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Democratic Services



STRATEGY AND RESOURCES COMMITTEE

Thursday 26 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/8237989045086520416>

Webinar ID: 436-894-083

Telephone (listen-only): 0330 221 9922, Telephone Access code: 550-549-311

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

Councillor Neil Dallen (Chair)
Councillor Hannah Dalton (Vice-Chair)
Councillor Kate Chinn
Councillor Monica Coleman
Councillor Liz Frost

Councillor David Gulland
Councillor Graham Jones
Councillor Colin Keane
Councillor Eber Kington
Councillor Alan Williamson

Yours sincerely

Interim Chief Executive

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

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 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. The Committee is likely to resolve to exclude the press and public during discussion of these matters 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 Strategy and Resources 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, 12 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, 24 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 PREVIOUS MEETING (Pages 5 - 12)

The Committee is asked to confirm as a true record the Minutes and Restricted Minutes of the meeting of the Strategy and Resources Committee held on 15 November and to authorise the Chair to sign them.

4. EPSOM & EWELL BOROUGH COUNCIL PAY POLICY STATEMENT (Pages 13 - 32)

This report introduces the draft Epsom & Ewell Borough Council Pay Policy Statement for 2023/24 and seeks approval of the Statement prior to its presentation to Full Council and subsequent publication on the Council's website.

5. REVENUE BUDGET AND CAPITAL PROGRAMME 2023/24 (Pages 33 - 48)

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

6. COUNCILLOR ALLOWANCES 2023/2024 (Pages 49 - 54)

To propose increases to Member allowances, and the Mayoral budget for 2023/24 as set out in the paper below, so that they can be approved as part of the overall budget setting process.

7. FUNDING AND RELEASE OF LAND (Pages 55 - 78)

This report recommends the change of use of a former commercial storage yard to residential to deliver 3 temporary accommodation family micro homes.

8. EXCLUSION OF PRESS AND PUBLIC (Pages 79 - 80)

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.

9. COMMERCIAL PROPERTY UPDATE (Pages 81 - 90)

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.

10. COMMERCIAL TENANT UPDATE (To Follow)

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.

**Minutes of the Meeting of the STRATEGY AND RESOURCES COMMITTEE held on
15 November 2022**

PRESENT -

Councillor Neil Dallen (Chair); Councillor Hannah Dalton (Vice-Chair); Councillors Kate Chinn, Monica Coleman, Liz Frost, David Gulland, Graham Jones, Colin Keane, Eber Kington and Alan Williamson

In Attendance: Councillor Julie Morris

Officers present: Jackie King (Interim Chief Executive), Clare Lawrence (Director of Environment, Housing & Regeneration), Lee Duffy (Chief Finance Officer), Andrew Bircher (Interim Director of Corporate Services), Ian Dyer (Head of Operational Services), Mark Shephard (Head of Property and Regeneration), Sue Emmons (Chief Accountant), Danielle Brown (Business Advisor) and Tim Richardson (Democratic Services Manager)

32 QUESTION TIME

No questions were asked by members of the public.

33 DECLARATIONS OF INTEREST

No declarations were made in relation to items of business to be discussed at the meeting.

34 MINUTES OF PREVIOUS MEETING

The Minutes and Restricted Minutes of the meeting of the Strategy and Resources Committee held on 29 September 2022 and were agreed as a true record and signed by the Chair.

35 DEVOLUTION, COUNTY DEALS AND THE LEVELLING UP AGENDA

The Committee received a report setting out the background relating to devolution, County Deals and the Levelling Up agenda currently being pursued by the Government. It also covered the way in which this has been received in Surrey and the implications and opportunities offered by participation in the negotiation of a future County Deal.

The following matters were considered:

- a) **Amendment 1 to recommendations.** Councillor David Gulland proposed and Councillor Kate Chinn seconded the following amendment to recommendation 2 of the report:

“Agree that the working party will continue discussions with Surrey County Council and other borough and district councils in Surrey to explore opportunities for the delivery of services and renewal programmes in the Borough that either improve the health and well-being of Epsom & Ewell residents or that result in operational efficiencies for Epsom & Ewell Borough Council, with particular emphasis on the 8 areas identified by the KPMG report, whether as part of a County Deal or not.”

Following consideration by the Committee, the proposer withdrew the amendment.

- b) **Amendment 2 to the recommendations.** Councillor Eber Kington proposed the following amendment to add a third recommendation to the report:

“Recommendation 3. Agrees that Officers should continue to explore opportunities for joint working with Surrey Boroughs and Districts and other local authorities to provide efficiencies and improved services for our residents.”

Following consideration, the Committee unanimously agreed to the proposed amendment.

The Committee then moved to the vote on the recommendations. The Committee unanimously resolved to:

- (1) **Note the background to the development of local government devolution initiatives over recent years and the opportunities and threats offered by the Government’s Levelling Up agenda in the form of a possible County Deal for Surrey.**
- (2) **Agree that the working group will continue discussions with Surrey County Council to explore opportunities for the delivery of services and renewal programmes in the Borough that improve the health and well-being of Epsom and Ewell residents, whether as part of a County Deal or not.**
- (3) **Agrees that Officers should continue to explore opportunities for joint working with Surrey Boroughs and Districts and other local authorities to provide efficiencies and improved services for our residents.**

36 POLLING DISTRICT AND PLACES REVIEW 2022

The Committee received a report setting out the outcome of the consultation process on Polling Places and Districts and making recommendations for proposed changes.

The following matters were considered:

- a) **Count venue.** Following a question from a Member, the Committee was informed that the venue for the 2023 Borough Council Elections Count would be at Epsom Downs Racecourse.
- b) **Preparations for 2023 elections.** Following a question from the Vice Chair, the Head of Policy and Corporate Resources informed the Committee that a number of changes were scheduled to be introduced by the Government in advance of the 2023 Borough Council elections, including requirements for voter ID at polling stations. The Council was prepared for the challenges created by these changes. The Interim Chief Executive informed the Committee that discussions regarding funding to meet the new requirements were ongoing with the Government.

Following consideration, the Committee unanimously resolved to:

- (1) **Agree the location of the polling places and districts as set out in Appendix 1 to the report for a five-year period from 1st January 2023, or until it is superseded by any subsequent review of any polling place or district; and**
- (2) **Delegate to the Chief Executive in their capacity as the Council's Returning Officer any ongoing review or change of polling places during this period, to ensure that polling arrangements in the Borough remain fit for purpose for each election called.**

37 EXCLUSION OF PRESS AND PUBLIC

The Committee resolved with 7 votes for, 2 votes against and the Chair not voting 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 involved 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 outweighed the public interest in disclosing the information.

38 INCOME GENERATING OPPORTUNITY

The decision on this item is recorded in a separate (not for publication) restricted Minute.

39 COST OF LIVING PAYMENT

The decision on this item is recorded in a separate (not for publication) restricted Minute.

40 LAND RETENTION

The decision on this item is recorded in a separate (not for publication) restricted Minute.

41 COMMERCIAL PROPERTY UPDATE

The decision on this item is recorded in a separate (not for publication) restricted Minute.

The meeting began at 7.30 pm and ended at 8.47 pm

COUNCILLOR NEIL DALLEN (CHAIR)

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EPSOM & EWELL BOROUGH COUNCIL PAY POLICY STATEMENT

Head of Service:	Debbie Childs, Head of People & Organisational Development
Wards affected:	(All Wards);
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	
Appendices (attached):	1: Draft Pay Policy Statement 2023/24 2: Scale of Returning Officer Fees 2021/22

Summary

This report introduces the draft Epsom & Ewell Borough Council Pay Policy Statement for 2023/24 and seeks approval of the Statement prior to its presentation to Full Council and subsequent publication on the Council's website.

Recommendation (s)

The Committee is asked to:

- (1) Approve the draft Pay Policy Statement for 2023/24.
- (2) Agree that the draft Pay Policy Statement for 2023/24 is referred to Full Council for approval.
- (3) Approve the proposed increase to the Chief Executive pay scale.

1 Reason for Recommendation

- 1.1 The Pay Policy Statement sets out the Council's policy regarding remuneration in accordance with the requirements of Section 38 of the Localism Act 2011 and associated statutory guidance. The purpose of the statement is to provide transparency regarding the Council's approach to setting the pay of its employees.
- 1.2 The Pay Policy Statement 2023/24 requires approval from the Strategy & Resources Committee prior to being presented to Full Council for approval and subsequent publication on the Council's website.

- 1.3 Once approved by Full Council, the Pay Policy Statement will come into effect on 01 April 2023 and will be subject to annual review.

2 Background

2.1 Pay Policy Statement

- 2.1.1 The Pay Policy Statement is attached in Appendix 1. The information provided complies with the requirements of the Localism Act 2011.
- 2.1.2 The Pay Policy Statement is prescribed in terms of its content and therefore details the following key areas:
- Level and elements of remuneration for each Chief Officer
 - Remuneration of Chief Officers on recruitment
 - Increases and additions to remuneration for each Chief Officer
 - The approach to the payment of Chief Officers on their ceasing to hold office or to be employed by the authority
 - The publication of and access to information relating to remuneration of Chief Officers
 - Pay multiple (ratio) between Chief Officers' pay and all other employees
 - Election fees
 - Gender Pay Gap Information
 - Policy on employing someone who has taken redundancy
 - Policy on employing someone who is also drawing a pension
 - Policy on lowest paid
- 2.1.3 The information contained in the Statement is current as at 30 November 2022.
- 2.1.4 The Statement also contains reference to the proposed pay award of 3% (capped) from April 2023. This is in line with the Council's Employee Pay and Reward Procedure 2020-24 (previously agreed by S&R Committee and Full Council in January and February 2022 respectively).

2.2 Election Fees

- 2.2.1 The council is required to provide funding to the Returning Officer to discharge statutory functions relating to the administration of local government elections. The Returning Officer will make payments to those officers who undertake specific duties in relation to the elections (including to Chief Officers) in accordance with their role.
- 2.2.2 Appendix 2 sets out the current Returning Officer fees and charges for 2021/22.

2.2.3 The process for agreeing this fee structure is coordinated by Guildford Borough Council. Consultation is undertaken with Epsom & Ewell Borough Council before the proposed fee structure is passed to the Surrey Chief Executives for approval. A new fee structure is not due to be released until February 2023 at the earliest and the 2021/22 fees therefore have been included for reference (Appendix 2).

2.2.4 The source of funding for elections in England varies according to the type of election. For example, the costs of running UK Parliamentary general elections and European Parliamentary elections are provided by Ministry of Justice. The costs of local elections, to include by-elections are met through local authority budgets, as provided by Section 36 of the Representation of the People Act 1983.

3 Key points to note/Summary of changes

3.1 The following changes have been made to the basic salaries for Chief Officers (defined as the Chief Executive and Directors):

- Revisions have been made to the Chief Executive pay scale following an external benchmarking exercise.
- The proposed 3% uplift from April 2023 has been applied to the 2023/24 figures below.

Post	2022/23: Bottom of salary range (£ per annum)	2023/24: Bottom of salary range (£ per annum)	2022/23: Top of salary range (£ per annum)	2023/24: Top of salary range (£ per annum)
Chief Executive	£106,252	*£123,600	£124,596	*£143,376
Director	£85,323	£87,883	£100,131	£103,135

** The figures provided for the 2023/24 Chief Executive salary range reflect an increase of more than 3% on the 2022/23 figures. This is due to the proposed implementation of the revised Chief Executive pay scale referenced in 3.1.*

3.2 Pay Multiples (ratios)

3.2.1 There has been no significant change to the pay multiple (ratio) between Chief Officers' pay and the pay of all other employees. The ratio between the bottom of the lowest pay scale and the top of the Chief Executive pay scale is 1: 7 (increased from 1: 6.3 in 2022/23). The increase is attributable to the revisions to the Chief Executive pay scale as part of the current recruitment exercise.

