

Public Document Pack

Democratic Services



COMMUNITY AND WELLBEING COMMITTEE

Tuesday 17 January 2023 at 7.30 pm

Place: Council Chamber, Epsom Town Hall

Link for public online access to this meeting:

<https://attendee.gotowebinar.com/register/8962638675848816736>

Webinar ID: 834-730-619

Telephone (listen-only): +44 20 3713 5012, Telephone Access code: 474-527-150

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

Councillor Alex Coley (Chair)
Councillor Christine Cleveland (Vice-Chair)
Councillor Bernice Froud
Councillor Luke Giles
Councillor Christine Howells

Councillor Debbie Monksfield
Councillor Julie Morris
Councillor Phil Neale
Councillor Guy Robbins
Councillor Peter Webb

Yours sincerely

A handwritten signature in black ink, appearing to read 'Ding'.

Interim Chief Executive

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

EMERGENCY EVACUATION PROCEDURE

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

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

Public information

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

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

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

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

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

Exclusion of the Press and the Public

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

Questions from the Public

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

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

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

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

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

Written questions must be received by Democratic Services by noon on the tenth working day before the day of the meeting. For this meeting this is **Noon, 3 January 2023**

Registration for oral questions is open until noon on the second working day before the day of the meeting. For this meeting this is **Noon, 13 January 2023**

AGENDA

1. QUESTION TIME

To take any questions from members of the Public.

2. DECLARATIONS OF INTEREST

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

3. MINUTES OF THE PREVIOUS MEETING (Pages 5 - 10)

The Committee is asked to confirm as a true record the Minutes of the Meeting of the Committee held on 4 October 2022 and the Minutes of the Special Meeting of the Committee held on 24 November 2022, and to authorise the Chair to sign them.

4. CAPITAL PROGRAMME 2023/24

To Follow

5. FEES AND CHARGES 2023/24 (Pages 11 - 24)

This report recommends fees and charges for which this Committee is responsible, with the new charges being effective from 1 April 2023.

6. REVENUE BUDGET REPORT (Pages 25 - 34)

This report sets out estimates for income and expenditure on services in 2023/24.

7. EXCLUSION OF PRESS AND PUBLIC (Pages 35 - 36)

The Committee is asked to consider whether it wishes to pass a resolution to exclude the Press and Public from the meeting in accordance with Section 100A (4) of the Local Government Act 1972 on the grounds that the business involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act (as amended) and that pursuant to paragraph 10 of Part 2 of the said Schedule 12A the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

8. VOLUNTARY SECTOR FUNDING 2023-24 (Pages 37 - 44)

This report has not been published because the meeting is likely to be closed to the press and public in view of the nature of the business to be transacted/nature of the proceedings. The report deals with information relating to the financial or business affairs of the Committee and third parties and the public interest in maintaining the exemption currently outweighs the public interest in disclosing the information.

This page is intentionally left blank

Minutes of the Meeting of the COMMUNITY AND WELLBEING COMMITTEE held at the Council Chamber, Epsom Town Hall on 4 October 2022

PRESENT -

Councillor Alex Coley (Chair); Councillor Christine Cleveland (Vice-Chair); Councillors Bernice Froud, Christine Howells, Julie Morris, Phil Neale and Peter Webb

Absent: Councillor Luke Giles, Councillor Debbie Monksfield and Councillor Guy Robbins

Officers present: Rod Brown (Head of Housing and Community), Rachel Kundasamy (Health and Wellbeing Officer), Teresa Wingfield (Senior Accountant), Sue Emmons (Chief Accountant) and Dan Clackson (Democratic Services Officer)

6 QUESTION TIME

No questions were received from members of the public.

7 DECLARATIONS OF INTEREST

No declarations were made in relation to items on the agenda.

8 MINUTES OF THE PREVIOUS MEETING

The Committee confirmed as a true record the Minutes of the previous meeting of the Committee held on 12 July 2022 and authorised the Chair to sign them.

9 SPORTS AND LEISURE COUNCIL

The Committee received a report seeking to provide an overview of the work of the Sports and Leisure Council and making a recommendation as to the future provision of the Sports and Leisure Council, and use of Council funding.

The following matters were considered:

- a) Order of Proceedings:** Following a question from a Member, the Chair explained that owing to Officer availability, items 4 and 5 of the published agenda had been swapped.

Following consideration, the Committee unanimously resolved to:

- (1) Agree that the Council's Sports and Leisure Council will be disbanded as of 31st March 2023**

- (2) **Agree that from 31st March 2023, the funds used to support Sports and leisure grants will be retained by the Council**
- (3) **Agree that the future spend of funds will be subject to the criteria as set out in 3.4, 3.5 and 3.6 of the report**

10 2023/24 BUDGET TARGETS

The Committee received a report informing the Committee of the Council's revenue budget targets presented to the Strategy & Resources Committee. The report sought guidance on the preparation of the Committee's service estimates for 2023/24.

The following matters were considered:

- a) **Homelessness Service Cost Reduction Target:** Following a question from a Member, The Chair elaborated on paragraph 2.4.5 of the report, explaining that the figure is under review as part of the budget process that will go through the Strategy and Resources Committee. He explained that the figure provided is a target, subject to monthly review, and further information will be provided at a future meeting of the Strategy and Resources Committee. He confirmed a substantive figure will be provided at a future meeting of the Community and Wellbeing Committee, and that the matter will be taken to the next Budget meeting of Full Council.
- b) **Competitiveness of Council Services:** Following a question from a Member in relation to the increase to discretionary fees and charges, the Senior Accountant explained that the Council will be able to remain competitive as the Council Heads of Services are required to set the prices of fees and charges according to what the market will bear and what will prevent a restraint to the use of Council Services.

