Council's constitution and include:

Maintaining an up-to-date Constitution. The Monitoring Officer will ensure that an up-to-date version of the Constitution is maintained and will ensure that it is available to Members, staff and the public.

Ensuring lawfulness and fairness of decision making. After consulting the Chief Executive and Chief Finance Officer, the Monitoring Officer has a duty, by virtue of Section 5 of the Local Government and Housing Act 1989, to report to the Council if he or she considers that any proposal, decision or omission would give rise to unlawfulness or if any decision or omission has given rise to maladministration. Such a report will have the effect of stopping the proposal or decision being implemented until the report has been considered by the Council.

Supporting the Standards Committee. The Monitoring Officer will contribute to the promotion and maintenance of high standards of conduct through provision of support to the Standards Committee.

Conducting Investigations. The Monitoring Officer will conduct investigations into allegations against Members made to the Council and arrange, if necessary, for the Standards Committee to receive reports or recommendations in respect of them.

Proper Officer for Access to Information. The Monitoring Officer will ensure that decisions, together with the reasons for those decisions and relevant officer reports and background papers, are made publicly available as soon as possible.

Providing Advice. The Monitoring Officer will provide advice on the scope of powers and authority to take decisions, maladministration, financial impropriety and probity to all Members and will support and advise Member and officers in their respective roles.

- 2.4 It is not a requirement to provide this service in-house or appoint the most senior legal officer as the Monitoring Officer.
- 2.5 Whomever is appointed must however have the essential skills and experience to ensure that the council receives correct and appropriate advice on the lawfulness of its decision making. The Council must in turn, ensure that the Monitoring Officer is provided with such officers, accommodation and other resources as are in their opinion, sufficient to allow their duties to be performed.
- 2.6 Selection Process**
- 2.7 Anthony Collins Solicitors have provided a number of services to Epsom & Ewell Borough Council. They also feature on the Crown Commercial Services procurement framework, meaning that the Council is able to procure services directly.
- 2.8 An interview was held with one of the company's consultant solicitors, Olwen Brown on August 27th, 2021. The member selection panel was comprised of: Councillor Colin Keane (Chair of Strategy and Resources Committee), Councillor Hannah Dalton (Vice Chair of Strategy and Resources Committee), Councillor Liz Frost (Chair of Standards Committee), Councillor Kate Chinn (Leader of Main Opposition Party) and Councillor Alex Coley (Chair of Community and Wellbeing Committee and Vice Chair of Standards Committee).
- 2.9 Olwen is a qualified solicitor of some thirty years' experience, specialising in local government law, governance and constitutional affairs. Having worked in the public sector for most of her working life, Olwen has performed the role of Monitoring Officer, and has also previously undertaken legal work for the Council.
- 2.10 The Panel supported that Olwen be appointed on an interim basis as Monitoring Officer while the future delivery of the in-house legal service is considered. It is anticipated that the proposed interim arrangement would continue for approximately one year.

2.11 Legal Services

2.12 The role of Chief Legal Officer and Monitoring Officer has been split. The interim Principal Lawyer, Patrick Lyons has been designated as Deputy Monitoring Officer. The council is currently reviewing the provision of its legal services and this work is ongoing. With the imminent departure of the Chief Legal Officer, the responsibility for the management of Legal and Democratic services has been temporarily placed with the Head of Corporate Assurance, pending an outcome of the review of future service delivery. The outcome of the review of legal services will be reported to Strategy & Resources Committee.

2.13 A hybrid service is currently being operated with some work being undertaken by external lawyers to ensure that all legal matters are dealt with effectively.

2.14 Financial Implications and Governance

2.15 A Service Level Agreement will be entered into for the purchase of the hours necessary to undertake the Monitoring Officer role effectively in accordance with the duties set out in the council's constitution. Olwen Brown will remain employed with Anthony Collins Solicitors, and will fulfil the Monitoring Officer role with Epsom & Ewell Borough Council.