3.3 Gender Pay Gap

3.3.1 In accordance with the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017, which came into force on 31 March 2017, employers with at least 250 employees are required to publish Gender Pay Gap information as at 31 March each year. This information is published on the Council's website no later than 30 March annually.

3.3.2 For the purpose of this report, the Council's mean Gender Pay Gap as at 31 March 2022 is -14.7%. As in previous years, the negative Gender Pay Gap is primarily due to the majority of front-line operatives being male and senior management roles being held by a significant proportion of women. This positions the council favourably in terms of women's pay.

3.4 Policy on lowest paid

3.4.1 The Government has confirmed that the national living wage will rise from £9.50 to £10.42 from April 2023. This represents an increase of 9.7% and it is acknowledged that this is significantly greater than the proposed 3% increase which will be applied to our pay scales from April 2023.

3.4.2 Work is currently underway to assess the impact of the national living wage increase on our lowest pay scale. No employee will be paid below the UK national living wage.

4 Risk Assessment

Legal or other duties

- 4.1 Equality Impact Assessment: None arising from the contents of this report
- 4.2 Crime & Disorder: None arising from the contents of this report
- 4.3 Safeguarding: None arising from the contents of this report
- 4.4 Dependencies: None arising from the contents of this report
- 4.5 Other: None arising from the contents of this report

5 Financial Implications

- 5.1 The proposed 3% (capped) cost of living increase for 2023/24 is in accordance with the Council's agreed Pay Policy for 2020-24. The pay policy links annual cost of living increases to September CPI inflation, but with a cap of 3% to ensure pay awards remain affordable.
- 5.2 The CPI inflation figure for September 2022 was 10.1%, triggering the 3% cap as per the policy.
- 5.3 **Section 151 Officer's comments:** The Council's proposed 2023/24 budget includes a provision for a 3% cost of living increase.

6 Legal Implications

- 6.1 The key provisions concerning pay accountability are cited in the body of this report. Approval of the Pay Policy Statement for 2023/24 is an *in principle* decision and the report must be referred to Full Council for resolution.
- 6.2 The deadline for approval is 31 March 2023, this being the preceding financial year to which the Statement relates. The Localism Act also requires the Council to publish its approved Pay Policy Statement.
- 6.3 **Legal Officer's comments:** Under section 38 of the Localism Act 2011 the Council must prepare a pay policy statement for each financial year. The Pay Policy Statement must set out the Council's policies for the financial year relating to (a)the remuneration of its chief officers, (b)the remuneration of its lowest paid employees and (c)the relationship between the remuneration of its chief officers and the remuneration of its employees who are not chief officers (section 38(2) Localism Act 2011).

- 6.4 Section 39(1) of the Localism Act 2011 requires that the Pay Policy Statement must be approved by resolution before it comes into force. Each Pay Policy Statement must be prepared and approved before the end of the 31 March immediately preceding the financial year to which it relates (section 38(3) Localism Act 2011). As soon as is reasonably practicable after approving or amending a pay policy statement, the Council must publish the statement or the amended statement in such manner as it thinks fit (which must include publication on the Council's website) (section 38(5) Localism Act 2011).

7 Policies, Plans & Partnerships

- 7.1 **Council's Key Priorities:** Effective Council
- 7.2 **Service Plans:** The matter is not included within the current Service Delivery Plan.
- 7.3 **Climate & Environmental Impact of recommendations:** None arising from the contents of this report
- 7.4 **Sustainability Policy & Community Safety Implications:** None arising from the contents of this report
- 7.5 **Partnerships:** None arising from the contents of this report

8 Background papers

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

Previous reports:

- Epsom & Ewell Borough Council Pay Policy Statement 2022/23, Strategy & Resources 27 January 2022
- Epsom & Ewell Borough Council Pay Policy Statement 2022/23, Full Council 15 February 2022

Other papers:

- Openness and accountability in local pay: guidance under section 40 of the Localism Act 2011
<https://www.gov.uk/government/publications/openness-and-accountability-in-local-pay-guidance>
- Openness and accountability in local pay: guidance under section 40 of the Localism Act 2011: supplementary guidance
<https://www.gov.uk/government/publications/openness-andaccountability-in-local-pay-supplementary-guidance>



Pay Policy
Statement
2023/2024

Version number: 6
Date: January 2023

Tracking

Policy Title	Pay Policy Statement 2023/2024		
LT sign off			
Committee	Strategy & Resources Full Council	Date approved	
Review due date	12 months	Review completed	
Service	People & Organisational Development		

Revision History

Revision Date	Revisor	Previous Version	Description of Revision
March 2019	Shona Mason	Version 2	Updated for 2019-20
January 2020	Debbie Childs	Version 3	Updated for 2020-21
January 2021	Debbie Childs	Version 4	Updated for 2021-22
January 2022	Debbie Childs	Version 5	Updated for 2022-23
January 2023	Debbie Childs	Version 6	Updated for 2023-24

Document Approvals

Each revision requires the following approvals:

Sponsor Approval		Name	Date
S&R	Version 2		2 April 2019
Full Council	Version 2		30 April 2019
S&R	Version 3		30 January 2020
Full Council	Version 3		13 February 2020
S&R	Version 4		28 January 2021
Full Council	Version 4		16 February 2021
S&R	Version 5		27 January 2022
Full Council	Version 5		15 February 2022
S&R	Version 6		26 January 2023 (tbc)
Full Council	Version 6		14 February 2023 (tbc)

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8	Pay multiple (ratio) between Chief Officers' pay and all other employees
9	Election fees
10	Gender Pay Gap
11	Policy on employing someone who has taken redundancy
12	Policy on employing someone who is also drawing a pension
13	Policy on lowest paid

1. Introduction and background summary

- 1.1 In line with the Localism Act 2011 the Council is required to publish an annual pay policy statement which has been approved by full Council. The information is set out under headings which have been prescribed by the Localism Act and relates to 2023/24 financial year.

2. Purpose

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

3. Level and elements of remuneration for each senior officer

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

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

- 3.2 For the purposes of this policy statement, all references to “Chief Officers” is taken to include the Chief Executive and Directors. Their 2023/24 salary scales are set out in the table below:

Post	Bottom of salary range p.a.	Top of salary range p.a.
Chief Executive	£123,600	£143,376
Director	£87,883	£103,135

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

- Payment into the pension scheme if the employee has opted in and pays into the required employee contribution rate. The employer’s contribution is currently 17.4% of pensionable pay, with the next actuarial valuation due 31 March 2023.
- Chief Executive and Director monthly allowance of 4% of basic salary in respect of subsistence and other expenses, thereby reducing administration and providing a cap on the cost.
- Payment of up to two annual subscriptions to professional institutions where this is an essential requirement of the role. Costs of memberships vary but most are around £200.
- Allowance for the requirement to have a car for the effective performance of duties. The amount varies according to the role of the individual.

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

- 3.5 We recognise that the cost of housing in Epsom & Ewell is amongst the highest in the South East and that we are within commuting distance of London and the higher salaries there. These factors are taken into account when determining salary levels from the benchmarking information.

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

4. Remuneration of Chief Officers on recruitment

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

5. Increases and additions to remuneration for each Chief Officer

- 5.1 Cost of living pay increases for all staff are considered in line with the Council's Pay Policy for 2020-24. The Pay Policy is agreed in consultation with the Staff Consultative Group, which is made up of employee representatives and is the body which the Council consults with on terms and conditions of employment and other employee related matters.
- 5.2 Based on financial forecasts assessed at the commencement of the 2020-24 period, an annual 2% cost of living increase was budgeted for based on the Government's target for CPI at that time.
- 5.3 Based on the CPI figure of 10.1% for September 2022, a capped 3% cost of living increase will be applied to the pay scales for 2023/24 in line with the four year pay deal.
- 5.4 When determining pay awards we take into account financial affordability as well as the increase in cost of living for all staff.
- 5.5 All employees (including Chief Officers) may be awarded a single increment on the salary scale annually. This is dependent on satisfactory performance with no automatic progression through grades. All employees are expected to perform their duties to a satisfactory standard to progress through the grade.
- 5.6 Once an employee reaches the top of their salary scale there is no opportunity for further progression, however, any cost-of-living increase will apply.

6. The approach to the payment of Chief Officers on their ceasing to hold office or to be employed by the authority

- 6.1 Our Managing Workforce Change policy sets out a consistent method of calculating redundancy pay which uses the Modified Statutory Redundancy

ready reckoner which is applied to all redundant employees including Chief Officers.

- 6.2 The level of redundancy pay is calculated on weekly earnings using the statutory system. The payment is intended to recompense employees for the loss of their livelihood and provide financial support whilst they seek alternative employment.
- 6.3 The Council has a Local Government Pension Scheme Discretions Policy which is applicable to all employees, including Chief Officers.

7. The publication of and access to information relating to remuneration of Chief Officers

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

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

- 8.1 The pay of all employees is set according to the Council's pay scales. There is a fixed relationship between each point on each of the grades. There are no predefined pay ratios between different groups of employees or specific posts.
- 8.2 The bottom of our lowest pay scale is £20,504 and the top of the Chief Executive scale is £143,376. This is a pay multiple of 1:7. Please note that these figures are based on pay scales and not actual salaries.
- 8.3 The figure above is within the maximum ratio 1:20 identified as a maximum pay multiple in the Hutton Review of Public Sector Pay.
- 8.4 As at 30 November 2022 the mean average pay for employees other than Chief Officers was £32,063; therefore currently the ratio of mean average Chief Officer pay to mean average pay of other employees was 1:3.3.

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

9. Election fees

- 9.1 Fees in respect of the role of Returning Officer for, borough and county elections are paid separately from and in addition to the relevant Officer's salary package. The amount payable varies according to the size of the

electorate and number of postal voters and is calculated as set out in the attached Election of County/Borough/Parish Councillors in Surrey: Scale of Returning Officer's Fees and Charges – 2021/22 (Appendix 1).

- 9.2 The process for agreeing this fee structure is coordinated by Guildford Borough Council. Once issues, consultation is undertaken with Surrey Chief Executives. A new fee structure is not due to be released until February 2023 at the earliest.
- 9.3 Payments for employees below Chief Officer level for Local Election duties are made in accordance with the same scale.

10. Gender Pay Gap Information

- 10.1 In accordance with the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017, which came into force on the 31 March 2017, employers with at least 250 employees are required to publish Gender Pay Gap information as at 31 March each year. This information is published on the Council's website and on the Government's Gender Pay Gap website no later than 30 March annually.
- 10.2 The Council will continue to comply with the submission of this data.