Following consideration, the Committee unanimously resolved to:

- (1) **Note the implications of the budget targets presented to Strategy & Resources Committee on 26 July 2022.**
- (2) **Support the changes to services and savings identified in section 3 of this report and that these are included within the budget presented to this Committee in January 2023.**
- (3) **Note that any additional new growth items supported by this Committee will need to be fully funded from existing budgets.**

The meeting began at 7.30 pm and ended at 7.39 pm

COUNCILLOR ALEX COLEY (CHAIR)

Minutes of the Meeting of the COMMUNITY AND WELLBEING COMMITTEE held at the Council Chamber, Epsom Town Hall on 24 November 2022

PRESENT -

Councillor Alex Coley (Chair); Councillor Christine Cleveland (Vice-Chair); Councillors Bernice Froud, Luke Giles, Christine Howells, Debbie Monksfield, Julie Morris, Phil Neale, Guy Robbins and Steven McCormick (as nominated substitute for Councillor Peter Webb)

Absent: Councillor Peter Webb

Officers present: Clare Lawrence (Director of Environment, Housing & Regeneration), Rod Brown (Head of Housing and Community), Annette Snell (Housing Operations Manager), Arjan de Jong (Strategic Housing Manager) and Dan Clackson (Democratic Services Officer)

11 DECLARATIONS OF INTEREST

No declarations of any Disclosable Pecuniary Interests were made in respect of any items of business to be considered at the meeting.

12 QUESTION TIME

It was confirmed that no questions had been received from members of the public.

13 HOMELESSNESS & ROUGH SLEEPING STRATEGY

The Committee received a report outlining the results of the consultation on the draft Homelessness Review, Homelessness & Rough Sleeping Strategy and Action Plan, and recommending the adoption of Homelessness & Rough Sleeping Strategy and Action Plan 2022-2027.

The following matters were considered by the Committee:

- a) Single-person homelessness:** The Housing Operations Manager confirmed a key focus of the strategy is to reduce rough sleeping and homelessness for single-persons. She explained the Council is looking to acquire government funding to develop supported accommodation and is working closely with groups such as 'Surrey Adult Matters' and 'Bridge the Gap' to provide accommodation and support for people with multiple complex needs.

- b) **Enforcement orders:** The Head of Housing and Community explained that enforcement orders require specific circumstances to be presented to landlords – a property needs to be empty for two years and to have a significant case of anti-social behaviour associated with it. He confirmed that no properties in the borough currently fit the criteria for an enforcement order.
- c) **Relationship with Rosebery housing association:** The Head of Housing and Community explained that the Council has a close relationship at a managerial and operational level with Rosebery housing association and its parent company, Peabody. The Housing Operations Manager explained that Rosebery provides a large portion of the Council's temporary accommodation, and that the Council has nomination rights to their vacancies.
- d) **Multi-agency forum and annual review:** The Housing Operations Manager explained that the multi-agency forum, as mentioned at paragraph 2.26 of the report, is made up of statutory and non-statutory partners, with non-statutory partners including CNB, Age Concern, housing providers (such as Mount Green and Rosebery), etc., and statutory bodies including child services, adult services, mental health teams, etc. The multi-agency forum is intended as a means of keeping track of action plan delivery and to be informative on the homelessness needs of the borough. The Chair elaborated that an annual update report on the Strategy and Action Plan will come to the Committee for yearly review.
- e) **Local Plan evidence and the Homelessness strategy:** The Director of Environment, Housing and Regeneration explained that the recent evidence base on the Local Plan highlights the challenges surrounding the increasing need for affordable housing, but the broad objectives of the Homelessness and Rough Sleeping Strategy are unlikely to change as a result of any changes in evidence surrounding that need. Officers will keep an eye on the evidence as it emerges, and changes will be reported to the Community and Wellbeing Committee through an annual review.
- f) **Placement process:** The Housing Operations Manager explained that applicants are prioritised through the Housing Allocation Policy and that the Council puts out weekly advertisements of available properties on the 'Homechoice' System. The Council also works with private landlords through the private sector leasing scheme to provide tenants with temporary accommodation.
- g) **Private landlords:** The Head of Housing Community explained that through the private sector leasing scheme the Council has been building strong relationships with the private landlords, founded on trustworthiness and reliability, and the provision of support for tenants with special requirements. He explained that since its inception the scheme has saved

the Council a substantial amount of money, and landlords have been renewing their contracts.

Following consideration, the Committee unanimously resolved to:

- (1) Notes the outcome of the consultation with range of stakeholders, service users, staff, and residents.**
- (2) Adopt the Homelessness & Rough Sleeping Strategy and Action Plan 2022-27.**

The meeting began at 8.30 pm and ended at 9.12 pm

COUNCILLOR ALEX COLEY (CHAIR)

This page is intentionally left blank

FEES AND CHARGES 2023/24

Head of Service:	Brendan Bradley, Head of Finance
Wards affected:	(All Wards);
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	N/A
Appendices (attached):	Appendix 1 – Committee Fees and Charges 2023/24

Summary

This report recommends fees and charges for which this Committee is responsible, with the new charges being effective from 1 April 2023.

Recommendation (s)

The Committee is asked, subject to the approval of Council, to:

- (1) agree the fees and charges for 2023/24 as set out at Appendix 1**

1 Reason for Recommendation

- 1.1 To agree the fees and charges for the Committee and Wellbeing Committee for 2023/24.

2 Background

- 2.1 The Council will meet to agree the budget, including estimates of income and expenditure, on 14 February 2023. To enable the budget to be finalised, the Policy Committees are asked to recommend fees and charges covering the services for which they are responsible.
- 2.2 In July 2022 Strategy and Resources Committee agreed an updated Medium Term Financial Plan which included an overall increase in revenue from fees and charges of 6% to fees and charges for 2023/24.