2.16 A monthly work programme has been prepared and a set monthly fee will be paid for the arrangement. The work programme will involve working with the Deputy Monitoring Officer to respond to enquiries from members and residents, attending statutory officer meetings, providing advice and guidance to senior officers and members, keeping abreast of decisions made, supporting Standards Committee and provision of training to both members and officers.

2.17 The monthly fee is expected to be in the region of £1,900 excluding any complex investigations or additional agreed works that might arise in the course of undertaking the role.

2.18 The hourly rate for any work undertaken in excess of the agreed monthly work programme will be charged at £190 per hour. The fees associated with the provision of the Monitoring Officer role are within budget.

2.19 As is currently the case, any complex investigations or additional agreed works may require a separate fee discussion to carefully manage the scope and costs associated.

2.20 Monthly contract monitoring meetings will be held to ensure effective management and performance of the Service Level Agreement governing the arrangement. This process will be led and overseen by the Head of Corporate Assurance.

- 2.21 All work undertaken will be commissioned through the Head of Corporate Assurance, in discussion with the Director of Corporate Services to ensure that best value is achieved from the interim arrangement.
- 2.22 Once appointed, Members will be advised of how to direct enquiries so that they can be addressed by the Monitoring Officer; it is envisaged that matters will be referred to the Deputy Monitoring Officer, in the first instance.

3 Risk Assessment

Legal or other duties

3.1 Impact Assessment

3.1.1 The statutory role that is carried out by the Monitoring Officer is essential to safeguard the council by carrying out effective due diligence, providing advice and guidance, attendance at meetings as well as managing Code of Conduct issues. Without this key role being undertaken, the council is vulnerable to service complaints as well as legal challenges, placing the council at increased risk.

3.2 Crime & Disorder

3.2.1 There are no specific Crime and Disorder considerations associated with this report.

3.3 Safeguarding

3.3.1 There are no safeguarding risks considerations associated with this report.

3.4 Dependencies

3.4.1 The Council's ability to fulfil the legal requirement to designate three "Statutory Officers", is dependent on the appointment of a Monitoring Officer.

3.5 Other

3.5.1 All staff must have the necessary skills to fulfil the roles to which they are appointed.

4 Financial Implications

4.1 The proposal to appoint Olwen Brown as an Interim Monitoring Officer is within existing budgets. The monthly fee of £1,900 will equate to an annual cost of £22,800 which can be met from the existing salary budget. Member investigations and approved additional work will be charged at a cost of £190. As no additional funding is sought there are therefore no financial implications arising from this report.

- 4.2 **Section 151 Officer's comments:** None arising from the contents of this report.

5 Legal Implications

- 5.1 These are set out in the body of the report. It is necessary for Full Council to approve the appointment of a Monitoring Officer.
- 5.2 Under the Council's Contract Standing Orders the procurement of legal advice is exempt from tendering.
- 5.3 **Legal Officer's comments:** None arising from the content of this report.
- 5.4 Policies, Plans & Partnerships
- 5.5 **Council's Key Priorities:** The Council's Four Year Plan sets five overall themes, reflecting the priorities for the Borough until 2040. It recognises the challenges, and sets out a road map of how the Council will continue to drive forward the work required as efficiently and effectively as possible. The following Key Priorities are engaged: Effective Council.
- 5.6 **Service Plans:** The matter is not included within the current Service Delivery Plan.
- 5.7 **Climate & Environmental Impact of recommendations:** There are no specific climate and environmental recommendations associated with this report.
- 5.8 **Sustainability Policy & Community Safety Implications:** There are no specific sustainability and community safety implications associated with this report.
- 5.9 **Partnerships:** There are no specific partnership implications associated with this report.

6 Background papers

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

Previous reports:

- None that are applicable.

Other papers:

- [Constitution of Epsom and Ewell Borough Council, Thursday, 10th June, 2021](#)