11. Policy on employing someone who has taken redundancy

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

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

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

13. Policy on lowest paid

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

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ELECTION OF COUNTY/ BOROUGH / PARISH COUNCILLORS IN SURREY: SCALE OF RETURNING OFFICER'S FEES AND CHARGES - 2021/2022			
The scale of Fees and Charges specifies the maximum recoverable amounts available for each electoral area.			
It also sets maximum recoverable amounts for specified services and specified expenses.			
Neither of these can be exceeded but the Returning Officer is entitled to disburse funds on the different functions specified in the fee scale as he/she sees fit, provided the expenditure is accounted for properly and only spent on what is necessary for the efficient and effective conduct of the election.			
This scale of Fees and Charges is also to be used at any referendum held under the regulations listed in the Notes at the bottom of Annex 1.			
All references in this document to the Returning Officer or County DRO are to be read and interpreted as applying to the Counting Officer at any Referendum covered by the list of regulations in the Notes at the bottom of Annex 1.			
Part A - Note: The Returning Officer or County DRO may allocate some of his/her fee to deputies or vire them to another expenditure head.			
	2019/2020	2020/2021(Hourly Rate)	2022/2023(Hourly Rate)
	Bringing payments up to Living Wage	The Hourly rate is calculated for working 15 1/2 hours	The Hourly rate is calculated for working 16 hours
1	(a) Separate County, Borough or Parish Elections		
	First 500 electorate	£32	£32
	For every additional 500 electors, or part thereof	£16	£16
	(b) Combined County / Borough and Parish Elections		
	First 500 electorate (in combined part of area only)	£43	£43
	For every additional 500 electors, or part thereof (in combined part of area only)	£21	£21
	Note 1: Where a combined fee is payable, that fee must be split between the areas. A total combined fee is not payable in each area.		
	Note 2: Where a single election is payable from this fee scale in combination with an election paid by central government, the combination element will only be paid by this local fee scale if there is no payment for combination in the government fee scale.		
	Note 3: Where more than two elections are combined from this fee scale, the following payment will be made per 500 electors or part thereof for each extra election. This is only applicable in the areas in which those elections apply.	£6.00	£6.00
	(c) Uncontested Election *	£27.00	£27.00
	* Fee applicable at by-elections for County / Borough or Parish Councillors or, at Ordinary Elections, when the election of Borough Councillors is contested but the election for the Parish or Parish Ward is uncontested.		
2	In each contested electoral area, for services in connection with the despatch and receipt of postal ballot papers		
	For first 100 postal voters	£7.00	£7.00
	For each additional 75 postal voters or fraction thereof	£6.00	£6.00
3	In each contested electoral area, for services in connection with the preparation and issue of Official Poll Cards (all types - Poll/Postal Poll/Proxy Poll/ Proxy Postal Poll)		
	First 2000 poll cards	£20.00	£20.00
	For every additional 250 poll cards, or fraction thereof	£1.00	£1.00
4	NOTE: At a contested by-election the total fee payable to the Returning Officer must be at least equal to the sum of the Presiding Officer and Count Assistant fees stated at B1(a) and B4(a)(i) respectively and the amount opposite	£90.00	£90.00
5	Max fee for training Presiding Officers and Poll Clerks per session (min 25 people at ordinary election. One session only at by-election if training deemed necessary). This fee to be distributed direct to the Trainer(s).	£162.00	£162.00
Part B - Expenses of Returning Officer or County DRO for which maximum amounts are specified			
In no case shall a charge exceed the sum actually and necessarily payable or paid by the Returning Officer or County Deputy Returning Officer. Subject thereto the MAXIMUM charges shall be as follows:			
1	For the Presiding Officer at each Polling Station		
	(i) (a) at separate Borough or Parish Polls (including payment for use of mobile phone £5)	£260.00	£269 (£17.03)
	(i) (b) at combined Borough / Parish Polls (including payment for use of mobile phone £5)	£300.00	£319 (£20.25)
	(i) (c) for each extra election above a combined election	£30.00	£30.00
	(ii) Where at a polling place there is more than one polling station, the maximum recoverable amount in respect of one only of the presiding officers at the polling station at such a polling place is increased by	£20.00	£20.00
	NB Where a polling station is situated within the boundary of a District or Borough Council which adjoins a London Borough the fees in B1 (a) & (b) are increased by	£40.00	£40.00
	Max fee per session for training of Presiding Officers as necessary	£43.00	£43.00
2	For each Poll Clerk at each Polling Station		
	(a) at separate Borough or Parish Polls	£145.00	£167 (£10.77)
	(b) at combined Borough / Parish Polls	£170.00	£192 (£12.39)
	(c) for each extra election above a combined election depending on local circumstances and as the Returning Officer thinks fit	£15.00	£15.00
	Part time Poll Clerk	Will be calculated on hourly rate	Will be calculated on hourly rate
	NB Where a polling station is situated within the boundary of a District or Borough Council which adjoins a London Borough the fees in B2 (a) & (b) are increased by	£40.00	£40.00
	Max fee per session for training of Poll Clerks as necessary	£43.00	£43.00
3	For each Postal Vote Issuing/Opening Clerk		£11.05 per hour
	Postal Vote Scanning Clerk		£11.05 per hour
	Postal Vote / Scanning Supervisor		£15 per hour
	Postal Vote / Scanning Deputy Supervisor		£12 per hour

4	For the remuneration of persons employed in the despatch and receipt of postal ballot papers. (NB. See C3 below. If external contractors are used to prepare/despatch ballot paper packs then the total fee is actual costs.)			
	For each 100 postal ballot papers, or fraction thereof in each electoral area of the County / Borough / Parish	£75.00	£75.00	£75
5	For the remuneration for persons employed in connection with the count			
	(a) Counting Assistants			
	(i) For overnight counts		£17.00	£17.00
	(ii) For Weekend Day time counts		£14.00	£14.00
	(iii) For Day time counts		£11.00	£11.05
	(b) Count Supervisors			
	(i) For overnight counts		£27.00	£27.00
	(ii) For Weekend Day time counts		£24.00	£24.00
	(iii) For Day time counts		£22.00	£22.00
	(c) Senior Count Supervisors			
	(i) For overnight counts		£33.00	£33.00
	(ii) For Weekend Day time counts		£30.00	£30.00
	(iii) For Day time counts		£28.00	£28.00
6	For each Electoral Division, Ward or Parish Ward			
	(a) Contested Elections: * County/Borough Councillors and Parish Councillors			
	(i) Separate Polls			
	First 500 electorate	£35.00	£35.00	£35.00
	For every additional 500 electorate, or part thereof	£17.00	£17.00	£17.00
	(ii) Combined Polls (County/Borough & Parish)			
	First 500 electorate (in combined part of area only)	£46.00	£46.00	£46.00
	For every additional 500 electorate, or part thereof (in combined part of area only)	£23.00	£23.00	£23.00
	Note: Where a combined clerical fee is payable, that fee must be split between the areas. A total combined fee is not payable in each area.			
	(b) Uncontested Elections * :	£28.00	£28.00	£28.00
	* Fee applicable at by-elections for County / Borough or Parish Councillors or, at Ordinary Elections, when the election of Borough Councillors is contested but the election for the Parish or Parish Ward is uncontested. The Fee is also applicable at Ordinary Elections where the Parish or Parish Ward is contested but the Borough Ward is uncontested.			
	*For un-contested scheduled Parish elections the Returning Officer can charge a maximum administration fee	£150.00	£150.00	£200
7	Preparation and issue of poll cards (all types - Poll/Postal Poll/Proxy Poll/ Proxy Postal Poll)			
	For every 100 cards or fraction thereof	£5.00	£5.00	£5
Part C -	Expenses of Returning Officer for which NO maximum amounts are specified			
1	For travelling and overnight subsistence expenses of:			
	(a) the Returning Officer			
	(b) the Deputy Returning Officer(s)			
	(c) any Presiding Officer or Poll Clerk			
	(d) any clerical or other assistants employed by the Returning Officer			
2	Expenses in printing or otherwise producing the ballot papers	Actual costs	Actual costs	Actual costs
3	Expenses in printing or otherwise producing the postal ballot ballot paper packs by external contractors. (NB See B3 above. If external contractors are used to prepare/despatch ballot paper packs then the total actual costs apply).	Actual costs	Actual costs	Actual costs
4	Expenses in printing or otherwise producing the official poll cards (all types - Poll/Postal Poll/Proxy Poll/ Proxy Postal Poll) and in delivering them to voters, excluding the expenses referred to in paragraph 6 of Part B above	Actual costs	Actual costs	Actual costs
5	Expenses in printing or otherwise producing and, where appropriate, publishing notices and other documents required by the Representation of the People Acts			
6	Expenses in renting, heating, lighting and cleaning any building or room for the purpose of the election	Actual costs	Actual costs	Actual costs
7	Expenses in adapting any building or room and in restoring it to a fit condition for its normal use	Actual costs	Actual costs	Actual costs
8	Expenses in the provision of voting compartments and any other furniture necessary for polling stations. Prior agreement to be sought from paying authority.			
9	Expenses in the provision of ballot boxes and instruments to stamp on the ballot papers the official mark and also the provision of devices to record the signatures relating to the issue of ballot papers. Prior agreement to be sort from paying authority.			
10	Expenses in the conveyance to and from the polling stations of:			
	(a) the ballot boxes and ballot papers, and	Actual costs	Actual costs	Actual costs

	(b) the voting compartments, any other furniture necessary for polling stations and the instruments to stamp on the ballot papers the official mark or any other equipment required in the administration of the election.	Actual costs	Actual costs	Actual costs
11	Expenses in the provision of stationery and writing implements and in postages, including postal ballot paper postages (but excluding official poll cards - see paragraph 4 of Part C above) telephone, bank charges and other miscellaneous items	Actual costs	Actual costs	Actual costs
12	Expenses in connection with the provision of security measures	Actual costs	Actual costs	Actual costs
13	Expenses in connection with the employer's portion of superannuation contributions for the Returning Officer, Deputy Returning Officer(s), etc			
14	Expenses in the provision of equipment and software for the checking of personal identifiers on the postal voting statements. Prior agreement to be sought from paying authority.			
15	Reimbursement of up to 50% of the costs of any elections management software licence charge in the year in which local elections are held. Further scaled down to a proportionate amount if a by-election held.			
	For maximum levels of expenditure for certain duties under Part C above - see Annex 1 attached.			
ANNEX 1				
Maximum Levels of Expenditure under Part C of Scale of Fees and Charges for County / District / Borough / Parish Elections within Surrey				
Head	Duty			
C1(c)	Presiding Officer Travel - Fixed w	£25.00	£25.00	£25.00
C1(c)	Poll Clerk Travel - Fixed w	£10.00	£10.00	£10.00
	<i>Mileage rates applicable in rural areas where fixed travel is not appropriate</i>	£0.48	£0.48	£0.48
C1(d)	Fixed Travel of staff to transport boxes at the Count (if not delivered by Presiding Officer)	£21.00	£21.00	£21.00
C1(d)	Count staff travel - fixed w	£10.00	£10.00	£10.00
C2	Checking Ballot Papers - per 10,000 ballot papers or part thereof ww	£18.00	£18.00	£18.00
C4	Poll Cards (all types - Poll/Postal Poll/Proxy Poll/ Proxy Postal Poll) - Hand delivery	£0.19	£0.19	£0.20
C7	Polling Station Inspectors - maximum payable per person 1 w	£262.00	£269.00 (£17.03)	269 ((£16.8125)
C8	Preparation of Ballot Boxes & stamping instruments (each polling station)	£9.00	£9.00	£13
C10	Transport of Postal Votes to Count - 2 per District / Borough 1 w	£85.00	£85.00	£85.00
C10	Staff to transport boxes at Count - per District / Borough 1 ww	£635.00	£635.00	£635.00
C10	Remove bundles of counted votes - 3 per District / Borough 1 w	£141.00	£141.00	£141.00
C12	Security at Count - per District / Borough 1 ww	£254.00	£254.00	£254.00
C12	Security at Count - Fixed Travel 1 w	£14.00	£14.00	£14.00
	Note: C12 restriction on ordinary day of election only to be removed			
NOTES	1 Applicable only at the Ordinary Day of Election for County /Borough / Parish Councillors			
	w payable per person			
	ww maximum payable to be disbursed appropriately			
	Referendum regulations applicable to this fee scale:			
	The Local Authorities (Conduct of Referendums) (England) Regulations 2012			
	The Local Authorities (Conduct of Referendums) (Council Tax Increases) (England) Regulations 2012			
	The Neighbourhood Planning (Referendums) Regulations 2012			
ANNEX 2				
Proposed calculation and distribution of core payments - see Word document annexed to this document. Actual payments agreed by each Surrey authority to be recorded in the 'Actual Core Staff Payments' worksheet. Core staff will be paid overtime as per agreed Council policy or if no policy in place a minimum of normal hourly rate is paid				
	Signed _____			
	Tom Horwood, Returning Officer Guildford Borough Council			
	On behalf of all Surrey Returning Officers			

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2023/24 REVENUE BUDGET AND FEES & CHARGES

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

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;
- (2) Recommend the 2023/24 fees and charges, as set-out in Appendix 1, for approval at the budget meeting of Full Council in February 2023;
- (3) Agree the Council Tax Discount bands for 2023/24, as set-out in section 7.