- 2.3 The fees and charges presented in this report are discretionary charges only. For discretionary charges there is scope to generate additional income, to reduce any subsidy of the service or to contribute to an improved budget position.
- 2.4 There are a number of charges set externally that the Council has no power to alter. This restricts the Council's ability to raise additional income and therefore the fees and charges set by statute are not present to this Committee for approval.
- 2.5 When preparing estimates, fees and charges have been reviewed by service managers and any negative impact on demand anticipated by increased charges has been considered.
- 2.6 Members should refer to the estimates report on this agenda for an overview of the Committee's budget position
- 2.7 In January 2018, to reflect changes to the Council's management structure, the Committee agreed that the Chief Finance Officer should have delegated authority to vary fees and charges for items generating income under £1,000 per annum. The Committee also agreed that this officer be permitted under delegated authority to set charges for one off services or items not included in the fees and charges schedule.

3 Risk Assessment

Legal or other duties

3.1 Equality Impact Assessment

- 3.1.1 Increased fees and charges could have a negative effect on take up for some service areas. Managers have been asked to apply realistic increases to avoid this.

3.2 Crime & Disorder

- 3.2.1 None for the purposes of this report.

3.3 Safeguarding

- 3.3.1 None for the purposes of this report.

3.4 Dependencies

- 3.4.1 None for the purposes of this report.

3.5 Other

- 3.5.1 None for the purposes of this report.

4 Proposals

- 4.1 The proposed fees and charges for 2023/24 are set out at Appendix 1 to this report. The main variations in fees and charges for each service area outside the range of an increase between 6% to 10% are set out below:

4.1.1 Playhouse

No increase to membership fees are proposed, as the Theatre Manager considers that current fees reflect the benefits of the current membership scheme.

4.1.2 Bourne Hall

To encourage day hires/long term/corporate bookings, reductions in the charges for Mon-Sun 8am-3pm hires and some day rates are proposed. Currently rooms are not being utilised during these hours. Some new rates have been proposed for peak time hires. If current regular Sunday book is lost the hire rate will revert to Saturday rates.

Charges for advance bookings for subsequent years are not generally included in the annual schedules. It is proposed that these be charges at the current year cost plus approximately 6% per annum, representing the inflationary increases incorporated in the updated Medium Term Financial Strategy.

Discounted rates will be increased to a minimum of 10% to cover costs of utilities. There is a new returnable deposit of £250 proposed for events of over 50 people.

4.1.3 Community & Wellbeing Centre

Charges for Extra Support Day Care sessions have not been increased, in order to remain competitive, whilst encouraging take up of the service.

Charges for piano tuning have increased to remain in line with what the Council is charged by the company who provides this service.

4.1.4 Community Services

No increase is proposed to Community Alarm monthly standard charges as current charges represent market rates and officers consider that an increase in price per unit could potentially have an adverse effect on customer volumes.

4.1.5 Disabled Facility Grant Fees

The Council has a statutory duty to operate a Disabled Facilities Grant Scheme, funded by Central Government. Over recent years this role has become more complex, with a broader remit than previously, involving multi agency working and a wide variety of assistance required by clients. To reflect the officer time and general administration costs incurred as a result of this work, it was agreed in 2018/19 that the Council should charge fees to the fund. These fees are charged on a cost recovery basis and for 2023/24 the charges proposed are as follows:

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

Minimum fee charge	£450	e.g. level access showers / stair lifts
Works up to £30k	10%	
Works in excess of £30k Fees capped at maximum works the Policy permits the Council to fund	7.5%	e.g. ground floor extensions to provide downstairs wet room/bathroom facilities
Aborted works: Pre-tender stage	£450	Works may be aborted where an applicant's level of need has changed significantly since receipt of the original Occupational Therapist's report, or where the applicant has passed away.
Post-tender stage depending on grant value Limited at £45k (or higher as Policy determines)	10%/7.5% of 70% of works	

Discretionary Grants (funded through DFG allocation)

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

Minimum fee charge	£300
All works	10%
Aborted works: Pre-tender stage Post tender stage	£300 10% of 70% of cost of works

Handyperson Grants

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

5 Financial Implications

- 5.1 The impact of the proposed fees and charges for services in 2023/24 is set out below.
- 5.2 The table sets out the original additional income target as per the Medium Term Finance Strategy in the first column.
- 5.3 The second column presents additional income anticipated from the changes to tariffs proposed in the appendix to this report, on the assumption that current utilisation levels continue.
- 5.4 The third column shows changes to income budgets for fees and charges that are not related to changes to tariffs. Examples will be changes to customer numbers or where a new fee or charge has been introduced.
- 5.5 The last column sets out the difference between the budget target increase and the final income budget, which incorporates changes to both tariffs and volumes.

Service	Target increase in income budget (6%) £'000	Total increase /(decrease) due to changes to tariffs £'000	Variations due to changes to volumes £'000	Variation between target and total change £'000
Wellbeing Centre	9	5	4	0
Community Services	24	0	12	-12
Playhouse	26	20	6	0
Bourne Hall	15	15	0	0
TOTAL	74	40	22	-12

- 5.6 The charges proposed will generate an additional estimated income of £40k. However, increases in volumes are expected to increase income by £22k, meaning that Community & Wellbeing income budgets are lower than the targeted budgeted income from fees and charges for 2023/24 by £12k
- 5.7 **Section 151 Officer's comments:** All financial implications are included within the report.

6 Legal Implications

- 6.1 **Legal Officer's comments:** There are no direct legal implications for the purposes of this report.

7 Policies, Plans & Partnerships

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

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

- 7.3 **Climate & Environmental Impact of recommendations:**
No specific implications.

- 7.4 **Sustainability Policy & Community Safety Implications:**
No specific implications.

- 7.5 **Partnerships:**
None for the purposes of this report.

8 Background papers

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

Previous reports:

- Budget Targets Report October 2022

Other papers:

- Budget Book 2023/24

Service: Playhouse
 Service Manager: Ian Dyer

Service	Charged At	Description	Unit	2022/23	2023/24	% Change
Playhouse						
Hire Commercial Rate						
		Auditorium - 10:00 to 23:00	per hour	177.00	187.50	5.9%
		Auditorium -23:00 to 10:00	per hour	354.00	375.00	5.9%
Hire Community Rate						
		Auditorium - 10:00 to 23:00	per hour	85.00	87.50	2.9%
		Auditorium - 23:00 to 10:00	per hour	170.00	180.00	5.9%
		Myers Studio - Monday to Sunday 10:00 to 23:00	per hour	32.00	34.00	6.3%
Hire Standard Rate						
		Auditorium - 10:00 to 23:00	per hour	118.00	125.00	5.9%
		Auditorium - 23:00 to 10:00	per hour	236.00	250.00	5.9%
		Members Bar	per hour	31.00	32.00	3.2%
		Myers Studio - Monday to Sunday 10:00 to 18:00	per hour	41.00	43.00	4.9%
		Myers Studio - Monday to Sunday 18:00 to 23:00	per hour	52.00	55.00	5.8%
Membership Out of Borough Residents						
		Adult	Per annum	21.00	21.00	0.0%
		Adult Couple	Per annum	29.00	29.00	0.0%
		Disabled	One off payment	15.00	15.00	0.0%
		Family (2 adults and all children under 16)	Per annum	34.00	34.00	0.0%
		Family Add ons (children only)	Per annum	6.00	6.00	0.0%
		Over 65	Per annum	15.00	15.00	0.0%
		Unemployed (upon 6 monthly proof of unemployment)	6 months	6.00	6.00	0.0%
Membership Residents						
		Adult	Per annum	19.00	19.00	0.0%
		Adult Couple	Per annum	26.00	26.00	0.0%
		Disabled	One off payment	12.00	12.00	0.0%
		Family (2 adults and all children under 16)	Per annum	29.00	29.00	0.0%
		Family Add ons (children only)	Per annum	5.00	5.00	0.0%
		Over 65	Per annum	12.00	12.00	0.0%
		Student	Per annum	5.00	5.00	0.0%
		Unemployed (upon 6 monthly proof of unemployment)	6 months	5.00	5.00	0.0%

Service: Playhouse
 Service Manager: Ian Dyer

Service	Charged At	Description	Unit	2022/23	2023/24	% Change
Playhouse						
Other Charges						
		Additional Technicians	Per hour	25.00	26.50	6.0%
		Basic Technical Facilities (Auditorium)	Per performance/rehearsal	127.00	134.50	5.9%
		Basic Technical Facilities (Myers)	Per performance/rehearsal	65.50	69.00	5.3%
		Box Office Set Up (Main Auditorium)	Per week	67.00	71.00	6.0%
		Box Office Set Up (Main Auditorium)	Per performance	31.30	33.00	5.4%
		Box Office Set Up (Myers Studio)	Per week	17.50	18.50	5.7%
		Box Office Set Up (Myers Studio)	Per performance	9.30	10.00	7.5%
		Change of Stage Format	Per performance/rehearsal	161.00	170.50	5.9%
		Digital Only Marketing Package	Per event	41.50	44.00	6.0%
		Follow Spot Operator	Per hour	19.60	21.00	7.1%
		Full Marketing Package	Price on application	0.00	0.00	
		Grand Piano	Per performance/rehearsal	132.00	140.00	6.1%
		Miscellaneous Equipment	Price on application	0.00	0.00	
		Myers Studio Full Marketing Package	Price on application	0.00	0.00	
		Piano Tuning - Steinway Grand Piano Mon-Sat rate	Per item	120.00	150.00	25.0%
		Piano Tuning - Steinway Grand Piano Sunday rate	Per item	120.00	200.00	66.7%
		Postage	per posting	1.55	1.65	6.5%
		Technical Equipment Package	Per performance/rehearsal	39.20	41.50	5.9%
		Technical Meeting Charge	Per hour	34.00	36.00	5.9%
		Ticket printing (Main auditorium)	Per performance	51.00	54.00	5.9%
		Ticket printing (Myers Studio)	Per performance	17.00	18.00	5.9%
		Transaction Charge	Per transaction	1.50	1.60	6.7%