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 has been made available to all Councillors via email.
- 2.6 Estimates have been prepared on the basis that all existing services to residents are maintained.
- 2.7 Where the Council incurs contractual inflationary uplifts, budgets have been adjusted accordingly. The budget also includes a central provision of £892,000 to mitigate any increased energy cost and price inflation in excess of 2% next year.
- 2.8 For pay inflation, the budget includes a provision of £446,000, £190,000 of the provision is for pay progression, as eligible officers progress along their pay scale with experience, and £256,000 is for a 3.0% cost of living increase, in accordance with the Council's agreed four year pay policy to adjust pay by the preceding September CPI figure (which was 10.1%), capped at 3.0%.
- 2.9 Aside from income and rents, there are a limited number of services provided by the Committee for which fees and charges are levied. The impact of changes to Town Hall room hire charges and land charge tariffs have been estimated and incorporated in the estimates for 2023/24.
- 2.10 The proposed tariffs are set out in Appendix 1 to this report.

- 2.11 The Council agreed a target to increase overall income from locally set fees and charges by a minimum of 6% annually, after making allowance for any further changes in service. Certain charges for committees are being proposed at above inflation levels, either to reduce service subsidy levels or to enable the Council to achieve a balanced budget.
- 2.12 To allow the Council to determine the budget and Council Tax in February, the Committee estimates have been presented as follows:-
- 2.12.1 The Budget Book contains the service estimates for 2023/24.
- 2.12.2 Unavoidable cost increases and income reductions are reflected in the estimates.
- 2.12.3 Recommended increases to fees and charges have been included within the Budget Book and the income estimates.
- 2.12.4 All increases in charges are subject to approval by the Council.

3 Revenue Estimates 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 Variations identified with on-going effects have been taken into account in preparing next year's budget. The Council's probable revenue outturn at Q2 monitoring for all Committees in 2022/23 anticipates an underspend of £243k, as set out in the Q2 monitoring report and summarised by the following table:

Committee	2022/23		
	Current Approved Budget	Q2 Forecast	Variance
	£'000	£'000	£'000
Strategy & Resources	600	(144)	(745)
Environment & Safe Communities	4,894	5,294	400
Community & Wellbeing	4,944	4,953	9
Licensing & Planning Policy	857	950	93
Capital charges	(2,669)	(2,669)	0
Total budget requirement	8,626	8,384	(243)

- 3.3 The probable outturn specifically for Strategy & Resources Committee for 2022/23 is an underspend of £745,000, which is shown in the following table. The key reasons for the major variances are explained in the subsequent paragraphs.

Forecast Outturn by Service	Original Budget	Re-Based (Current Approved) Budget*	Forecast Outturn	Forecast Variance
	£'000	£'000	£'000	£'000
<u>Strategy & Resources Committee</u>				
Democratic & Civic	688	692	699	6
Corporate Functions	571	597	597	0
Corp Financial Management	2,130	989	626	(364)
Tax Collection & Benefits	737	734	732	(2)
Land Charges	2	2	2	0
Land & Property	(2,955)	(3,044)	(3,144)	(100)
Economic Dev. & Prosperity	92	92	93	0
Employee and Support Services	1,054	539	253	(286)
Subtotal Strategy & Resources	2,319	600	(144)	(745)

* includes budget changes following the re-basing exercise agreed at S&R in July and other agreed changes in accordance with the Council's virement policies.

- 3.4 Within Corporate Financial Management, treasury management income is forecast to overachieve the budget by £275,000, and property contingencies are expected to underspend by £89,000, helped by the government's cap on utility costs to 31 March 2023.
- 3.5 Within Land and Property, a number of rent reviews have been successfully completed, resulting in additional back-rent income and the favourable £100k variance.
- 3.6 Within Employee & Support Services, the Council has been carrying a significant number of vacancies, resulting in a forecast underspend of £286k.
- 3.7 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 show in the following table:

Strategy & Resources Committee	Published Budget 2022/23	Base Position 2023/24
	£000	£000
Democratic & Civic	688	785
Corporate Functions	571	572
Corporate Financial Management	2,130	2,048
Tax Collection & Benefits	737	(24)
Land Charges	2	2
Land and Property	(2,955)	(3,342)
Local Economy & Community Consultation	92	72
Contracts - Building Control	0	90
Employee & Support Services	1,054	1,372
Total Strategy & Resources	2,319	1,575

- 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.

STRATEGY AND RESOURCES COMMITTEE		BUDGET £'000
Published Budget 2022/23		2,319
Service Group	Change	
All	Variation in pay provisions & support service recharges	78
Democratic & Civic	Budgeted cost of 2023 local election	80
Land & Property	Reduced rental income at 64-74 East St	383
Land & Property	Additional building/facilities maintenance and utility costs, primarily at 64-74 East Street	242
Land & Property	Increased contribution from the Property Income Equalisation Reserve, primarily to mitigate reduced net income from 64-74 East Street	-561
Land & Property	Other net increases to budgeted rental income from properties following rent reviews	-252
Land & Property	Additional net income from EEIPC as discounted rental period ends at Arlington Sq, Bracknell	-190
Corp Financial Management	Apportionment of Covid-19 contingency as part of re-basing agreed at S&R, July 2022	-600
Corp Financial Management	Increase in central contingency for price/energy inflation	638
Corp Financial Management	Reduction in contribution from corporate projects reserve to balance the budget	96
Corp Financial Management	Increased revenue contribution to capital schemes	100
Corp Financial Management	Contingency for loss of on-street parking income	250
Corp Financial Management	Net increase in treasury management income	-610
Corp Financial Management	Forecast increase in statutory external audit fees	115
Corp Financial Management	Reduction in pension deficit funding following triennial valuation	-53
Tax Collection & Benefits	Increased cont. from collection fund equalisation reserve to fund prior year business rates deficit*	-612
Tax Collection & Benefits	Business rates income from 2023/24 Surrey business rates pool	-150
Contracts - Building Control	Transfer of building control contract from E&SC Committee	90
Employee & Support Services	Loss of government services grant	98
Employee & Support Services - Town Hall	Reduced rent and service charge income from SCC at Town Hall	103
All	Other net changes	11
Base Position 2023/24		1,575

*The transfer from the Collection Fund Equalisation Reserve is currently provisional and is required to fund the prior year collection fund deficit from 2022/23, which arose due to statutory government business rate reliefs for businesses in certain sectors such as retail, leisure and hospitality. The final quantum of the transfer from the Collection Fund Equalisation Reserve will only be confirmed in late January 2023 when business rates projections are submitted to central government.

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
Income from Commercial Property	S&R	96
Reduce Benefits Administration Costs	S&R	33
Other Operational Efficiencies	All	36
Savings built into MTFs		165

- 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
Treasury Management Income (assumes 4% return)	S&R	450	530	480
Review of Commercial Estate	S&R	321	321	321
Net income from Emerald House	S&R	100	100	100
Other operational efficiencies	All	46	73	73
Total Savings/Additional Income		1,481	1,618	1,606

- 5.4 Progress on delivery of savings will be closely monitored and reported to members through the budget monitoring process.

6 2023-24 Budget Gap

- 6.1 The impacts of elevated inflation and reduced commercial property income will continue into next year and following the budget setting process, the Council's provisional, projected budget gap for 2023/24 is £166k. To mitigate this budget gap, it is proposed that temporary funding of £166k should again be allocated from the Corporate Projects Reserve (in 2022/23, £262k was required from this reserve). The budget is also supported by a forecast appropriation of £1.127m from the Property Income Equalisation Reserve, to mitigate anticipated reduced rental income from 64-74 East Street and Parkside House in the year ahead.
- 6.2 This approach will enable the Council to continue to produce a balanced budget in the short term, while options including Strategic Asset Reviews continue to be assessed during 2023/24 to produce a sustainable, balanced budget in the medium term, with the aim of removing the reliance on reserves to fund the day-to-day revenue budget.

7 Fees and Charges 2023/24

- 7.1 Fees and Charges within the remit of this Committee are set out in Appendix 1.
- 7.2 In February 2018, the Committee confirmed that the Chief Finance Officer should have delegated authority to vary fees and charges for items generating income under £1,000 per annum and/or for one-off items not included in the fees and charges schedule.
- 7.3 Charges at the Town Hall for room hire and associated officer time fees have been raised between 5% and 10%, to reflect increased inflationary pressures. The budgeted income is £2,603.
- 7.4 For land charge searches, fees have been updated to ensure the Council recovers the cost of providing the service. For Con29-specific searches, it is proposed that the fee structure be simplified and standardised to a £185 fee, to reflect that the resource required to carry out CON29 searches is very similar across the different search-types. Similarly, LLC1 search fees have been simplified and standardised to a £30.50 fee. The annual income budget for land charges is £102,000 and is not expected to be materially impacted by the changes.

8 Council Tax Income Discount Scheme 2023/24

- 8.1 In November 2020, Strategy & Resources Committee agreed to replace the previous means-tested Local Council Tax Support with a simpler, income-banded Council Tax Discount scheme.
- 8.2 Income bands and discounts are subject to member approval each year. For 2023/24, bands have been increased in line with the Council's scheme rules;

- 8.2.1 Income bands have been increased by 10.1% (and rounded to whole figures), which was the CPI figure for September 2022. This is in line with the government's increase of social security benefits.
- 8.3 Council tax discounts range from 80% for households in income band A, to 40% for those in income band D.
- 8.4 The Council Tax Income Discount scheme, which commenced in 2021/22, was established following a detailed analysis of the Council's working age caseload requiring financial support and was based on similar discount schemes run by other local authorities.
- 8.5 The income bands are considered appropriate for the current caseload and, having been increased by the September CPI figure, are in line with the increase in national social security benefits.
- 8.6 Since the scheme cost falls on the local council tax payer, it was not designed to change the bands (other than by inflation) or discount percentages on an annual basis, and this assumption has been used when setting council tax.
- 8.7 Pensioners continue to receive support through the Council Tax Reduction scheme set by central government and are not affected by this scheme.
- 8.8 The Council's Local Care Leavers Discount remains in place and is unaffected by the Council Tax Income Discount scheme.
- 8.9 2023/24 income bands are shown in the following table, which members are asked to agree. 2022/23 comparatives are shown below:

2023/24	Household Type & Monthly Income				
Council Tax reduction percentage	Passported	Single, no children	Couple, no children	Lone parent/Couple with one child	Lone parent/couple with two or more children
Income Band A – 80%	Relevant Benefit	£0.00 - £369.00	£0.00 - £688.00	£0.00 – £900.00	£0.00 - £1,168.00
Income Band B – 65%	N/A	£369.01 - £565.00	£688.01 - £906.00	£900.01 - £1,094.00	£1,068.01 - £1,404.00
Income Band C – 50%	N/A	£565.01 - £665.00	£906.01 - £1,079.00	£1,094.01 - £1,213.00	£1,404.01 - £1,723.00
Income Band D – 40%	N/A	£665.01 - £1,353.00	£1079.01 - £1,708.00	£1,213.01 - £2,074.00	£1,723.01 - £3,366.00

2022/23	Household Type & Monthly Income				
Council Tax reduction percentage	Passported	Single, no children	Couple, no children	Lone parent/Couple with one child	Lone parent/couple with two or more children
Income Band A – 80%	Relevant Benefit	£0.00 - £335.00	£0.00 - £625.00	£0.00 – £817.00	£0.00 - £1,061.00
Income Band B – 65%	N/A	£335.01 - £513.00	£625.01 - £823.00	£817.01 - £994.00	£1,061.01 - £1,275.00
Income Band C – 50%	N/A	£513.01 - £604.00	£823.01 - £980.00	£994.01 - £1,102.00	£1,275.01 - £1,565.00
Income Band D – 40%	N/A	£604.01 - £1,229.00	£980.01 - £1,551.00	£1,102.01 - £1,884.00	£1,565.01 - £3,057.00

9 Risk Assessment

Legal or other duties

9.1 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
Energy Costs & Inflation	High: The energy market is currently volatile and inflation remains well above the recent historical average. Government's energy cost guarantee ends on 31 March 2023, and the Council may be exposed to elevated market rates from 1 April 2023.	£0.6m	Inclusion of corporate contingency budget to mitigate impact of elevated energy costs and inflation. Pursue initiatives to reduce energy usage Regular budget monitoring of impact Utilise any government support schemes that are announced. Use of reserves if necessary.
Land and property rental income	High: Loss of tenants and commercial rental income	£3m EEBC £1.3m EEPIC Dividend Income	Asset Management Plan – property and rent reviews Property/tenant management Use of Property Income Equalisation Reserve

9.2 Crime & Disorder

9.2.1 None arising from the contents of this report.

9.3 Safeguarding

9.3.1 None arising from the contents of this report.

9.4 Dependencies

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

9.5 Other

9.5.1 None arising from the contents of this report.

10 Financial Implications

10.1 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.