Service: Bourne Hall
 Service Manager: Ian Dyer

Service	Charged At	Description	Unit	2022/23	2023/24	% Change
Bourne Hall						
Community Rate						
		Banqueting Suite (Monday to Friday 09:00-17:00)	day rate	510.00	541.00	6.1%
		Main Hall (Monday to Friday 09:00-17:00)	day rate	510.00	541.00	6.1%
		Main Hall or the Banqueting Suite Monday -Sunday 08:00-15:00	Per Hour	85.00	80.00	-5.9%
		Main Hall or the Banqueting Suite (Saturday/Sunday 15:00-24:00)	Per Hour	130.00	140.00	7.7%
		Rose Room, Studio Room, Azalea Room, Begonia Room, Camelia Room (Monday to Friday 09:00-17:00)	day rate	236.00	250.00	5.9%
		Rose Room, Studio Room, Azalea Room, Begonia Room, Camelia Room (Monday-Friday 08:00-15:00)	Per Hour	39.00	30.00	-23.1%
		Rose Room, Studio Room, Azalea Room, Begonia Room, Camelia Room (Monday-Friday 15:00-24:00)	Per Hour	39.00	42.00	7.7%
		Rose Room, Studio Room, Azalea Room, Begonia Room, Camelia Room (Saturday-Sunday 08:00-24:00)	Per Hour	62.00	66.00	6.5%
		Rose Room, Studio Room, Azalea Room, Begonia Room, Camelia Room, bookings of at least six days consecutively or over 08:00-17:00	day rate	236.00	100.00	-57.6%
		Community Sunday Rate (entire venue) except reception area, foyer and toilets	day rate	765.00	815.00	6.5%
Events						
		Large Room Part Day Event (Min booking 5 hrs)	Per hour	128.00	135.00	5.5%
		Wedding Full Day -12 Hours in 1 large room, 2 hours for a Ceremony Room	Per function	1,490.00	1,650.00	10.7%
Standard Rate						
		All Rooms	Per Hour Midnight to 08:00 & Bank Holidays	224.00	250.00	11.6%
		Art Exhibitions	Per week	157.00	175.00	11.5%
		Foyer B (Monday to Saturday 09:00-17:00)	day rate	32.00	34.00	6.3%
		Gift/Craft fairs	Per week	295.00	350.00	18.6%
		Banqueting Suite (Monday to Friday 09:00-17:00)	day rate	595.00	631.00	6.1%
		Main Hall (Monday to Friday 09:00-17:00)	day rate	595.00	600.00	0.8%
		Main Hall or the Banqueting Suite (Mon-Sun 08:00-17:00)	Per Hour	99.00	105.00	6.1%
		Main Hall or the Banqueting Suite (Saturday/Sunday 17:00-24:00)	Per Hour	149.00	158.00	6.0%
		Rose Room, Studio Room, Azalea Room, Begonia Room, Camelia Room (Monday to Friday 09:00-17:00)	day rate	255.00	271.00	6.3%
		Rose Room, Studio Room, Azalea Room, Begonia Room, Camelia Room (Sat/Sun 08:00-17:00)	Per Hour	43.00	46.00	7.0%
		Rose Room, Studio Room, Azalea Room, Begonia Room, Camelia Room (Saturday/Sunday 17:00-24:00)	Per Hour	71.00	76.00	7.0%
		Kitchen all users	day rate	107.00	150.00	40.2%
		Sunday Opening	Flat Rate in addition to hourly rates	425.00	455.00	7.1%
		Wedding Fairs	Exclusive use of the Venue (Sunday)	1,955.00	2,200.00	12.5%
		Museum Club Sessions	per session	3.95	5.00	26.6%

Service: Community & Wellbeing Centre
Service Manager: Ian Dyer

Service	Charged At	Description	Unit	2022/23	2023/24	% Change
				with	with	with
				caretaking	caretaking	caretaking
Social Centre						
Community Rate						
		Dining Room (50) - Monday to Friday 18.00 to 23.00	Per hour	28.90	31.50	9.0%
		Dining Room (50) - Saturday/Sunday 9.00 to 23.00 (Min 2 hrs)	Per hour	29.10	31.50	8.2%
		Half Hall (60) - Monday to Friday 18.00 to 23.00	Per hour	21.85	24.00	9.8%
		Half Hall (60) - Monday to Friday 9.00 to 18.00	Per hour	18.05	19.50	8.0%
		Half Hall (60) - Saturday/Sunday 9.00 to 18.00 (Min 2 hrs)	Per hour	21.85	24.00	9.8%
		Hall (120) - Monday to Friday 18.00 to 23.00	Per hour	32.50	35.50	9.2%
		Hall (120) - Monday to Friday 9.00 to 18.00	Per hour	30.10	32.00	6.3%
		Hall (120) - Saturday/Sunday 18.00 to 23.00 (Min 2hrs)	Per hour	44.70	49.00	9.6%
		Hall (120) - Saturday/Sunday 9.00 to 18.00 (Min 2 hrs)	Per hour	32.45	35.50	9.4%
		Park Lounge (50) - Monday to Friday 18.00 to 23.00	Per hour	28.85	31.50	9.2%
		Park Lounge (50) - Saturday/Sunday 9.00 to 23.00 (Min 2 hrs)	Per hour	29.40	32.30	9.9%
		Small lounge (25) - Monday to Friday 18.00 to 23.00	Per hour	20.60	22.50	9.2%
		Small lounge (25) - Saturday/Sunday 9.00 to 23.00 (Min 2 hrs)	Per hour	20.80	22.70	9.1%
Standard Rate						
		Dining Room (50) - Monday to Friday 18.00 to 23.00	Per hour	36.60	40.00	9.3%
		Dining Room (50) - Saturday/Sunday 9.00 to 23.00 (Min 2 hrs)	Per hour	37.20	40.60	9.1%
		Half Hall (60) - Monday to Friday 18.00 to 23.00	Per hour	26.00	28.50	9.6%
		Half Hall (60) - Monday to Friday 9.00 to 18.00	Per hour	21.20	23.00	8.5%
		Half Hall (60) - Saturday/Sunday 9.00 to 18.00 (Min 2 hrs)	Per hour	26.00	28.50	9.6%
		Hall (120) - Monday to Friday 18.00 to 23.00	Per hour	42.30	46.50	9.9%
		Hall (120) - Monday to Friday 9.00 to 18.00	Per hour	37.80	41.50	9.8%
		Hall (120) - Saturday/Sunday 18.00 to 23.00 (Min 2 hrs)	Per hour	51.50	56.50	9.7%
		Hall (120) - Saturday/Sunday 9.00 to 18.00 (Min 2 hrs)	Per hour	41.80	45.60	9.1%
		Park Lounge (50) - Monday to Friday 18.00 to 23.00	Per hour	36.50	40.00	9.6%
		Park Lounge (50) - Saturday/Sunday 9.00 to 23.00 (Min 2 hrs)	Per hour	36.60	40.00	9.3%
		Small lounge (25) - Monday to Friday 18.00 to 23.00	Per hour	26.00	28.50	9.6%
		Small lounge (25) - Saturday/Sunday 9.00 to 23.00 (Min 2 hrs)	Per hour	26.10	28.50	9.2%

Service: Community & Wellbeing Centre
Service Manager: Ian Dyer

Service	Charged At	Description	Unit	2022/23	2023/24	% Change
				self	self	self
				caretaking	caretaking	caretaking
Social Centre						
Community Rate						
		Treatment Rooms - Monday to Friday 9am-6pm	Per hour	16.20	17.80	9.9%
		Dining Room (50) - Monday to Friday 18.00 to 23.00	Per hour	27.00	29.50	9.3%
		Dining Room (50) - Saturday/Sunday 9.00 to 23.00 (Min 2 hrs)	Per hour	27.00	29.50	9.3%
		Half Hall (60) - Monday to Friday 18.00 to 23.00	Per hour	20.20	22.20	9.9%
		Half Hall (60) - Monday to Friday 9.00 to 18.00	Per hour	16.70	18.30	9.6%
		Half Hall (60) - Saturday/Sunday 9.00 to 18.00 (Min 2 hrs)	Per hour	20.20	22.20	9.9%
		Hall (120) - Monday to Friday 18.00 to 23.00	Per hour	30.10	33.00	9.6%
		Hall (120) - Monday to Friday 9.00 to 18.00	Per hour	27.90	30.50	9.3%
		Hall (120) - Saturday/Sunday 18.00 to 23.00 (Min 2hrs)	Per hour	41.50	45.50	9.6%
		Hall (120) - Saturday/Sunday 9.00 to 18.00 (Min 2 hrs)	Per hour	30.10	33.00	9.6%
		Park Lounge (50) - Monday to Friday 18.00 to 23.00	Per hour	26.80	29.40	9.7%
		Park Lounge (50) - Saturday/Sunday 9.00 to 23.00 (Min 2 hrs)	Per hour	27.20	29.70	9.2%
		Small lounge (25) - Monday to Friday 18.00 to 23.00	Per hour	19.60	21.50	9.7%
		Small lounge (25) - Saturday/Sunday 9.00 to 23.00 (Min 2 hrs)	Per hour	19.10	21.00	9.9%
Standard Rate						
		Dining Room (50) - Monday to Friday 18.00 to 23.00	Per hour	33.80	37.00	9.5%
		Dining Room (50) - Saturday/Sunday 9.00 to 23.00 (Min 2 hrs)	Per hour	34.50	37.70	9.3%
		Half Hall (60) - Monday to Friday 18.00 to 23.00	Per hour	24.20	26.50	9.5%
		Half Hall (60) - Monday to Friday 9.00 to 18.00	Per hour	19.60	21.50	9.7%
		Half Hall (60) - Saturday/Sunday 9.00 to 18.00 (Min 2 hrs)	Per hour	24.20	26.50	9.5%
		Hall (120) - Monday to Friday 18.00 to 23.00	Per hour	39.20	43.00	9.7%
		Hall (120) - Monday to Friday 9.00 to 18.00	Per hour	35.10	38.50	9.7%
		Hall (120) - Saturday/Sunday 18.00 to 23.00 (Min 2 hrs)	Per hour	47.40	52.00	9.7%
		Hall (120) - Saturday/Sunday 9.00 to 18.00 (Min 2 hrs)	Per hour	39.00	42.90	10.0%
		Park Lounge (50) - Monday to Friday 18.00 to 23.00	Per hour	34.00	37.40	10.0%
		Park Lounge (50) - Saturday/Sunday 9.00 to 23.00 (Min 2 hrs)	Per hour	33.90	37.00	9.1%
		Small lounge (25) - Monday to Friday 18.00 to 23.00	Per hour	24.00	26.40	10.0%
		Small lounge (25) - Saturday/Sunday 9.00 to 23.00 (Min 2 hrs)	Per hour	24.20	26.50	9.5%

Service: Community & Wellbeing Centre
Service Manager: Ian Dyer

Service	Description	Unit	2022/23	2023/24	% Change
Wellbeing Centre					
	Bathing service	Per occasion	16.50	20.00	21.2%
	Bathing Service (persons in receipt of Benefits)	Per occasion	8.50	10.00	17.6%
	Hairdressing (Multiple hairdressers)	Per day	48.50	51.50	6.2%
	Hairdressing (Multiple hairdressers)	Per half day	25.00	27.00	8.0%
	Hairdressing (Single hairdressers)	Per day	39.80	42.20	6.0%
	Hairdressing (Single hairdressers)	Per half day	21.10	23.00	9.0%
	Social Centre Membership - out of borough	Per year	24.20	26.50	9.5%
	Social Centre Membership - single person	Per year	12.50	13.50	8.0%
	Social Centre Membership (persons in receipt of Benefits)	Per year	7.25	7.80	7.6%
	Weekday meal - Members	Per meal	5.65	6.00	6.2%
	Weekday meal - Non-Members	Per meal	6.30	6.80	7.9%
	Weekday Special Meal - Members	Per meal	6.50	7.00	
	Weekday Special Meal - Non-Members	Per meal	7.50	8.20	
Daycare+ Service					
	Activities at Community & Wellbeing Centre	Per session	as advised	as advised	
	Extra Support Day Care	Half Day	20.00	22.00	10.0%
	Extra Support Day Care	Full Day	40.00	44.00	10.0%

Service: Community Services
Service Manager: Ian Dyer

Service	Description	Unit	2022/23	2023/24	% Change
Community Alarm					
	Equipment not returned on discontinuance of service	Alarm and pendant	154.50	165.00	6.8%
	Key safe rental	Per month	3.20	3.40	6.2%
	Replacement of lost pendants	Per item	60.30	64.00	6.1%
	Sale of key boxes	Per item	57.00	60.50	6.1%
	Standard charge	Per person per unit per month	21.50	21.50	0.0%
	Standard charge (existing client in residential home on benefits 2,3,7	Per person per unit per month	21.15	21.50	1.7%
	GPS Tracking Unit	Per person per unit per month	22.50	22.50	0.0%
Meals at Home					
	Delivery Service	Per sandwich	2.85	3.10	8.8%
	Delivery Service	Main Meal only	3.80	4.05	6.6%
	Delivery Service	Dessert only	1.45	1.55	6.9%
	Delivery service out of borough	Per sandwich	3.20	3.50	9.4%
	Delivery service out of borough	Main meal only	4.60	5.00	8.7%
	Delivery service out of borough	Dessert only	1.60	1.75	9.4%
	Shopping Service	Per occasion	6.00	6.00	0.0%
	Shopping Service - reduced charge	Per occasion	4.50	4.50	0.0%
Transport from Home					
	Day Centre Transport	Return	4.85	5.15	6.2%
	Dial-a-bus	Return	7.15	7.60	6.3%
	Dial-a-ride	Single	6.50	7.00	7.7%
	Dial-a-ride	Return	13.00	14.00	7.7%
	Excursions	Per excursion	as advised	as advised	
	Membership	Annual	16.50	17.50	6.1%
	Nursing Home adj Borough	Return	13.40	14.30	6.7%
	Out of Borough Hospitals	Return	25.00	27.00	8.0%
Shopmobility					
	Annual membership (2 hours free equipment use per visit)	Annual	24.00	24.00	0.0%
	Non members - Day rate (includes 2 hours use of equipment)	Per visit	6.00	6.00	0.0%