10.2 **Section 151 Officer's comments:** Financial implications are contained within the body of this report.

11 Legal Implications

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

11.2 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.

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

12 Policies, Plans & Partnerships

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

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

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

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

12.5 **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.

13 Background papers

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

Previous reports:

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

Other papers:

- Draft 2023/24 Budget Book.

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Service: Town Hall
Service Manager: Judith Doney

Service	Charged At	Description	Unit	2022/23	2023/24	% Change
Town Hall		Room Hire				
	<u>Hirer</u>			£	£	
	Standard	Atrium (Evening 18:00 to 24:00)	Per hour	90.00	95.00	5.6%
	Standard	Committee Room 1 (Mon-Fri 08:00 to 24:00)	Per hour	55.00	60.00	9.1%
	Standard	Committee Room 2 (Mon-Fri 08:00 to 24:00)	Per hour	46.00	50.00	8.7%
	Standard	Council Chamber (Mon-Fri 08:00 to 24:00)	Per hour	90.00	95.00	5.6%
	Commercial	Atrium (Evening 18:00 to 24:00)	Per hour	180.00	195.00	8.3%
	Commercial	Committee Room 1 (Mon-Fri 08:00 to 24:00)	Per hour	110.00	120.00	9.1%
	Commercial	Committee Room 2 (Mon-Fri 08:00 to 24:00)	Per hour	85.00	90.00	5.9%
	Commercial	Council Chamber (Mon-Fri 08:00 to 24:00)	Per hour	180.00	195.00	8.3%
	Community	Atrium (Evening 18:00 to 24:00)	Per hour	46.00	50.00	8.7%
	Community	Committee Room 1 (Mon-Fri 08:00 to 24:00)	Per hour	27.00	29.00	7.4%
	Community	Committee Room 2 (Mon-Fri 08:00 to 24:00)	Per hour	23.00	25.00	8.7%
	Community	Council Chamber (Mon-Fri 08:00 to 24:00)	Per hour	46.00	50.00	8.7%
		Staff Hire				
	All	Support officer	Per hour	62.00	66.00	6.5%

Service: Land Charges
 Service Manager: Victoria Potts

Service	Charged At	Description	Unit	2022/23	% Change from 2022/23
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Land Charges

2022/23's Fee Structure

		£	
Additional enquiries: (per hour or any part of)	Per enquiry	36.00	N/a
Con29O Optional - highway enquiries	Per enquiry	22.00	N/a
Con29O Optional - Other enquiries	Per enquiry	16.50	N/a
Con29R Commercial (Paper)	Per search	208.00	N/a
Con29R Commercial (Public Access)	Per search	148.00	N/a
Con29R Commercial NLIS (Internal Use Only)	Per search	208.00	N/a
Con29R component (Paper)	Per question	3.30	N/a
Con29R component (Public Access)	Per question	2.20	N/a
Con29R Residential (Paper)	Per search	178.00	N/a
Con29R Residential (Public Access)	Per search	117.50	N/a
Con29R Residential NLIS (Internal Use Only)	Per search	178.00	N/a
LLC1	Per search	28.75	N/a
LLC1 Commercial (Paper)	Per search	28.75	N/a
LLC1 Commercial (Public Access)	Per search	28.75	N/a
LLC1 Commercial NLIS (INTERNAL USE ONLY)	Per search	28.75	N/a
LLC1 Residential (Paper)	Per search	28.75	N/a
LLC1 Residential (Public Access)	Per search	28.75	N/a
LLC1 Residential NLIS (Internal Use Only)	Per search	28.75	N/a
Parcel Fee (Con29R)	Per parcel	25.00	N/a
Parcel Fee (LLC1)	Per parcel	10.00	N/a
Assisted Personal Search/LLCR	Per search	0.65	N/a

Service	Charged At	Description	Unit	2023/24	% Change from 2022/23
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2023/24's Proposed Simplified Fee Structure

		£	
Additional enquiries: (per hour or any part of)	Per enquiry	38.50	6.9%
Con29O Optional - highway enquiries	Per enquiry	25.00	13.6%
Con29O Optional - Other enquiries	Per enquiry	17.50	6.1%
CON29R	Per search	185.00	New standardised fee
Con29R component	Per question	3.00	New standardised fee
LLC1	Per search	30.50	New standardised fee
Parcel Fee (Con29R)	Per parcel	26.50	6.0%
Parcel Fee (LLC1)	Per parcel	10.60	6.0%
Assisted Personal Search/LLCR	Per search	0.70	7.7%

MEMBER ALLOWANCES 2023/2024

Head of Service:	Andrew Bircher, Head of Policy and Corporate Resources
Wards affected:	(All Wards);
Urgent Decision? (yes/no)	No
If yes, reason urgent decision required:	
Appendices (attached):	Appendix 1 – Members allowances

Summary

To propose increases to Member allowances, and the Mayoral budget for 2023/24 as set out in the paper below, so that they can be approved as part of the overall budget setting process.

Recommendation (s)

The Committee is asked to:

- (1) **Recommend to Council, as part of the budget setting process, that Member allowances are increased by 3% for 2023/24**
- (2) **Recommend to Council that the Mayoral budget is increased by 10.1% for 2023/24**

1 Reason for Recommendation

- 1.1 The recommendations above are to propose to Council the figures to use for the Member allowances and Mayoral budget as part of the Budget setting process. The figures above have been used in the budget setting papers.

2 Background

- 2.1 The council has a scheme which sets out the allowances that are payable to councillors called the Epsom and Ewell Members' Allowances Scheme.
- 2.2 The Mayoral Budget falls outside the Members' Allowances Scheme.

- 2.3 Increases to both the allowances and the Mayoral budget have used the September CPI figure to determine the increase for the year ahead. The September CPI figure was 10.1%
- 2.4 Staff pay will increase next year by 3% as part of the 4-year pay deal. It is proposed that Member allowances for 2023/24 should mirror the pay award for staff and increase by 3%. The scheme allows for such a change.
- 2.5 After a period of no increases for many years, the Council decided in 2020 to apply increases yearly to the Mayoral budget based on the September CPI. It is proposed to retain that figure and apply an increase of 10.1%.
- 2.6 Member allowances will be reviewed in 2023/24 through the appointment of an Independent Remuneration Panel.

3 Risk Assessment

Legal or other duties

3.1 Equality Impact Assessment

- 3.1.1 An EIA has not been done for this report, but it is not believed this gives rise to any issues

3.2 Crime & Disorder

- 3.2.1 There are no issues arising from this report

3.3 Safeguarding

- 3.3.1 There are no issues arising from this report

3.4 Dependencies

- 3.4.1 This report is linked to the overall budget setting report

3.5 Other

- 3.5.1 None

4 Financial Implications

- 4.1 A schedule of the proposed individual allowances for 2023/24 is set out in Annexe 1.
- 4.2 **Section 151 Officer's comments:** The cost of member allowances for 2022/23 is currently £191,079. If member allowances were uplifted by 3 percent as recommended within this report the budget requirement for 2023/24 would be £184,717. The reduction in the total cost of allowances by £6,362 is due to a reduction in the number of councillors from 38 to 35 which comes into effect from May 2023

5 Legal Implications

- 5.1 **Legal Officer's comments:** Regulation 4 of The Local Authorities (Members Allowances) (England) Regulations 2003 requires councils to make a scheme to provide for the payment of an allowance in respect of each year to each member ("basic allowance"). The amount must be the same for each member. The year means any period ending on 31st March in any year after 2004 (Regulation 4). Under Regulation 10(4) a scheme may make a provision for an annual adjustment of allowances by reference to such index as may be specified by the authority, the scheme is deemed not to have been amended. An annual index adjustment cannot be relied on longer than a period of four years before it will be necessary to seek a further recommendation from the independent remuneration panel.

6 Policies, Plans & Partnerships

- 6.1 **Council's Key Priorities:** The following Key Priorities are engaged:
- 6.2 **Service Plans:** The matter is not included within the current Service Delivery Plan.
- 6.3 **Climate & Environmental Impact of recommendations:**
- 6.4 **Sustainability Policy & Community Safety Implications:**
- 6.5 **Partnerships:**

7 Background papers

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

Previous reports:

-

Other papers:

- [Councillors Allowances Scheme 2022-23, Part 6 of the Constitution of Epsom and Ewell Borough Council](#)

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MEMBERS ALLOWANCES - FINANCIAL IMPACT OF POTENTIAL UPLIFT (Basic Allowance increase)

	2022/23 current	
	Current Allowance	Annual Cost
Basic Allowance	38	£3,914.27
Special Responsibility Allowances		
<u>Committee Chairmen</u>		
Strategy and Resources	1	£3,914.27
Environment and Safe Communities	1	£2,739.99
Community and Well being	1	£2,739.99
Licensing & Planning Policy	1	£2,739.99
Planning	1	£3,914.27
Audit, Crime and Disorder & Scrutiny	1	£2,739.99
Standards Committee	1	£391.43
<u>Panel Chairmen</u>		
Financial Policy	1	£1,174.28
Human Resources	1	£1,174.28
Health Liaison	1	£1,174.28
<u>Other Chairmen</u>		
Epsom and Walton Downs Conservators	1	£1,174.28
<u>Vice Chairs</u>		
Vice Chairman of Strategy and Resources	1	£1,957.14
Vice Chairman of Environment and Safe Communities	1	£1,369.99
Vice Chairman of Community and Well being	1	£1,369.99
Vice Chairman of Licensing & Planning Policy	1	£1,369.99
Vice Chairman of Planning Committee (c)	1	£1,957.14
Vice Chairman of Audit, Crime and Disorder & Scrutiny	1	£1,369.99
Vice Chairman of Standards	1	£195.71
<u>Planning Committee Membership</u>		
Membership of Planning Committee	11	£391.43
<u>Other posts</u>		
Majority Group Leader or Chairman (d)	1	£3,914.27
Minority Group Leaders (d)	2	£200.00
Minority Group Leaders supplement per Group Member	5	£50.00

	2023/24 (Proposed)	
	3%	Total Cost
	35	£4,031.70
	1	£4,031.70
	1	£2,822.19
	1	£2,822.19
	1	£2,822.19
	1	£2,822.19
	1	£4,031.70
	1	£2,822.19
	1	£403.17
	1	£1,209.51
	1	£1,209.51
	1	£1,209.51
	1	£1,209.51
	1	£2,015.85
	1	£1,411.09
	1	£1,411.09
	1	£1,411.09
	1	£1,411.09
	1	£2,015.85
	1	£1,411.09
	1	£201.58
	11	£403.17
	1	£4,031.70
	2	£206.00
	5	£51.50

Full Potential Cost

£191,079.24

£184,716.52

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FUNDING AND RELEASE OF LAND

Head of Service:	Mark Shephard, Head of Property and Regeneration Rod Brown, Head of Housing and Community
Wards affected:	(All Wards);
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	
Appendices (attached):	Appendix 1: Commercial particulars Appendix 2: Haus Collection Brochure Appendix 3: Confidential Business Case

Summary

This report recommends the change of use of a former commercial storage yard to residential to deliver 3 temporary accommodation family micro homes.

Recommendation (s)

The Committee is asked to:

- (1) Agree to the change of use of Fairview Road from commercial to residential to support the delivery of additional temporary accommodation;**
- (2) Agree to purchase 3 FamilyHaus micro homes at a total cost of up to £435,000 allocated from S106 developer funds;**
- (3) Authorise the Head of Property & Regeneration, Head of Housing and Community and Chief Finance Officer to progress the project to completion.**

1 Reason for Recommendation

1.1 To enable delivery of additional temporary accommodation units in order to expand the range of in-borough temporary accommodation options.

1.2 To bring back into use a vacant brownfield site to maximise the Council's property asset and thereby support essential services.

2 Background

- 2.1 The site is located off Fairview Road, Epsom, to the rear of 131 – 139 East Street and adjacent to the Kiln Lane Sainsbury's petrol station and car park. It benefits from direct access to Fairview Road, a residential street off East Street, 0.75 miles from Epsom mainline railway station.
- 2.2 To the north of the site is a footpath which provides pedestrian access to Glyn School, Ewell and the Longmead Industrial Estate.
- 2.3 The site comprises a 0.24 acre plot of vacant open land which has, in the past, been used for storage as part of the Council's commercial property portfolio. It was previously leased as a builders' storage yard and last marketed at an annual rent of £16,000 pa.
- 2.4 The previous marketing generated limited interest due to the restricted vehicular access (the former marketing particulars are attached at Appendix 1). Furthermore, from an asset management perspective, the commercial use was only considered temporary at the time. This was due to the site forming part of a larger potential redevelopment opportunity with the existing East Street / Fairview Road properties.
- 2.5 The Council's property consultants tentatively approached the neighbouring property owners to gauge their appetite for a wider redevelopment. Whilst two property owners were potentially receptive, there was insufficient neighbouring interest to support a financially viable scheme.

3 Temporary accommodation

- 3.1 More recently, officers have explored the opportunity to use the site for temporary accommodation. Under legislation, the Council is required to provide applicants with emergency accommodation whilst their application is being investigated and, if their application is accepted, until they are housed in settled accommodation.
- 3.2 This duty is fulfilled through placing applicants in accommodation owned by the Council, a Housing Association, the Private Rented Sector or as a last resort, expensive nightly paid accommodation.
- 3.3 Demand for temporary accommodation is acute, due to the shortage of social housing and the high cost of private rented accommodation, which often prevents the Council from discharging its homeless duty. The Council has established a senior officer Strategic Housing Group to ensure that all opportunities are explored.
- 3.4 Following conversations with the Planning Department, the Fairview Road site was identified as having potential to provide up to 3 family sized prefabricated micro homes, which could be used as first step temporary accommodation.

4 **Brownfield Land Release Fund (BLRF)**

- 4.1 A bid was submitted to the Department for Levelling Up, Housing and Communities to access the BLRF to provide an element of funding to assist in the development of the site.
- 4.2 The Government fund seeks to unlock the development potential of challenging brownfield sites that would otherwise be unviable to develop for housing.
- 4.3 Due to its proximity to the historic Kiln Lane infilled brick pit and the site's former use for storing building materials (including possible on-site use of chemicals and bonfires), the Council put forward the case that it would likely require decontamination and incur site clearance costs.
- 4.4 The funding bid was successful and the Council secured £75,000 from the BLRF to assist with the preparation of the site for development i.e. approved bid activities include site levelling, clearance, contamination, foundations or drainage preparation.
- 4.5 The two main conditions of the funding are that work must commence:
 - 4.5.1 before the end of March 2023 and,
 - 4.5.2 be completed by 31st March 2026.
- 4.6 To comply with the work commencement date, a planning application has been prepared. Initial site clearance / foundations excavations are, subject to planning, scheduled to start before the end of March 2023.

5 **Micro Homes – Haus Collection**

- 5.1 Micro homes are most often associated with converted cargo shipment containers which rarely complement residential neighbourhoods. Alternatively, they can be confused with starter homes that include both traditional construction as well as modular prefabricated designs.
- 5.2 In contrast to the above and to best utilise the Fairview Road site, the Council is proposing the Haus style of micro home, produced by The Hill Group. Hill is considered the market leader in micro home production which provides a quick, affordable and secure solution for temporary accommodation.
- 5.3 Several councils and housing charities have already developed schemes with Haus units, including:
 - **Cornwall County Council** placed 15 units on part of the old County Hall site in Truro. In addition, Cornwall are placing 10 units at the former Cowlins Mill site in Pool, 18 in Newquay and a further 18 in Penzance. They have recently gained planning consent to place 6

units in Commercial Road, Penryn. In total, Cornwall have purchased 79 SoloHaus units.

- **London Borough of Haringey** developed a former local authority depot site which is now home to 33 Haus units (32 are used to house residents while a single unit is used as an office and meeting space).
- **Ipswich Borough Council** took delivery of an 8 unit Haus scheme which was project managed from start to finish by the Hill Group.
- **Dacorum Borough Council** placed 8 Haus units in Hampton Close, Hemel Hempstead.
- **Southend City Council** took delivery of their first Haus development of 6 single units in July 2022.
- **Jimmys** a local Cambridge housing charity, has worked across 3 separate sites around the city, providing a total of 18 Haus units over the three sites.
- **Basildon Borough Council** has agreed two Haus schemes in the town - a 10 unit development which will be managed by Peabody South East and a 6 unit scheme which will be managed by the Salvation Army.

- 5.4 The buildings are constructed off site at either Hill's Telford or Shrewsbury factories and craned into position. The micro homes do not require a standard domestic foundation and can be installed on a 'pad' foundation (a robust paving slab style foundation). They have a 50 to 60 year life span and are fully Disability Discrimination Act (DDA) compliant. Each micro home comes fully furnished.
- 5.5 Since the first prototype in 2019, Haus has pioneered exceptional energy efficiency. They combine air tightness and insulation which ensures a warm, quiet living environment that is at least as good as a traditionally built home.
- 5.6 Heating and hot water is provided via an onsite plant room, which houses an air source heat pump which supplies the Haus units.
- 5.7 Haus micro homes are at the forefront of prefabricated, energy efficient design and in just 3 years, have established themselves as the market leader.
- 5.8 The Council requires a micro home that not only exceeds current energy efficiency and DDA requirements but is also a proven product. The micro home industry is only a few years old, but in this short time, and as demonstrated above, Haus units have been proven and trusted by various local authorities.

- 5.9 The Hill Group’s Haus micro homes can be procured by the Council through the National Framework Partnership (NFP). The NFP is an established framework provider which has already undertaken the necessary procurement and supplier due diligence.
- 5.10 The NFP provides for direct supplier selection and it is envisaged that the procurement process can be completed within a matter of weeks.
- 5.11 The Haus brochure is attached at Appendix 2.

6 Proposal – FamilyHaus Units

- 6.1 To assist the Council meet the acute demand for temporary accommodation, it is proposed to use Fairview Road for 3 family sized Haus micros homes as first step temporary accommodation.
- 6.2 The proposal is subject to planning permission for a 5 year temporary consent and obtaining planning consent is considered the greatest risk to project delivery.
- 6.3 The intention would be for the capital cost to be funded from S106 developer receipts which presently stands at £1.57m.
- 6.4 The total budget requirement to fund the 3 family sized units and prepare the site is £435,000. The business case is attached at confidential Appendix 3.

7 Proposed timeline

- 7.1 To meet the BLRF commencement deadline, the proposed timeline is:

Month (2023)	Description
January	Submit planning application for 5 year temporary consent
February / March	Decontaminate, clear and level site – this can be carried out ahead of planning consent
March	Subject to planning, prepare site for groundworks to include foundations.
April +	March 2026 project deadline i.e. once the ground works are completed, there remain 3 years to complete the project.

8 Risk Assessment

Legal or other duties

8.1 Equality Impact Assessment

8.1.1 None

8.2 Crime & Disorder

8.2.1 None

8.3 Safeguarding

8.3.1 None

8.4 Dependencies

8.4.1 The proposal is subject to planning permission for a 5 year temporary consent and this is considered the greatest risk.

8.5 Other

8.5.1 There is possible contamination due to previous uses (builders' yard and brick pit), which would increase costs.

9 Financial Implications

9.1 Investing £435,000 of S106 affordable housing sums in three family units, would reduce the S106 balances available for investment in other future schemes from £1.57m to £1.135m.

9.2 Investment of these funds is expected to generate net annual revenue savings on temporary accommodation costs of c£84,000, as set-out in Appendix 3.

9.3 However, this would be partially offset by an estimated £17,400 per annum reduction in treasury management income, assuming investment returns of 4%.

9.4 **Section 151 Officer's comments:** The Council would expect to generate net revenue savings, after factoring in reduced treasury management income, of c£66,600 per annum from three family units, meaning the payback period for the £435,000 investment is expected to be around 6.5 years.

10 Legal Implications

10.1 The proposed scheme is eligible to be funded by S106 affordable housing sums, because it meets the following two criteria, which were agreed by Social Committee in January 2012:

10.1.1 Where a financial analysis of the s106 investment required can be demonstrated to represent good value for money, either by reference to the number of homes delivered for the investment (e.g. by comparing the level of investment to the average level of grant that might be paid by the Homes & Communities Agency for a home of a similar size and quality) or where the s106 capital investment can be demonstrated to help the Council to achieve revenue savings elsewhere, such as reducing the cost of temporary accommodation.

10.1.2 Where housing schemes will help the Council to prevent homelessness e.g. through the delivery of larger family sized accommodation.

10.2 **Legal Officer's comments:** The general power of competence in section 1 of the Localism Act 2011 allows the Council "to do anything that individuals generally may do" for the benefit of the authority, its area or persons resident or present in its area.

10.3 Section 9 (1) of Housing Act 1985 permits the Council to provide housing accommodation (a) by erecting houses, or converting buildings into houses, on land acquired by them or (b) by acquiring houses.

11 Policies, Plans & Partnerships

11.1 **Council's Key Priorities:** The following Key Priorities are engaged: Opportunity and Prosperity, Effective Council

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

11.3 **Climate & Environmental Impact of recommendations:** Haus has pioneered exceptional energy efficiency. Their units combine air tightness and insulation to ensure a warm, quiet living environment.

11.4 **Sustainability Policy & Community Safety Implications:** The buildings are manufactured in the UK (either Hill's Telford or Shrewsbury factories), with heating and hot water provided via an air source heat pump. Electricity will be provided from 100% renewable sources.

11.5 **Partnerships:** None

12 Background papers

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

Previous reports:

- None

Other papers:

- None



Huggins Edwards & Sharp

Incorporating Langlands & Son (Est 1798)

Land at Fairview Road
Epsom
Surrey
KT17 1JD

TO LET

Approx 6,360 sqft (590.9 sqm)

Page 63

Opportunity to occupy land suitable for storage on a short term basis close to Epsom town centre. The site is undeveloped, gated and fenced and benefits from access directly onto Fairview Road; an adopted public highway.

RENT £16,000 per annum exclusive.

LEASE New lease outside the Landlord & Tenant Act 1954 Part II, for a term to be agreed.



STORAGE LAND TO LET

Agenda Item 7
Appendix 1

www.hugginsedwards.co.uk

LOCATION

The property is located on the West side of Fairview Road, close to the junction with East Street and Windmill Lane. East Street forms part of the A24, an arterial route stretching from South West London, through Surrey and into West Sussex. The A3 is accessible at Tolworth, approximately 3.5 miles away and the M25 at Junction 9 Leatherhead is approximately 4.5 miles away. Epsom Town Centre is a short walking distance away and a Sainsbury's Superstore is situated adjacent to the site.

RATES

Rateable value: £5,000 (information taken from Valuation Office website).
Non-domestic uniform rates payable at 46.6p in the £ (2017/18)

LEGAL COSTS

Each party to bear their own legal costs.

VIEWING

Strictly by appointment via sole agents Huggins Edwards & Sharp.

CONTACT

Epsom Commercial Property Department
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W: www.hugginsedwards.co.uk

DATE

December 2017

FOLIO NUMBER

19854CL)

SUBJECT TO CONTRACT

Important: See Disclaimer Notice below.

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HUGGINS EDWARDS & SHARP

Incorporating Langlands & Son (Est 1798)

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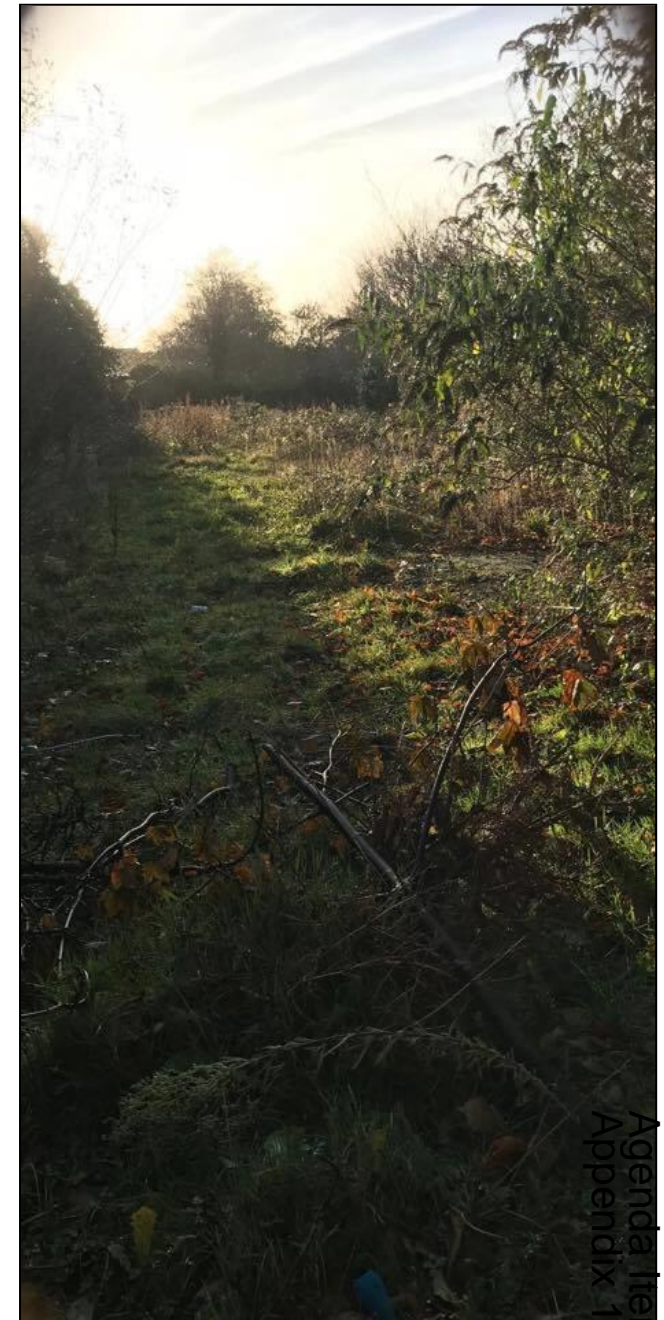
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3 BRIDGE STREET
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Appendix 1

THE HAUS COLLECTION

An innovative solution to the housing crisis



An innovative and celebrated housing solution



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INTRODUCING THE HAUS COLLECTION

The Haus Collection of homes are an innovative and low-cost housing solution. They are safe, welcoming spaces built to the highest standards of sustainability, efficiency, safety and durability, with a 60-year life span.

These unique spaces are specifically designed with longevity and affordability in mind. As an independent living space for singles, couples and families, they provide a pre-furnished home suitable for most and are built with energy efficiency in mind in order to keep running costs to a minimum.

The modular technology of The Haus Collection is the future in how we are able to deliver temporary accommodation.



CGIs are indicative only. The SoloHaus will benefit from being supplied with the majority of furnishings shown.

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Appendix 2

THE STARTING POINT: SOLOHAUS

To celebrate The Hill Group's 20th Anniversary, CEO and founder Andy Hill wanted to do something to give back to the community, and so Foundation 200 was born.

Foundation 200 is a dedicated pledge to design, build and gift 200 free homes in order to provide thousands of people a meanwhile home, in a safe, secure, purpose-built single dwelling.

To fulfil the ambition of Foundation 200, Hill used its home building expertise to create the SoloHaus home – the very first modular home specifically designed to honour this pledge to help those in need of housing.

To help create these unique single person dwellings, The Hill Group took a 50% stake in a start-up design and manufacturing business, Volumetric Modular Ltd. Based in Shrewsbury, Volumetric design and construct various MMC products, both for The Hill Group and eventually for third party customers. These homes were designed to be:

- **Energy efficient** – using modern building solutions to ensure that energy costs are low and the homes are easy for low-income residents to live in.
- **Durable** – providing a useful long-term housing asset.
- **Flexible** – easy to transport to anywhere in the country and easy to relocate if necessary.
- **High quality** – offering a self-contained, safe and comfortable home to individuals.



A proud moment outside of the Houses of Parliament.

OUR PARTNERSHIPS

The Hill Group is proud to partner with some of the most innovative organisations currently working to beat the housing crisis.

These include Jimmy's in Cambridge, a charity which has offered round-the-clock support to unhoused people for over 25 years. They were the beneficiaries of the first three Foundation 200 schemes.

We are donating SoloHaus homes to support the Salvation Army's Malachi Homes initiative, a UK-wide rollout of their critically acclaimed modular housing scheme in Ilford. The first of these schemes was completed in Southend-on-Sea in July 2022.

We are also proud to be working with Emmaus, whose existing residential housing scheme in Waterbeach, Cambridgeshire represents an ideal community for people seeking to rebuild their lives.



"The SoloHaus homes will play a vital role in making sure that nobody need sleep rough in Cornwall."

Councillor Olly Monk, Portfolio Holder for Planning & Housing at Cornwall Council



As part of the development process, we involve local stakeholders, including residents and schools, in the delivery of individual schemes to give the community a sense of ownership of the projects. For our Cambridge projects, we invited the children from The Fields Nursery to look around the homes and help the team pot up a planter for each terrace, along with herb plants for the kitchens.

To raise awareness of the initiative, a SoloHaus home was placed outside the Houses of Parliament in summer 2021.



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THE NEXT CHAPTER: THE HAUS COLLECTION

Following the success of the SoloHaus home and significant additional demand, we have grown the project even further. In September 2022, we launched the DuoHaus and the FamilyHaus. Together with the SoloHaus, these homes form The Haus Collection.



CGIs are indicative only. The SoloHaus will benefit from being supplied with the majority of furnishings shown.

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INSIDE THE SOLOHAUS HOME



Every SoloHaus home is delivered fully furnished, equipped and ready to move into.

Resident benefits:

- Energy efficient and cheap to run
- Safe and secure
- Fully fitted kitchen
- Low energy white goods provided
- Insulated to be warm in winter and cool in summer
- Card operated electric meter, to encourage budgeting
- Integrated cabling for broadband and TV connectivity
- Simple to use Operation and Maintenance Manual provided with each home
- Fully furnished living/dining area, bedroom with storage and bathroom with shower
- Everything residents need provided, from plates and cutlery to bedding and towels
- Composite door and windows

CGI is indicative only. The SoloHaus will benefit from being supplied with the majority of furnishings shown.

INSIDE THE DUOHAUS HOME



Measuring one metre longer than the SoloHaus, the DuoHaus is designed for two people, with an internal layout that creates more space in the bedroom and kitchen/diner.

The DuoHaus incorporates learnings from deploying SoloHaus homes with our clients over the last two years. In addition to a new colour palette and fitted IKEA kitchen, the DuoHaus includes:

Resident benefits:

- Smart-link smoke alarms, allowing for remote monitoring
- Pay as you go electric meter with roaming sim card, allowing for remote top-up
- Higher specification windows and doors with improved u-values
- Higher specification MVHR with a multi-speed boost function
- Improved plumbing layout to assist accessibility for maintenance
- Underfloor heating with two control zones, in the bedroom and living room
- Increased storage
- Fibre optic connection in parallel with COAX and Cat5 cabling

CGI is indicative only. The DuoHaus will benefit from being supplied with the majority of furnishings shown.



The FamilyHaus joins two DuoHaus hulls together to make a home large enough for families.

The FamilyHaus can be arranged in a two or three bedroom configuration, with each bedroom large enough for a double bed, two single beds or bunks.

Kitchens and bathrooms are finished to the same high specification as the SoloHaus and DuoHaus, and the homes meet the same high energy and acoustic performance. The homes are supplied with individual Air Source Heat Pumps providing heating and hot water.

The FamilyHaus incorporates all the same features as the DuoHaus modules. Optional additions can be added across the range. These include:

- Automist fire suppression
- Double sofa bed in the living room
- Solar PV roof rack for a Carbon Net Zero housing scheme



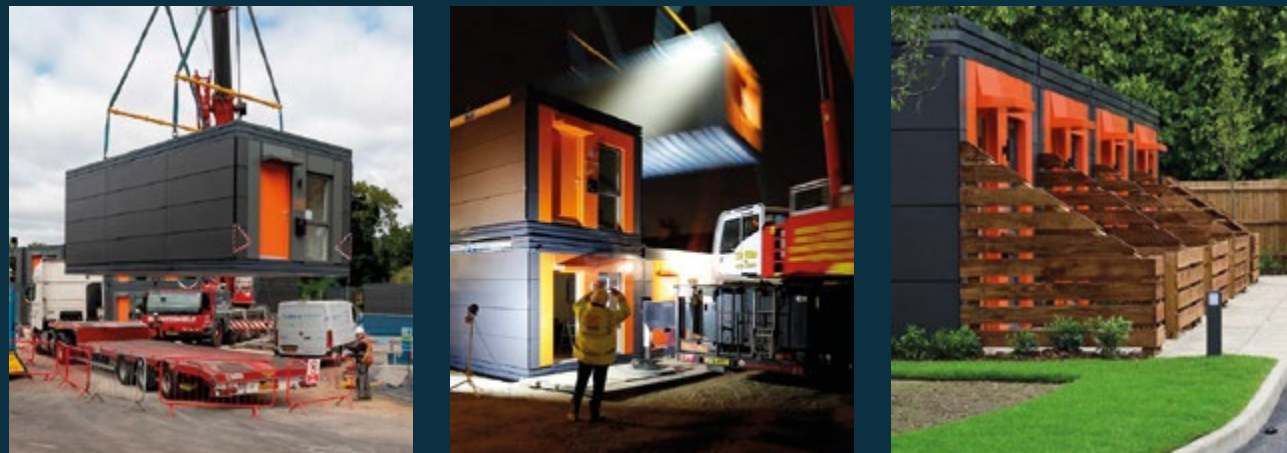
INSIDE THE FAMILYHAUS HOME



CGIs are indicative only. The FamilyHaus will benefit from being supplied with the majority of furnishings shown.

REBUILDING LIVES STEP BY STEP

The Haus Collection homes are quick to construct, and easy to transport and install.



Design benefits:

- Built off site in a factory to Future Homes Standard
- BOPAS accredited with a 60-year life span – enables grants, loans and mortgages
- Building Control approved design
- Constructed with A1/A2 fire rated building materials
- Manufactured in just 20 days
- Easy to transport, deliver and install – can be lifted off a flatbed lorry in 30 minutes
- Tough exterior, with steel frame and steel walls, to provide a durable asset for charities and local authorities
- Designed with homeless stakeholder groups to be anti-ligature, secure and to reduce the risk of cuckooing and other antisocial behaviour

Construction features:

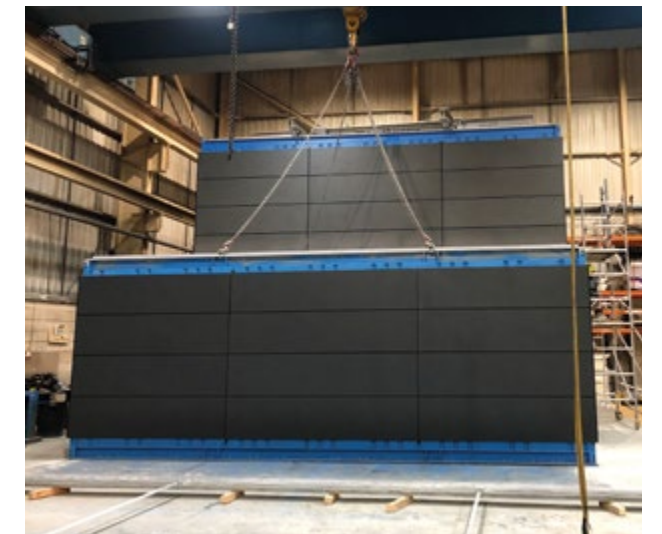
- Stackable to two storeys
- Sits on foundation pads to minimise groundworks
- Requires only electric, water and waste connections
- Heated via an Air Source Heat Pump
- Soil vent pipe and rainwater outlet
- Controlled flow shower mixer and dual flush cistern to minimise water consumption
- High quality fixtures and fittings throughout
- Factory environment assembly
- Quality checked throughout assembly process
- Fully tested and commissioned pre-delivery
- Fully traceable factory inspection and test plan linked to unique serial number

HOW THE SOLOHAUS HOMES ARE BUILT

With strategically placed factories in Telford and Shrewsbury, the homes can be built and transported across the country at speed.

Working with our partners Volumetric Modular Ltd, each home can be built in 20 working days, with a build programme on site of eight to 10 weeks. We are manufacturing six per week (circa 300 units per year), with the capacity to take up to 500 units per annum.

Each unit is designed with steel frames and walls using the ModulHaus technological system to provide cutting edge acoustic and thermal insulation that exceeds regulations. Each one is delivered on a single lorry and arrives ready for easy and practical installation. The commissioning process includes a site installation and test plan.



ENERGY EFFICIENT, WARM AND COMFORTABLE

With space at a premium, every inch of the home is used to maximum efficiency. Taking furniture into account, we have created doorways and turning circles within the homes to meet the requirements of Part M4(2) of the building regulations, allowing them to be easily adapted for wheelchair users.

The most significant achievement is the combination of air tightness and insulation which ensures a warm, quiet living environment that is at least as good as a traditionally built home. This focus on insulation and heat retention allows for both physical comfort and a lower energy draw for the home, making it exceptionally cheap for users to live in as well.

When we built the prototype in 2019, it was designed to have its hot water and heating provided by an air-source heat pump. The UK Government has since recognised this low-carbon technology as the ideal heating solution for the future and now issues grants to help households phase out their boilers and replace them with Air Source Heat Pumps (ASHP).

HOW OUR HOMES ARE MAKING A DIFFERENCE

Armitage Place

Number of homes: 8

Location: City of Ipswich

Completed: June 2021

We designed a custom SoloHaus scheme for Ipswich City Council on a disused recycling centre.

The scheme is now used by the council for move-on accommodation for local homeless people living in emergency accommodation. Each resident is allocated a support worker to help them prepare to return to fully independent living.

This scheme was commended at the Ipswich Society's 2021 architectural awards.



Olive Morris Court

Number of homes: 32 plus 1 unit retained by LBH as a site office

Location: Tottenham, London

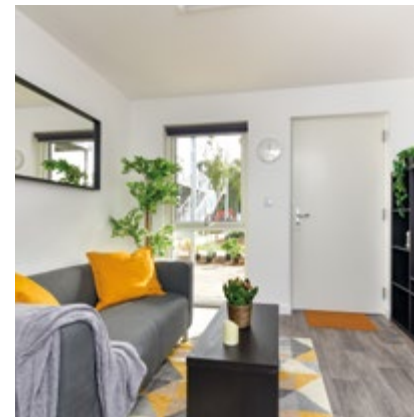
Completed: October 2021

London Borough of Haringey Council brought forward the ambitious Olive Morris Court scheme using an area of waste ground in their ownership, close to South Tottenham overground station.

This scheme uses one of the units provided as a site office, with 24/7 on-site support for residents. CCTV monitoring has also been integrated into the scheme. Local residents, organised by the Citizens UK campaign group, supported the scheme through the planning process. Olive Morris Court is also our first 2-storey development in the UK. The 33 homes took just five days to install.

In 2022, Olive Morris Court has been shortlisted for multiple housing awards including:

- British Homes Awards – Affordable Housing
- Inside Housing Development Awards
- Best Healthy Homes Development
- Inside Housing Development Awards – Best Partnership



ACHIEVEMENTS SO FAR

Since 2020, The Hill Group has provided 150 SoloHaus homes to local authorities and charities across the UK, with housing projects being delivered from Suffolk to Cornwall. We are delighted that we have been able to gift 84 homes through the Foundation 200 initiative already, exceeding our target of 80 at the end of year two.

The SoloHaus is now a comfortable, fully furnished home for dozens of people in the UK. We want to work with ambitious partners in the affordable housing sector to offer this flexible, low-carbon housing solution to thousands more people in the years to come.

The SoloHaus has also won two awards since its launch: the Social Impact Initiative Award at the RESI awards 2021; and the Ipswich Society Commendation for Affordable Housing 2021. It has also been nominated for the Inside Housing Awards and the British Homes Awards 2022*.

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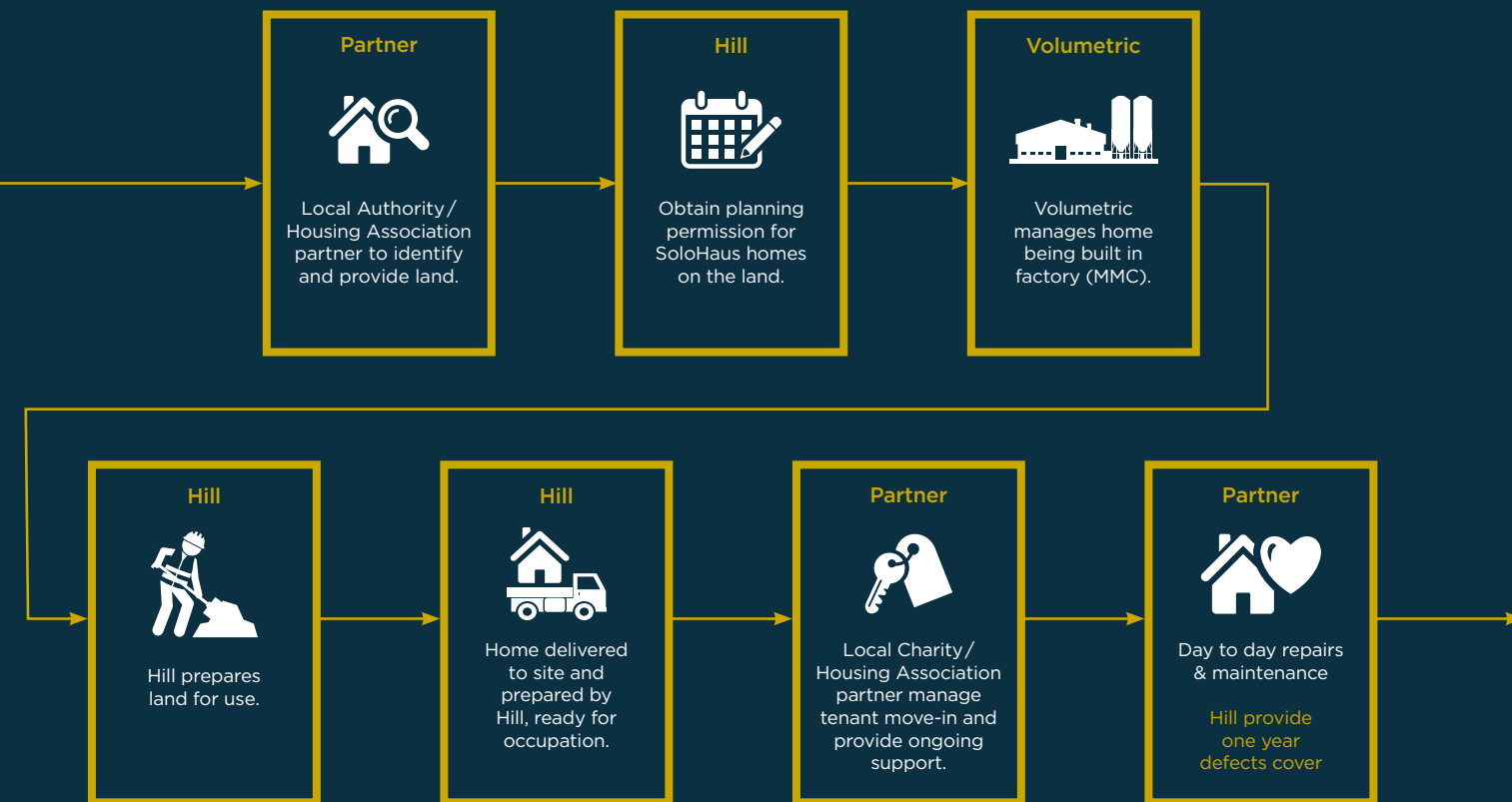
"The whole business is taking huge pride in delivering these initiatives. While we will not solve the issue of homelessness on our own today, we are taking a big step in the right direction, and are looking forward to working with other partners to continue this progress."

Andy Hill, CEO and Founder Hill Group

HOW TO BE PART OF THE SOLUTION

We are excited about working with Housing Associations and councils across the country to bring the benefits of The Haus Collection to more people in need. If you are interested in using any of The Haus Collection homes as part of your housing solution, please get in touch with us.

How the process works



Our awards



If you would like to partner with us and find out more about these homes, please contact us: enquiries@solohaus.co.uk

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Appendix 2

CREATING INNOVATIVE PLACES TO LIVE



Hill is an award-winning housebuilder and one of the leading developers in London and the south east of England, delivering both private for sale and affordable homes.

This family owned and operated company has grown to establish itself as the UK's third largest privately owned housebuilder, with an impressive and diverse portfolio ranging from landmark mixed-use regeneration schemes and inner-city apartments to homes set in idyllic rural countryside.

Hill prides itself on putting its customers first and has a dedicated customer journey designed to help buyers at every step of the way to homeownership. Hill was awarded a 5 star status from the Home Builders Federation's annual Customer Satisfaction Survey for five consecutive years.

Hill builds around 2,800 homes a year, and around half of the company's development portfolio is in joint venture to deliver affordable homes, reflecting Hill's commitment to partnering with government, local authorities and housing associations.

Follow us on Facebook and Instagram @CreatedbyHill

Volumetric is a specialist manufacturer of award-winning modular homes, offering a sustainable and cost-effective solution to growing temporary accommodation needs.

Providing a new concept in volumetric modular homes, The Haus Collection offers a sustainable and cost-effective solution to growing temporary accommodation needs across many public and third sector needs. Utilising offsite methods and volumetric modular technology, these BOPAS Certified and LABC Assured homes are robust, reliable, and relocatable over a 60-year design life.

From social housing to help combat the homelessness crisis to providing overnight accommodation for healthcare and keyworkers, The Haus Collection provides a safe, secure, and comfortable home, fully equipped with low-energy white goods and modern furnishings.

Based on extensive market research and utilising expert offsite industry knowledge, VOLUMETRIC™ designed and developed The Haus Collection solution to create quality-assured homes that deliver outstanding functional performance and energy efficiency, with exceptionally low running costs.



Oaks Cross, Stevenage



Janet Jones Walk, Cambridge



Saltreach Close, Southend



hill.co.uk

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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 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.

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