Service: Private Sector Housing
Service Manager: Rod Brown

Service	Description	Unit	2022/23	2023/24	% Change
Houses of Multiple Occupation					
	Application over 5 units (or lets)	Per unit (or let)	134.00	143.00	6.7%
	Application up to 5 units (or lets)	Per application or renewal	665.00	705.00	6.0%

REVENUE BUDGET REPORT

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

Summary

This report sets out estimates for income and expenditure on services in 2023/24

Recommendation (s)

The Committee is asked to:

- (1) Recommend the 2023/24 service estimates for approval at the budget meeting of full Council in February 2023.

1 Reason for Recommendation

- 1.1 The recommendations will enable the Council to meet its statutory duty to set a balanced budget for 2023/24.

2 Background

- 2.1 In February 2020, Full Council agreed the four year Medium Term Financial Strategy to 2023/24 (MTFS). The MTFS aims to maintain the financial health of the Council whilst delivering the priorities in the Corporate Plan.
- 2.2 Since the MTFS was produced, Covid-19 has had a major impact on the Council's services and finances. The financial impact has been reported to Strategy & Resources Committee, most recently in July 2022 when the Council's budgets were re-based to reflect post-Covid activity levels.
- 2.3 The re-basing report identified a post-Covid funding gap of c.£2.6m by 2025/26. To mitigate the projected funding gap, Strategy & Resources agreed the following budget targets for 2023/24:

- 2.3.1 Excluding any new growth in expenditure, a level of savings of £2.6 million is needed to achieve a balanced budget over the next three year financial planning period to 2025/26.
- 2.3.2 That estimates be prepared including the delivery of savings already identified in the Financial Plan for 2023/24 totalling £215,000.
- 2.3.3 That at least £396,000 additional revenue be generated from an increase of 6% on discretionary fees and charges in 2023/24.
- 2.3.4 That a pay award provision is made that would allow for a 3% cost of living increase.
- 2.3.5 That the homelessness service be set a target to reduce net costs by £243,000 per annum.
- 2.3.6 That any additional new growth items supported by Policy Committees will need to be fully funded from existing budgets.
- 2.4 The figures in this report reflect the provisional local government finance settlement for 2023/24.
- 2.5 The service estimates for this Committee are included in the draft Budget Book 2023/24 that will be made available to all Councillors.
- 2.6 Estimates have been prepared on the basis that all existing services to residents are maintained.

3 Forecast Outturn 2022/23

- 3.1 Before considering the revenue estimates for 2023/24, this section provides a summary of the forecast outturn for the current financial year.
- 3.2 The probable outturn specifically for Community and Wellbeing Committee is an adverse variance of £9,000 which is shown in the following table. The key reasons for the major variances are explained in the subsequent paragraphs.

Service Group	Original Budget £'000	Re-Based (Current Approved) Budget £'000	Forecast Outturn £'000	Forecast Variance £'000
Housing	1,815	2,080	2,080	0
Community Services (RouteCall, Meals from Home, Community Alarm)	442	469	504	35
Support for Voluntary Orgs.	239	239	239	0
Community Centre	441	455	451	(4)
Health & Wellbeing	223	210	194	(16)
Sports, Leisure & Cultural	1,092	1,124	1,119	(5)
Precepting & Levying Bodies (NJMC & EWDC)	366	366	366	0
Community & Wellbeing Committee	4,617	4,944	4,953	9

3.3 Transport from home fare income is currently under budget as client numbers remain below pre-pandemic levels. Meals at home income has also fallen since hitting a peak during the pandemic.

3.4 Offset against this are underspends on PRS licences, sports and leisure development activities and miscellaneous items.

3.5 The Committee's probable outturn (estimated net expenditure) for 2022/23 is included in the draft Budget Book on each service group page, with a detailed analysis of variations to budget. The outturn forecasts are all based on quarter two budget monitoring reports used by all managers.

4 Proposals for 2023/24 budget

4.1 The service estimates for 2023/24 are included in the draft Budget Book, circulated to councillors in January.

4.2 A summary of the Committee's service estimates for 2023/24 is shown in the following table:

Community & Wellbeing Committee	Published Budget 2022/23	Base Position 2023/24
Service Group	£'000	£'000
Housing	1,815	1,817
Community Services (Route Call, Meals at Home, Community Alarm)	440	443
Support for Voluntary Orgs.	239	239
Community Centre	441	422
Health & Wellbeing	223	209
Sports, Leisure & Cultural	1,093	1,090
Precepting & Levying Bodies (NJMC & EWDC)	366	388
Community & Wellbeing Committee	4,617	4,608

- 4.3 Budgets for the internal accounting recharges of corporate services are still being finalised and will be reflected in the final budget book. Internal accounting recharges have no impact on the Committee's discretionary expenditure budgets, and a net nil impact on the General Fund overall.
- 4.4 The following table comprises a summary of the main changes to the Committee's proposed budget for 2023/24 compared with the published budget for 2022/23.

Community & Wellbeing Committee		Budget £'000
Published Budget 2022/23		4,617
Service Group	Change	
All	Variations in pay, pension (IAS19) & support service recharges	-7
Sports, Leisure & Cultural	New one-off budget for re-tendering of leisure centre contract from September 2025	50
Housing	Budget increase to support 70 households in nightly paid accommodation agreed through re-basing exercise	243
Housing	Cost reduction target to return budget to 58 households	-243
Housing	Additional government Homelessness Prevention Grant income	-87
Sports, Leisure & Cultural	Additional income target for Epsom Playhouse	-30
Sports Leisure & Cultural	Budget increase reflecting post-Covid activity levels at Bourne Hall agreed through re-basing exercise at S&R in July 2022	60
Precepting & Levying Bodies	6% increase in contributions to Epsom Walton Downs Conservators & Nonsuch Joint Management Committee	21
All	Other net changes including increased fees & charges income targets detailed in Fees & Charges report.	-16
Base Position 2023/24		4,608

5 Service Savings

- 5.1 As set-out in paragraph 2.3, Strategy & Resources Committee had agreed a Council-wide savings target of £2.6m to achieve a balanced budget by 2025/26.
- 5.2 The estimates for this committee include the following savings agreed in previous years:

Summary of Previously Agreed Savings for 2023/24		2023/24 £000
Reduce Subsidy of Community & Wellbeing Centre	C&W	50
Savings built into MTFS		50

- 5.3 In addition, the following new savings, identified as part of the 2023/24 budget setting process, are included in the estimates for this committee to reduce the Council's projected budget deficit:

Summary of New Savings/Income	Committee	2023/24	2024/25	2025/26
		£000	£000	£000
Review of Community & Wellbeing Centre	C&W	3	33	63
Review of Playhouse Opportunities	C&W	30	30	30
Homelessness cost reduction target	C&W	243	243	243
Total Savings/Additional Income		276	306	336

- 5.4 Progress on delivery of savings will be closely monitored and reported to members through the budget monitoring process.
- 5.5 The savings target for homelessness will remain under review through the year, as it is acknowledged that the statutory service faces elevated demand risks due to the ongoing 'cost of living' crisis. The Council holds a Homelessness Prevention Grant reserve and the general fund working balance as contingencies, which can be utilised to manage budget pressures in the short term that cannot be mitigated by preventative or other action.

6 Risk Assessment

Legal or other duties

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

Service	Risk	Budget Estimate 2023/24	Risk Management
Homelessness	<p>High: Increase in numbers of presentations.</p> <p>Risk of £243,000 savings target not being achieved if the number of presentations eligible for support remains above budgeted levels.</p>	c.£1.5m	<p>Continuing with preventative initiatives and alternative temporary accommodation options.</p> <p>Regular budget monitoring reports to Committee in line with Financial Regulations.</p>

			Homeless grant reserve and the general fund working balance are held to manage budget pressures in the short term that cannot be mitigated by preventative or other action.
Venues	Medium: Customer numbers only gradually return to using these services following the pandemic.	£1m	Monitoring service delivery options within government guidelines
Community Services	Medium: Vulnerable client group only gradually to return to using these services following the pandemic.	£0.4m	Monitoring service delivery options within government guidelines.
Community & Wellbeing Centre	Medium: Vulnerable client group only gradually to return to using these services following the pandemic.	£0.4m	Monitoring service delivery options within government guidelines.

6.2 Equality Impact Assessment

6.2.1 None arising from the contents of this report.

6.3 Crime & Disorder

6.3.1 None arising from the contents of this report.

6.4 Safeguarding

6.4.1 None arising from the contents of this report.

6.5 Dependencies

6.5.1 Other Policy Committees are also being presented with their budgets for approval in the January committee cycle.

6.6 Other

6.6.1 None arising from the contents of this report.

7 Financial Implications

- 7.1 The draft Budget Book 2023/24 is highly detailed, therefore please can any questions or queries be sent to relevant officers in advance of the Committee meeting wherever possible.
- 7.2 **Section 151 Officer's comments:** Financial implications are contained within the body of this report.

8 Legal Implications

- 8.1 The Council will fulfil its statutory obligations to produce a balanced budget and to comply with its policy on equalities.
- 8.2 Although there are no direct legal implications arising from this report, decisions taken about the budget will impact the services which can be delivered. In the event of any impact, there will need to be a equalities impact assessment in relevant cases.
- 8.3 **Legal Officer's comments:** None arising from the contents of this report.

9 Policies, Plans & Partnerships

- 9.1 **Council's Key Priorities:** The following Key Priorities are engaged: Effective Council.
- 9.2 **Service Plans:** The matter is included within the current Service Delivery Plan.
- 9.3 **Climate & Environmental Impact of recommendations:** None arising directly from the contents of this report.
- 9.4 **Sustainability Policy & Community Safety Implications:** None arising directly from the contents of this report.
- 9.5 **Partnerships:** Many services are provided by the Council without the direct involvement of other agencies. There is, however, an increasing role for partnership working with others to achieve mutually agreed objectives. The benefits and risks need to be assessed in each specific case to ensure that value for money is secured and the Council's priorities are delivered in the most efficient and effective manner.

10 Background papers

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

Previous reports:

- Strategic Financial Planning report to S&R Committee in July 2022

- 2023/24 Budget Targets report to C&W Committee in October 2022

Other papers:

- Draft 2023/24 Budget Book.

This page is intentionally left blank

EXCLUSION OF PRESS AND PUBLIC

Under Section 100(A)(4) of the Local Government Act 1972, the Committee may pass a resolution to exclude the public from the Meeting for Part Two of the Agenda on the grounds that the business involves the likely disclosure of exempt information as defined in paragraph 1, 2, and 3 of Part 1 of Schedule 12A to the Act (as amended) and that pursuant to paragraph 10 of Part 2 of the said Schedule 12A the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank