

# Public Document Pack

Democratic Services



## COMMUNITY AND WELLBEING COMMITTEE

Tuesday 16 January 2024 at 7.30 pm

Place: Council Chamber, Epsom Town Hall

Online access to this meeting is available on YouTube: [Link to online broadcast](#)

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

Councillor Clive Woodbridge (Chair)	Councillor Alison Kelly
Councillor Bernice Froud (Vice-Chair)	Councillor Rachel King
Councillor Kate Chinn	Councillor Lucie McIntyre
Councillor Shanice Goldman	Councillor Darren Talbot

Yours sincerely

Chief Executive

For further information, please contact [democraticservices@epsom-ewell.gov.uk](mailto:democraticservices@epsom-ewell.gov.uk) or tel: 01372 732000

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- You should proceed calmly; do not run and do not use the lifts;
- Do not stop to collect personal belongings;
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- Do not re-enter the building until told that it is safe to do so.

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## Exclusion of the Press and the Public

There are no matters scheduled to be discussed at this meeting that would appear to disclose confidential or exempt information under the provisions Schedule 12A of the Local Government Act 1972 (as amended). Should any such matters arise during the course of discussion of the below items or should the Chair agree to discuss any other such matters on the grounds of urgency, the Committee may wish to resolve to exclude the press and public by virtue of the private nature of the business to be transacted.

## Questions and statements from the Public

Up to 30 minutes will be set aside for questions and statements from members of the public at meetings of this Committee. Any member of the public who lives, works, attends an educational establishment or owns or leases land in the Borough may ask a question or make a statement on matters within the Terms of Reference of the Committee.

All questions must consist of one question only and cannot consist of multiple parts. Questions and statements cannot relate to planning or licensing committees matters, 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 Chair are defamatory, offensive, vexatious or frivolous will not be accepted. Each question or statement will be limited to 3 minutes in length.

If you wish to ask a question or make a statement at a meeting of this Committee, please contact Democratic Services at: [democraticservices@epsom-ewell.gov.uk](mailto:democraticservices@epsom-ewell.gov.uk)

Questions must be received in writing by Democratic Services by noon on the third working day before the day of the meeting. For this meeting this is **Noon, Thursday 11 January** .

A summary of statements must be received by Democratic Services by noon on the working day before the day of the meeting. For this meeting this is **Noon, Monday 15 January**.

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## **AGENDA**

### **1. QUESTIONS AND STATEMENTS FROM THE PUBLIC**

To take any questions or statements from members of the Public.

### **2. DECLARATIONS OF INTEREST**

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

### **3. MINUTES OF THE PREVIOUS MEETING (Pages 5 - 12)**

The Committee is asked to confirm as a true record the Minutes of the Meeting of the Committee held on 10 October 2023 (attached) and to authorise the Chair to sign them.

### **4. VOLUNTARY SECTOR FUNDING 2024-25 (Pages 13 - 30)**

This report considers the continued future support of voluntary organisations and sets out the proposed funding arrangements for 2024/25.

### **5. SUICIDE PREVENTION ACTION PLAN (Pages 31 - 42)**

The report sets out the Council's proposed Suicide Prevention Action Plan.

### **6. FEES AND CHARGES 2024/25 (Pages 43 - 58)**

This report recommends fees and charges for which this Committee is responsible, with the new charges being effective from 1 April 2024.

### **7. REVENUE BUDGET 2024/25 (Pages 59 - 68)**

This report sets out estimates for income and expenditure on services in 2024/25.

### **8. CAPITAL PROGRAMME 2024/25 (Pages 69 - 100)**

This report summarises the proposed 2024/25 capital programme and a provisional programme for 2025/26 to 2028/29. The Committee's approval is sought for the programme to be submitted to Council in February 2024.

### **9. URGENT DECISIONS (Pages 101 - 104)**

To report to Committee the decisions taken by the Chief Executive and Directors on the grounds of urgency, in compliance with Appendix 2 to the Constitution – The Scheme of Delegation paragraph 3.1.

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**Minutes of the Meeting of the COMMUNITY AND WELLBEING COMMITTEE held at the Council Chamber, Epsom Town Hall on 10 October 2023**

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**PRESENT -**

Councillor Clive Woodbridge (Chair); Councillor Bernice Froud (Vice-Chair); Councillors Shanice Goldman, Alison Kelly, Rachel King and Chris Ames (as nominated substitute for Councillor Kate Chinn)

In Attendance: Councillor Bernie Muir

Absent: Councillor Kate Chinn, Councillor Lucie McIntyre and Councillor Darren Talbot

Officers present: Andrew Bircher (Interim Director of Corporate Services), Rod Brown (Head of Housing and Community), Annette Snell (Housing Operations Manager) (agenda items 1-6), Arjan de Jong (Strategic Housing Manager) (agenda items 1-6), Emma Hill (Principal Programme Manager), Richard Appiah-Ampofo (Senior Accountant), Lucy Buckland (Arts, Culture and Heritage Programme Officer), Debbie Firmo (Principal Housing Grants Officer) (agenda items 1-4) and Phoebe Batchelor (Democratic Services Officer)

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**5 QUESTION AND STATEMENTS FROM THE PUBLIC**

No questions or statements were received from the Public.

**6 DECLARATIONS OF INTEREST**

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

**7 MINUTES OF THE PREVIOUS MEETING**

The Committee confirmed as a true record the Minutes of the Meeting of the Committee held on 22 June 2023 and authorised the Chair to sign them.

**8 PRIVATE SECTOR HOUSING GRANTS ASSISTANCE POLICY**

The Committee received a report proposing a revised version of the existing Private Sector Housing Grants Assistance Policy which was originally agreed by the Community & Wellbeing Committee in June 2017.

The following matters were considered by the Committee:

- a) **Assistance with Form Completion.** In response to a question from a Member, the Housing Grants Officer explained that, in the event an applicant is experiencing difficulty in completing their application form for any reason, the Council can provide a service in which an Officer can visit the applicant in order to assist with the completion of their form. Such assistance can also be provided over the phone.
- b) **Home Adaptation and Relocation.** In response to a question from a Member, the Housing Grants Officer explained that, in the event that a need for home adaptation work has been identified, but the accommodation isn't suitable for said works, there is a separate grant that the Council can offer to help the applicant to relocate. She explained that an applicant isn't automatically pushed up the register priority because they are in a property that can't be adapted, though any disabilities that the applicant may have are taken into account in line with the allocation policy. She explained that it has been a rare occurrence that a property has been unable to be adapted as required.
- c) **Policy Flexibility.** A Member enquired as to whether there was any flexibility to accommodate applications submitted outside of the conditions set out in the policy due to exceptional circumstances. The Housing Grants Officer explained that such applications would be considered on a case-by-case basis by the Strategic Housing Manager, as set out at section 8 of the policy.

Following consideration, the Committee unanimously resolved to:

- (1) **Approve and adopt the revised Private Sector Housing Grants Assistance Policy as set out in Appendix 1, in response to central government guidance to utilise grant funding more flexibly and to proactively assist more households.**

## 9 HOUSING ALLOCATION POLICY REVIEW

The Committee received a report reviewing and updating the Council's Housing Allocations Policy and Choice Based Letting scheme that was adopted in June 2015.

The following matters were considered by the Committee:

- a) **Domestic Abuse Act and Rehousing.** In response to a question from a Member, the Housing Operations Manager stated the housing needs register is a waiting list and normally cannot address those who have an urgent need for rehousing, explaining that often the more appropriate route for those at immediate risk of domestic abuse is to go through the housing options process. She explained that the policy, however, had been designed to be flexible to allow cases to be considered on a case-

by-case basis so as not to create barriers for people wishing to be on the housing needs register.

- b) **Care Leavers.** In response to a concern raised by a Member, the Housing Operations Manager confirmed that she was happy to add an additional sentence to the policy, under 'Care Leavers' on page 18 of the policy, to set out that cases in which a care leaver has passed the age of 21 can be considered on a case-by-case basis.
- c) **Single persons and couples property qualification.** A Member enquired as to why single people and couples were grouped together, as seen at a) under 'Financial Resources' on page 19 of the policy. The Housing Operations Manager explained that due to a low amount of studio properties within Epsom & Ewell, single persons and couples would both qualify for one-bedroom properties and hence had been grouped together accordingly.
- d) **Supporting Documentation Timeframe.** A Member enquired as to whether there would be any flexibility within the 14-day timeframe, as set out in the procedure for applying for social housing, on page 24 of the policy. The Housing Operations Manager explained that all applicants receive an email the day after applying informing them of what they need to provide, and the timescales involved. She stated that if an applicant requires additional time, they can request it and it will be noted on their application. She explained that closed applications are able to be reopened at no penalty to the applicant.
- e) **Error within Wording of Policy.** Following a question from a Member, it was noted that page 73 of the policy contained an error. It was confirmed by the Housing Operations Manager that the second paragraph down on the page should be amended to read '*...but do not have a local connection with Epsom and Ewell Borough Council*'.

Following consideration, the Committee unanimously resolved to:

- (1) **Adopt the changes to the Housing Allocation Policy and Choice Based Letting Scheme.**

## 10 HOMELESSNESS: HALF YEAR UPDATE

The Committee received a report setting out the actions taken to minimise the uplift and identifying the available funding to cover the additional expenditure.

The following matters were considered by the Committee:

- a) **Private Sector Leasing Scheme ('PSL') Properties.** In response to a question from a Member, the Strategic Housing Manager confirmed the Council are currently leasing 11 properties from private sector landlords under the PSL scheme. He explained that the Housing team intended to encourage further landlords to join the scheme once the current team staffing resource issue has been resolved.

- b) **Management of Properties.** In response to a question from a Member, the Housing Operations Manager explained that a benefit to the Council in managing properties itself, through the PSL scheme, is the flexibility it affords to the Council in allowing for upscaling as and when required. The Strategic Housing Manager added that some of the Council's temporary accommodation is provided by housing associations.
- c) **Micropod housing.** In response to a question from a Member, the Head of Housing and Community stated that there was to be further investigation into ascertaining suitable sites within the borough for the establishment of micropod housing.
- d) **Homelessness Prevention Grant Funding.** In response to a question from a Member, the Strategic Housing Manager explained that the Council received an allocation of Government funding through the Homelessness Prevention Grant in order to ease the financial pressures on Councils dealing with the unprecedented cost of living crisis and any potential impact of homes for Ukraine guests losing their accommodation.

Following consideration, the Committee unanimously resolved to:

- (1) **Note the actions which have been taken to manage homelessness over the past 6-12 months.**
- (2) **Agree to utilise Homelessness Prevention Grant (HPG) and homelessness grant reserves to cover the anticipated increase in expenditure to enable the Council to meet its duties under the Housing Act 1996 and Homelessness Reduction Act 2017.**
- (3) **Note that a further update will be provided at the Community & Wellbeing Committee in March 2024.**

## 11 ARTS, HERITAGE AND CULTURAL STRATEGY

The Committee received a report presenting the Arts, Culture and Heritage Strategy for Epsom and Ewell, which sets out a vision and direction for the development of cultural services, facilities, and activities within the borough.

The following matters were considered by the Committee:

- a) **Signposting and Promotion of Cultural Assets within the Borough.** Following a question from a Member regarding the signposting and promotion of cultural assets and activities within the borough, the Principal Programme Manager highlighted the recently launched Nonsuch Park Formal Gardens Virtual Guided Tour, developed as part of the ongoing work with the Bloomberg Connects app, headed by the Arts, Culture and Heritage Officer. The Principal Programme Manager explained there was an intention to create an Arts, Culture and Heritage page on the Council's website, to be used as an area to share progress on the projects referred to in the report and the strategy, and to potentially promote other relevant cultural institutions within the borough.



- b) **Community Groups.** A Member enquired as to why the list of community groups on Page 14 of the Arts, Culture and Heritage Strategy, as seen at appendix 1 to the report, listed the LGBTQ+ and BAME communities together as a single entry on the list. The Principal Programme Manager stated that historically, both communities have been seldom heard from within the Epsom & Ewell Borough and have been listed together to indicate the equal priority to which they are to be afforded by the strategy. The Chair added that a goal of the strategy is for it to be tool to encourage and foster inclusivity and accessibility for all community groups.
- c) **Communication and Marketing.** A Member enquired as to how the cultural events within the borough would be communicated and marketed to residents. The Principal Programme Manager explained that there were ongoing conversations with the Council's internal communications team, along with investigations into the possibility of taking on marketing apprentices. She stated that, through the Council's relationship with the University of the Creative Arts, there was a plan to provide communications work experience for a number of the university's students. She informed the Committee that Beam Counters (or 'people counters') had been installed at Council venues, the data from which, in conjunction with survey data taken on site during cultural events, allows Officers to ascertain as to how many people, and which demographics, show interest in particular events, in order to enable more targeted marketing and communication.

Following consideration, the Committee unanimously resolved to:

- (1) **Adopt the Arts, Culture and Heritage Strategy.**
- (2) **Note that as part of implementing the strategy and action plan officers will:**
  - i) **establish a Cultural Stakeholder Group,**
  - ii) **plan, lead and deliver council-led projects and activities set out within the current and future action plans, and support and facilitate the activities of partners in delivering the strategy,**
  - iii) **identify new arts, heritage and cultural partners and stakeholders and work on feasibility studies for future projects and initiatives as resources allow,**
  - iv) **write and submit any grant funding requests that will support delivery of the Arts, Culture and Heritage Strategy.**

## 12 PLAYING OUT SCHEME

The Committee received a report providing details of the Playing Out (Play Streets) scheme and seeking approval from the Committee to introduce this to the Borough.

The following matters were considered by the Committee:

- a) **Clarification of Terminology.** A Member suggested that the term, 'residents', at paragraph 4.1.2 of the report, could be replaced with the term, 'organisers', to better clarify with whom the responsibilities lie. This feedback was noted by the Director of Corporate Services.
- b) **Liability.** The Director of Corporate Services explained that the scheme would not introduce any new liabilities for Epsom & Ewell Borough Council or for Surrey County Council that do not already exist.
- c) **Future Playing Out Scheme Update Report.** The Chair expressed that he wished for a Playing Out Scheme update report to be brought back to Committee after a period of a year in order for the Committee to be able to review the scheme.
- d) **Support for Volunteer Stewards.** Following a question from a Member, the Director of Corporate Services highlighted to Members the Playing Out Scheme website, which he explained provides support for to-be stewards, including health-and-safety information and training.
- e) **Emergency Services Notification.** Following a question from a Member, the Director of Corporate Services confirmed that as part of the application process, the Council will notify Surrey County Council and the Emergency Services of the forthcoming road closure.

Following consideration, the Committee unanimously resolved to:

- (1) **Approve the introduction of the Playing Out scheme as detailed in the report.**

## 13 2024/25 BUDGET TARGETS

The Committee received a report informing them of the Council's revenue budget targets presented to the Strategy & Resources Committee in July 2023 and seeking guidance on the preparation of the Committee's service estimates for 2024/25.

The following matters were considered by the Committee:

- a) **6% Increase Target.** The Senior Accountant explained that the target to increase fees and charges income by 6%, as set out at 3.2.7 of the report, had been reached in consultation with the Heads of Services, who had

considered the potential adverse impact of the increase to the volume of the relevant service and venue usage.

Following consideration, the Committee unanimously resolved to:

- (1) Note the implications of the budget targets presented to Strategy & Resources Committee on 13 July 2023.**
- (2) Support the changes to services and savings previously identified in Table 1 of this report and that these are included within the budget presented to this Committee in January 2024.**
- (3) Consider how additional income or savings can be generated to address the projected Council wide funding gap of £1.1m in 2024/25, rising to £2.5m by 2027/28.**
- (4) Note that owing to the Council's projected budget deficit, any additional new revenue growth items (i.e., service enhancements resulting in increased net expenditure) supported by Policy Committees will need to be fully funded from existing budgets.**

*The meeting began at 7.30 pm and ended at 8.52 pm*

COUNCILLOR CLIVE WOODBRIDGE (CHAIR)

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## **VOLUNTARY SECTOR FUNDING 2024-25**

<b>Head of Service:</b>	Rod Brown, Head of Housing & Community
<b>Wards affected:</b>	(All Wards);
<b>Urgent Decision?(yes/no)</b>	No
<b>If yes, reason urgent decision required:</b>	
<b>Appendices (attached):</b>	Appendix 1 – Financial Support 2024/25 Appendix 2 – Community and Voluntary Sector annual impact reports

### **Summary**

This report considers the continued future support of voluntary organisations and sets out the proposed funding arrangements for 2024/25

### **Recommendation (s)**

#### **The Committee is asked to:**

- (1) Approve the proposed support for voluntary organisations in 2024/25 as detailed in Appendix 1 to this report.**

## **1 Reason for Recommendation**

- 1.1 To agree if the previous level of financial support to voluntary organisations, as set out in Appendix 1, should continue.

## **2 Background**

- 2.1 The Council provides support to a range of voluntary organisations in Epsom and Ewell. This support has been provided to help maintain and improve the quality of life for the borough's residents.
- 2.2 The financial support the Council has previously provided to the voluntary and community organisations is set out in Appendix 1. These organisations provide support to some of the most vulnerable residents in the borough. They are also often the catalyst for mobilising community action and attracting, training, and deploying volunteers.

- 2.3 Over the course of the Covid-19 pandemic, the support the voluntary sector offered the borough's residents was invaluable. Despite the end of restrictions imposed by central government, the voluntary sector has continued to meet the needs of vulnerable residents post-pandemic.
- 2.4 It is recognised that we find ourselves in unprecedented times and that the cost-of-living crisis is impacting on many of the borough's residents; especially for those who are already experiencing significant hardship.
- 2.5 Ceasing to deliver the financial support to the voluntary organisations, especially during this cost-of-living crisis, could result in vulnerable residents being placed at a further disadvantage and unable to access the support and advice they need.
- 2.6 It should also be recognised that while some of the voluntary sector groups depend on the support of the Council to ensure their ability to support residents, others do benefit from significant levels of alternative funding. For example, Age Concern Epsom & Ewell has been the beneficiary of significant funding from bequests in recent years.
- 2.7 The Council will continue to network and build partnerships with the voluntary organisations and take a coordinated approach with regards to joint funding applications.
- 2.8 The Council currently supports the following organisations:
  - 2.7.1 Age Concern Epsom & Ewell (ACEE)
  - 2.7.2 Citizens Advice Bureau Epsom and Ewell (CAB)
  - 2.7.3 Central Surrey Voluntary Action (CSVA)
  - 2.7.4 RELATE Mid Surrey
  - 2.7.5 The Sunnybank Trust

### **3 Risk Assessment**

#### Legal or other duties

- 3.1 Equality Impact Assessment
  - 3.1.1 A reduction in the financial support offered to the voluntary organisations could have a significant impact on the borough's residents in respect of the support they can access.
  - 3.1.2 In the event the committee's decision is to withdraw funding a full EIA would require completion.

3.1.3 Any reduction in financial support would also disproportionately impact those who are already vulnerable, and for those who the cost-of-living crisis is having the greatest impact.

3.2 Crime & Disorder

3.2.1 The voluntary organisations play an important role within the borough, assisting the statutory services in supporting residents requiring professional interventions, and supporting Community Harm and Risk Management Meetings (CHaRMM)

3.3 Safeguarding

3.3.1 Voluntary organisations offer frontline services, and direct support to residents. Voluntary organisations are well placed to identify and respond to safeguarding concerns.

3.3.2 Voluntary organisations work with statutory services in reporting safeguarding concerns through the appropriate channels, and subject to the requirements of the Multi-agency Adult and Child Safeguarding hubs.

3.4 Dependencies

3.4.1 The vulnerable residents of Epsom and Ewell were especially dependant on our voluntary organisations during the pandemic. This was in mobilising volunteers, in assisting with shopping and medical supplies, and in providing advice and emotional support to those in need.

3.4.2 As the full impact of the pandemic is yet to be known and continues to have a significant, negative impact on residents, the voluntary and community organisations can continue to provide vital assistance.

3.4.3 As we now experience an unprecedented increase in the cost-of-living, the borough's residents (especially those who are already vulnerable) will likely depend heavily on the support provided by this sector.

3.5 Other

3.5.1 None

**4 Financial Implications**

4.1 Much of the work of the voluntary sector organisations involves substantially the same residents as those who interact with the Council on a regular basis. These residents may primarily be those who access the Council's services regarding Housing, and the Revenue and Benefits team.

- 4.2 The support the voluntary sector organisations provide to residents has both direct and indirect financial benefits to include, but not exhaustive of:
- 4.2.1 Prevention of evictions and statutory homelessness by providing advice and support in reducing housing and energy related debts, and support in the repayment of Council Tax arrears
  - 4.2.2 Maximising benefits and additional income entitlements
  - 4.2.3 Providing direct resources to include Foodbank vouchers, energy payments, and other discretionary payments i.e., for transport or additional services.
  - 4.2.4 Providing opportunities for accessing education, volunteering, and employment
  - 4.2.5 Securing external sources of funding opportunities.
  - 4.2.6 Increasing social impact in respect of reducing isolation, offering emotional support, gaining a sense of purpose, and belonging, and intervening to address issues as they emerge.
  - 4.2.7 Providing mental health/psychological interventions that can prevent a crisis that often, inadvertently, can result in financial difficulties.
- 4.3 The Committee is asked if it proposes to continue to support the voluntary sector as set out in Appendix 1
- 4.4 This proposed budgeted net amount for 2024/2025 is £214,189. Included within the proposed voluntary sector funding, are the following financial benefits:
- 4.4.1 **Shared facilities:** This amounts to £20,524 for those voluntary organisations based at the Town Hall over the course of the next 12-months and is subsumed into the Notional Grant amount.
  - 4.4.2 **Business rates:** In previous years, rented offices within the Town Hall did not have a Business Rate Liability within Epsom & Ewell. The Business rates for the whole of the Town Hall are paid in full by the Council. In 2023/24 the business rate values for the voluntary organisations were appealed by external consultants on behalf of EEBC. The result is their occupied areas, under the licence agreements, are now subject to business rates and have their own rateable values. They can separately apply for a charitable business rate exemption which equates to up to 100% relief. In turn as the Council is no longer paying standard business rates over the whole building, as the voluntary organisations areas have been removed, the costs relating to business rates have been removed from the service charge (as shown in Appendix 1) which is why the notional service charge grant has reduced.



4.4.3 **Utility costs inclusive of water, electricity, and gas:** There has been no increase in the service charges for those organisations based at the Town Hall, with all costs subsumed into the Notional Grants.

4.4.4 Conversely, whilst the Council has been exposed to fluctuating energy costs, these have not been passed on to the voluntary sector. They have therefore benefited from financial stability and reduced subsequent pressures on service delivery.

4.5 **Parking charges:** The Council subsidises parking for those organisations based at the Town Hall – the subsidy for 2024/25 is £17,500.

4.6 **Section 151 Officer's comments:** Financial implications are set out in the body of the report.

## 5 Legal Implications

5.1 The Council has power to provide grants to voluntary and community sector organisations under the general power of competence set out in section 1 of the Localism Act 2011. All grants will be made in accordance with the requirements of subsidy control legislation (if applicable).

5.2 The Council must enter licence and funding agreements in respect of notional and direct awards. The contract manager will review these agreements as required, and in ensuring the financial integrity of each organisation.

5.3 **Legal Officer's comments:** As stated above.

## 6 Policies, Plans & Partnerships

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

- Safe & Well: A place where people feel safe, secure, and lead healthy, fulfilling lives and
- Smart and Connected: building stronger communities.

6.1 **Service Plans:** Providing support to the vulnerable residents as well as supporting the local voluntary sector are both included in this years' Service Plan. Support for voluntary organisations is expected to also feature in service plans for 2024/25.

6.2 **Climate & Environmental Impact of recommendations:** None.

6.3 **Sustainability Policy & Community Safety Implications:** The voluntary organisations play an important role within the borough assisting statutory services in supporting residents requiring professional interventions, via the multi-agency safeguarding requires, and in supporting other community safety arrangements as required.

- 6.4 **Partnerships:** Voluntary organisations comprise members of the "third sector" that support the local community through the delivery of services. The Council works in partnership with all the voluntary organisations identified in this report. The Council also leads in a Community Forum that is held 2 times per year and brings our voluntary sector organisations together.

## 7 Background papers

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

**Previous reports:**

- Report entitled [Voluntary Sector Funding 2023/24](#) reported to Community and Wellbeing Committee 17th January 2023.

**Other papers:**

- None.

Current and Proposed Support for Voluntary Organisations 2024/25

	Age Concern Epsom & Ewell		Citizens Advice Bureau Epsom & Ewell		Central Surrey Voluntary Action (CSVA)		RELATE Mid Surrey		The Sunnybank Trust		Total	
	2023/24	2024/25	2023/24	2024/25	2023/24	2024/25	2023/24	2024/25	2023/24	2024/25	2023/24	2024/25
	£		£		£		£		£		£	
Direct Grant Funding	0	0	74,115	74,115	7,989	7,989	0	0	0	0	82,104	82,104
Licence / Rent - Notional Grant	14,616	14,615	28,686	28,686	7,344	7,344	14,910	14,910	0	0	65,556	65,555
Service Charge - Notional Grant	15,639	12,764	30,694	25,052	7,858	6,414	4,800	4800	0	0	58,991	49,030
Rent paid to EEBC	-2,936	-2,936	0	0	0	0	-1,294	-1,294	-3,420	-3,470		
Grant for Volunteer Parking	100	100	1,920	1,920	0	0	0	0	0	0	2,020	2,020
Subsidy for Staff Parking Permits	1,920	2720	3,840	4,080	0	0	0	0	453	680	6,213	7,480
Subsidy for volunteer Parking	0	0	7,600	8,000	0	0	0	0	0	0	7,600	8,000
<b>Totals do not include rent paid to EEBC</b>	<b>32,275</b>	<b>30,199</b>	<b>146,855</b>	<b>141,853</b>	<b>23,191</b>	<b>21,747</b>	<b>19,710</b>	<b>19,710</b>	<b>453</b>	<b>680</b>	<b>222,484</b>	<b>214,189</b>

2720 = 4 permits @ (£800 - £120)

4080 = 6 permits @ (£800-£120)

8000 = 10 permits @ £800

680 = 1 permit @ (£800-£120)

\*£800 price for 24/25 not agreed and is indicative only at this stage

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## Citizens Advice Epsom & Ewell 2023 Impact Report

This report for the EEBC's Community & Wellbeing Committee summarises our work in 2023, how we have enhanced our service, and how we partner EEBC and other community organisations to enable more local people to access the help they need. We are extremely grateful to EEBC for the support it provides.

- This year we received an additional one off £20k funding from EEBC which allowed us to increase our face to face services offered, critical for the most vulnerable in society as more and more services move online.
- We ran two Winter poverty funds in 2022/23 for clients struggling with cost of living issues and increasing energy costs. The long running Wenceslas Fund in partnership with Epsom & Ewell Rotary Clubs and a new Epsom & Ewell Support Scheme with the Good Company, helping clients by giving grants and energy advice and purchasing energy efficient appliances.
- We have been successful in bids for two new service contracts: a Surrey wide Adviceline phone service and a Financial & Wellbeing project in partnership with a local mental health charity.
- We have focussed on engaging with local organisations, including schools, banks and local companies to raise awareness of our services, raise funding and recruit new volunteers.

### Key Statistics 2023:



**We helped 2,548 people with 8,361 issues**



**Over £1m income gained for our clients**



**We helped 60 families with energy advice and gave £8.6k in energy grants and appliances**



**85% of clients said that we helped them find a way forward and 88% said they would recommend our service**

"Thank you so much for your tireless work on my behalf, and the kind consideration you show me. I really appreciate all you do for me."


A thank you from one of our clients.





**Citizens Advice Epsom & Ewell 2023 Impact Report**

Impact	Activities
Enhanced service / Access	<ul style="list-style-type: none"> <li>• Opened third day of 'drop ins' for clients</li> <li>• Now running outreach advice sessions at three separate locations throughout the borough</li> <li>• Surreywide AdviceLine (phone service) introduced which will increase the number of clients phone calls answered</li> </ul>
Mental Health Support	<ul style="list-style-type: none"> <li>• New joint project with Mary Frances Trust helping people who are struggling with both mild/moderate mental health and financial issues.</li> <li>• Successful for further 3 year continuation funding for our Mental Health Outreach Project for those with severe and enduring mental health.</li> </ul>
Community engagement	<ul style="list-style-type: none"> <li>• Ran Epsom &amp; Ewell Energy Support Scheme with The Good Company helping clients with energy issues.</li> <li>• Ran second year of Financial Literacy project at Epsom &amp; Ewell High School and awarded funds to run course at Blenheim School in 2024</li> </ul>



## 2024 Risks & Issues:

- The funding environment remains extremely competitive. In 2024 we will receive no increases to our income from any of our main funders whilst the costs of running the service continue to rise.
- Our ambitions to increase and enhance our much needed service are limited by our inability to plan long term with our current short term income commitments.
- The wider charity sector is struggling with loss of experienced volunteers after the pandemic and recruitment of new ones. We are no exception and the training requirements of Citizens Advice is a significant commitment. We will continue to prioritise recruitment in 2024.
- The office move from our Old Town Hall offices will require significant planning, resource and communications to ensure service continuity throughout the move.

2





# Central Surrey Voluntary Action

Supporting the voluntary sector in Elmbridge, Epsom & Ewell and Mole Valley

Q2

## Who we are

Central Surrey Voluntary Action is a local infrastructure organisation based in Surrey covering the boroughs of Elmbridge and Epsom & Ewell and the district of Mole Valley. We are a company limited by guarantee and a registered charity and were set up in 1994.

Our core functions are:



### LEADERSHIP AND ADVOCACY

Mobilising and encouraging community action, strengthening our sector's voice and influence on key decision-makers and funders.



### VOLUNTEERING

Building an environment in which volunteers and their communities thrive, by encouraging and nurturing volunteering opportunities.



### CAPACITY BUILDING

Providing practical support and development for local people and organisations, to nurture skills and build community resilience.



### PARTNERSHIPS AND COLLABORATIONS

Creating opportunities and driving effective joint working by building networks of local organisations and strategic partners.



### DBS Service

Providing a DBS service to charities for Volunteers and Staff as well as giving advice on DBS best practice.

## Volunteer Overview

Registrations  
200

New Opportunities  
58

Refferrals  
240

Placements  
70

We have supported 26 organisations with volunteering best practice advice

We have helped 76 organisations with volunteer recruitment

**Network Events**

Weve organised training events and workshops, aswell as attended community events across our area.

5 Network Events  
80 Participants

7 Training Events  
142 Participants



## Highlights

### Eamonn's Award - Better Together

Surreys Down Place award for making a positive impact within our communities. This award is for having contributed to creating working environments that lead to improvement of the health and wellbeing of residents in the community.

Eamonn worked as the Aspire lead at CSVA for the last 10 years supporting people with support needs to volunteer. He has built up relationships with referral agencies and placed over 500 people into volunteering or helped them into training or activities. His way of working has enabled placements that benefit the organisations who gain a contributing volunteer and the individual who grows in confidence, skills and experience. 25% of the people supported have gone on to paid employment. The Aspire contacts mean strong relationships have been built with organisations and CSVA. The support new CSVA projects gets is from these relationships.

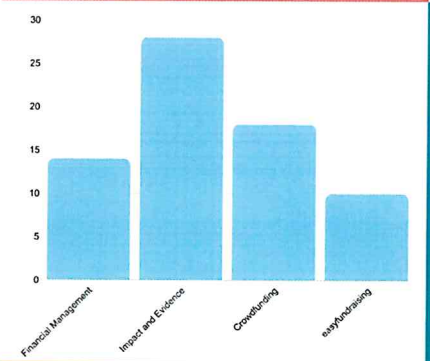
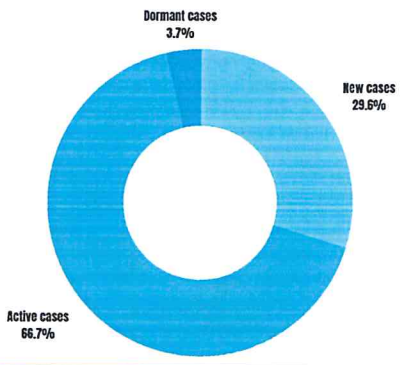




# Funding Advisor - 2023

**125**  
**Organisations Supported**

40 new cases  
 90 active cases

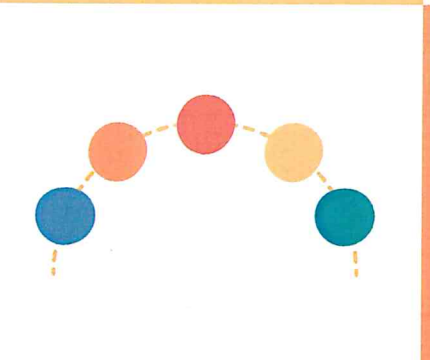
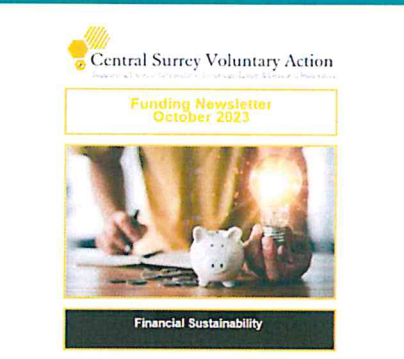


**70**  
**Organisations Attended Funding Surgeries**

Impact and Evidence  
 Financial Management x 2  
 Learn How to Crowdfund  
 Easyfundraising

**160**  
**Funds Promoted Monthly**

12 Funding Newsletters  
 25 inclusive and representative funding categories every month



**100**  
**Funding Applications Supported**

- Advice
- Ideas
- Evidence and data
- Content reviews
- Finance reviews

**£500k**  
**Funding Income Raised**

Core Revenue  
 Project  
 Capital





## Highlights

### Friendship and Fishing Project

This has come to a successful end for another year. Some of the attendees have arranged with the fishing group to carry on attending. Our Friendship and Fishing project in partnership with Reflections Angling at Henfold Lakes meets every Friday. Alison who runs reflections was nominated for a coaching award with the Angling Trust. To briefly detail, sessions were at Henfold Lakes, all equipment provided, Qualified Fishing Coaches provided 1-1 support. The first session was free and a £5 contribution on a Pay as you Go basis thereafter. We had six regulars with 10 other people trying out fishing over the 10 fishing sessions. We also used Mole Valley Life Community Transport to get people to the lake from their homes or Dorking station. Use of the Community Transport was £5.00 per week. <https://www.centralsurreyvoluntaryaction.co.uk/home/about-us/projects/mole-valley-friendship-and-fishing-group>



## Central Surrey Voluntary Action

Supporting the voluntary sector in Elmbridge, Epsom & Ewell and Mole Valley

Q2

### Warm Hub

We started the warm hub as a way to utilize on the community space at our Dorking office, we ran this in conjunction with Age Concern Mole Valley's I.T. courses. We supported several people with affordable warm meals and a comfortable place to be in the colder months. We have since moved to providing a wider menu and frozen meals that can be taken home to heat up for the assisted living complex above our office. We have provided food for over 60 people since we started in January. We have also used this as an opportunity to signpost our visitors to relevant organisations and services.



### Sparks Fund

Central Surrey Voluntary Action ran two SPARKS funds between April – September 2023 in partnership with Surrey County Council.

The Sparks fund's objective is to empower communities that have been impacted by Covid19 and its wider impacts on health and wellbeing. Enabling communities to have increased participation, engagement and a role and say in how things are done on matters that impact them and where they live through small scale community-led initiatives that benefits the local community and residents in the highlighted areas Elmbridge Mole Valley and Epsom and Ewell.

Overview of funds:

- 30 applications were submitted.
- 13 projects were approved in Elmbridge, Mole Valley and Epsom and Ewell.
- Total grant given £24,500 approx. (final total is subject to change funds are distributed)

### CSR / GROUP VOLUNTEERING

Our CSR team have continued to support organisations that want to take part in employee volunteering they have had over 10 enquiries which are still being processed. The team has also continued their relationship with Atkins by meeting up with Alice and Adrian to discuss setting up more information about how we can continue to develop our partnership into the future. Atkins are also interested in Professional and Commercial Support to Charities. They have offered their meeting rooms with full AV support.

Group Volunteering so far:

- Haleon- 9 staff volunteered for 2 days
- DEFRA- 20 staff volunteered to plant 3000 bulbs

### Funding & Sustainability Advice

Our dedicated Funding and Sustainability Advisor provides in depth support to organisations in Elmbridge in addition to support for organisations in Mole Valley and Epsom and Ewell.

Over 70 organisations supported with their funding needs for both core, project, and capital costs. The capital costs sought are significant and account for £1.5 million of the circa £2.5 million of overall funding sought.

Over 100 tailored funding searches were undertaken to identify appropriate funding sources and over 50 grant applications have been reviewed.

In addition to bespoke advice, a monthly funding newsletter has been distributed to 675 individuals across organisations in Surrey. The Funding Newsletter informs of funds available across a base of 25 broad categories with circa over 130 funds detailed each month.

Also the Funding and Sustainability Advisor has provided sustainability advice to over 100 organisations and hosted a quarterly Funding Surgery on a range of topics in relation to both funding and sustainability.



2023 saw a significant increase in enquiries through our I&A desk resulting in an increase in our client database by promoting our services at outreach settings, and increasing our marketing presence through social media channels, newsletters, and increased marketing activity. We also have seen an increase of referrals from the statutory sector including the ICP, PCN and EEBC

2023 saw our offices and services back up to speed after the pandemic with all staff and volunteers returning to normal working patterns.

**Information & Advice Service** - support providing a free and confidential information & advice service on a wide range of issues affecting older people, through a dedicated help desk by phone, e mail or one to one. Providing the right information at the right time we save clients and their carers time, money, as well as unnecessary worry and ensuring effective interventions. Delivered by our Information & Advice Officer supported by 6 volunteers on the I&A desk. 1513 clients made use of our I&A service. 5 office volunteers support office administration.

**Home Visiting** - assessing clients' needs in their own surroundings including welfare benefits checks. Increase in income by benefits successfully claimed. Improved financial circumstances a key indicator for improved health and wellbeing. Successful Blue Badge applications helping mobility. Referral to Social Services, Occupational Therapist or other specialist organisations i.e. for Dementia and Parkinson's support. Delivered by our Home Visitor. Attendance Allowance claims = 121 worth £200,000 Blue Badge applications = 59 Pension Credit claims = 5 Disability Living Allowance/PIP claims = 0 Council Tax benefit = 1 Housing Support Allowance = 0 Carers Allowance = 0

**Medical Transport Scheme** - service used by clients to medical appointments, or to visit family or friends in hospital or residential homes. Less medical appointments missed. Monies saved as service less expensive than taxis. Cost effective service as run by volunteers. Clients raise issues with the drivers who pass the matter onto our I&A and Home Visiting team. Overseen by our Office Manager. Supported by 22 volunteer drivers (3 volunteers have completed 2000 drives each) and 6 transport desk volunteers. 159 members, 1071 drives made.

**Men's Club** - dedicated to like-minded men within the borough sharing knowledge and skills and meeting to enjoy activities of their choice. Alleviating and reducing isolation and loneliness within the Borough. Delivered by our Men's Club Co-ordinator with 30 members.

**Befriending Service** - supporting lonely and isolated older people, who live alone, with volunteer befrienders. Delivered by our Social Support co-ordinator, supported by 48 volunteer befrienders.

**Monthly Sunday Teas** - providing a full tea and entertainment once a month with transport. Overseen by Social Support Co-ordinator, supported by 8 volunteers at the tea and 15 drivers. 35 members.

**IT Support 'Helping Hands'** – one to one support in clients' own home with computer, tablet or phone and monthly computer club. Overseen by I&A volunteers. Supported by 8 volunteers with a broad knowledge of modern technology. 35 visits made.

**DIY Support** - doing small DIY jobs in clients' homes. Overseen by I&A volunteers. Supported by 9 DIY volunteers. 32 visits made.

**Volunteers** - supporting the services that Age Concern Epsom & Ewell deliver. Delivered by our Volunteer co-ordinator supporting 143 volunteers. Volunteer hours' worth £165,000 per annum

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

Our fundraising events include: A Easter Egg Trail in Rosebery Park, Curry & Greek Night, Quiz Night, Candlelit Christmas concert, Christmas fundraising stalls, including 10 days in the Ashley centre selling knitted and crafted goods.

Local businesses have been very generous with donations, and these include: The Family Building Society, Asda.

Charities, local not for profit groups and councillors have also supported us: Epsom Rotary, Epsom Arts Society, EEBC & Surrey Councillors John Beckett, Jan Mason, and Eber Kington.

We have had very generous private donations and legacies which have been a major part of our income this year.

**The Sunnybank Trust 2022/2023**

We support adults with a learning disability, through advocacy, clubs/activities, a transition service as well as series of weekly radio shows run by and for our partners with a learning disability. We have also launched a consultancy called Understand Us, a group of consultants with a learning disability who can provide training, audits and bespoke projects around accessibility for customers with a learning disability.

Over the past year we have supported 227 partners across our services, including 40 partners new to our services with a further 25 since October.

**Advocacy:** Our advocacy team have increased their monthly average of issues reaching a monthly average in the past couple of months to an average of 180 per month, with social care and health issues accounting for over 50% of the issues each month. As we use a multi-agency approach, our network of providers and connections within social care, GPs and wider community organisations has also increased. Earlier this year, we were delighted earlier to win the SABP NHS CARE Awards for our advocacy service.

Issue	Total No. Nov22/Nov23
Accommodation	143
Finance/legal/benefits	129
Health & Medical needs	321
Care & Support	889
Transport & Mobility	15
Activities & Leisure	167
Keeping Safe	12
Homes Monitoring	73
Additional Vol support	44
External Agencies projects	20
<b>TOTAL</b>	<b>1813</b>

**Choices – Clubs and activities:** Within our social clubs and activities, we have provided over 311 clubs and social activities including the partner-initiated Swag disco with a 30% increase across the 11 discos of an average attendance of 43 partners. Other partner initiated and led activities include the weekly Pub Quiz and monthly online karaoke sessions. In summer 23, the drama group performed two immersive shows of Alice in Wonderland to audiences of over 130. Last year we introduced the Sunny Afternoon Club which provides activities and social opportunities for the older partners who retain behaviours from their time at the long stay hospitals. Attendance has increased by 40% with a weekly attendance of 27 different partners each week. We also hosted a summer party with over 50 partners attending and other partners running and supporting the activities.

Visits include a theatre trip for the drama group to see 'Noises Off' at the Yvonne Arnaud; a day workshop for the allotment group at RHS Wisley and a trip to the Oval by the Futures cricket team where they also had the opportunity of leading the Surrey Cricket team onto the pitch.

**Futures/transition:** Our group have focused on issues to support community resilience including money management and budgeting. In partnership with the Surrey and Borders NHS nurses' team, we have launched a pilot 10 week course on sex and relationships – the first course for LD in Surrey.



Outcomes include increased understanding, confidence (especially around when to say no and understanding abuse) and knowledge of where to go when there are problems. A weekly supper club was launched in the Spring to support the younger partners to budget, shop and cook food with friends - this included planning, budgeting, shopping, food preparation as well as nutrition.

Within our Futures service, we have celebrated 4 placements for paid employment, 1 move to independent living with a further 1 move where the process has started. We have also seen 3 placements into voluntary trainee roles. Partners from Futures have presented to the Job Centre and talked to them about how they could make their service more accessible.

**Communications:** How and what we communicate continues to be important and is driven by what our partners want to say. The Sunny Sessions Radio Shows have broadcast 126 twice weekly shows in partnership with Surrey Hills Community Radio with an average of 132 listeners per show. The shows have worked with 54 organisations and community groups in interviews and features conducted by the Sunnybank partners. The production group of 10 partners have met monthly planning shows around themes such as mental health, wellbeing, annual health checks as well as news about local organisations and events. In addition to the production team, 10 partners who have worked with the Sunny Sessions Producer have gone on to host their own shows in partnership with Surrey Hills Community Radio. We have also launched an additional third weekly show in partnership with Woking Radio to broadcast across the Woking and Waverley area.

We have celebrated recognition for our work. In the autumn of 2022 in partnership with the CCG Surrey Heartlands and an animation company Strange Beasts, we participated in a research project which resulted in a short training film for GPs around enabling good access to primary care especially with reference to Annual Health Checks. Through the voices and experiences of our partners, the animation advocated for GPs to think about adjustments that can be made. The animation won best animation documentary at the London International Animation Festival and was screened at the Mexico International Animation Festival. Other health authorities use this to promote awareness in their regions.

[https://youtu.be/ZGIG\\_RrTuc?si=8Wmf1ErU1BX9-VXD](https://youtu.be/ZGIG_RrTuc?si=8Wmf1ErU1BX9-VXD)

In July 2023, the Sunny Sessions and Understand Us had stands at the Disability Expo, Excel Centre, London. As a result we have been invited by the Sunflower organisation to develop the further work they are keen to do around learning disability. Our work with Understand Us continues to forge new connections including supporting the LD development at the Sunflower organisation for hidden disabilities as well as further work with RHS Wisley. We also featured in Community Living (link below) and the National Lottery Heritage Fund.

In Community Living Magazine:

<https://communitylivingmagazine.com/power-in-the-pounds/>

On the National Lottery Heritage Fund page:

[RHS Garden Wisley elevates accessibility and participation through collaborative initiatives | The National Lottery Heritage Fund](#)

In the autumn, we were delighted to host a day visit by Cllr Mark Nuti, Surrey County Council Cabinet Member for social care and public health.

“Sunnybank is an exceptional organisation.... I’ve learnt such a lot from them in a very short period of time, knowledge that I use day to day in advertising their good work and trying to highlight to

others the difficulties faced by those who have disabilities that in a lot of cases is not obvious or clear. “

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## SUICIDE PREVENTION ACTION PLAN

<b>Head of Service:</b>	Rod Brown, Head of Housing & Community
<b>Wards affected:</b>	(All Wards);
<b>Urgent Decision?(yes/no)</b>	No
<b>If yes, reason urgent decision required:</b>	
<b>Appendices (attached):</b>	Appendix 1 – Suicide Prevention Action Plan Appendix 2 – Alison Todd Protocol for Surrey

### Summary

The report sets out the Council's proposed Suicide Prevention Action Plan

### Recommendation (s)

#### The Committee is asked to:

- (1) Agree to adopt the Suicide Prevention Action Plan and associated programmes of work set out at Appendix 1.**

### 1 Reason for Recommendation

- 1.1 In 2019, the Council produced its Health & Wellbeing Strategy (HWBS). This identified the borough's suicide rate for the period of 2016-2018 as being 10.4 per 100,000 of the population in comparison to the Southeast's rate of 9.2. This represented 21 lives lost to suicide.
- 1.2 The Council responded by ensuring the mental and emotional wellbeing of residents was identified as a priority for the borough's HWBS, and subsequent action plan. The delivery of the action plan was, however, significantly impacted by the Covid-19 pandemic.
- 1.3 Since the HWBS was approved by committee in late 2019, there has been a notable spike in the borough's suicide rate and between 2018-2020 a rate of 14 per 100,000 of the population was recorded. This represents 29 lives tragically lost to suicide. 19 of those who died during this period were male. In the same period, the Southeast's rate was 10.1 per 100,000.
- 1.4 The Council therefore proposes a robust response and is recommending the Committee agrees to the proposed Suicide Prevention Action Plan.

## 2 Background

- 2.1 The borough is experiencing a higher rate of suicide than previously seen.
- 2.2 Prior to now, an increase in the rate of suicide was observed between 2009 to 2013. At this time, the Country was experiencing significant financial hardship; a factor to be considered as the Country continues to face the pressures of the cost of living.
- 2.3 In July 2018, there was a change in the standard of proof used by coroners in respect of the evidence required to determine if someone had died by suicide. This changed from evidence being '*beyond reasonable doubt*' to '*on the balance of probability*'. Consideration is to be given as to how this may impact on the number of deaths now being recorded as suicide.
- 2.4 In response to the relatively high prevalence of suicide within the borough, in March 2023, the Councils Health Liaisons Panel supported the development of a Suicide Prevention Action Plan (SPAP) (Appendix 1).
- 2.5 Further to this, in March 2023, Surrey County Council published its (refreshed) Surrey Suicide Prevention Strategy 2023-2026 <https://www.healthysurrey.org.uk/mental-wellbeing/professionals/suicide-prevention-strategy>. The Strategy identifies 6 priorities for the prevention of suicide across the County. The Strategy also supports delivery of Priority 2 (Supporting people's mental health and emotional wellbeing) in Surrey's 10-year Health & Wellbeing Strategy.
- 2.6 The Council's SPAP is therefore broadly based on the 6 priorities outlined in Surrey's Strategy in recognition that the factors pertaining to suicide remain consistent across the County.
- 2.7 The Suicide Prevention Action Plan (SPAP) primarily seeks:
  - To enhance the Council's response to those experiencing crisis and expressing suicidal thoughts.
  - To promote and engage in joint working with Public Health Surrey County Council, statutory partners (to include the Police where necessary and appropriate), and the community & voluntary sector in ensuring targeted and effective workstreams.
  - To work jointly with Public Health Surrey County Council to understand real-time surveillance data, and how we can develop subsequent SPAP's and workstreams that recognise our capacity as a Council but are meaningful and effective.



- 2.8 The SPAP also makes specific reference to the Alison Todd Protocol (Appendix 2). This is an assessment tool that looks to identify areas of good practice, and areas of growth for the Council. This would be completed with the support of the Public Health lead for suicide prevention at Surrey County Council and evidences the Council's commitment to Suicide Prevention. It will be used to inform subsequent SPAPs.
- 2.9 In recognition that the SPAP will develop and evolve over time and that this will be in response to the data and intelligence gathered, the plan will span one-year from January 2024-January 2025 before being subject to review. The SPAP will be led by the Council's Community Development Team.
- 2.10 On 23<sup>rd</sup> November 2023, the (draft) SPAP was presented to the Health Liaison Panel (HLP). The Public Health lead for suicide prevention at Surrey County Council was also in attendance. There was support of the proposed plan, and agreement that the Council continues this important piece of work.
- 2.11 In the Summer of 2023, the Council commenced in setting up the Neighbourhood Board. The Board's purpose is to address the wider determinants of health through collaboration and partnership working. This Board is currently in its infancy and is comprised of the Council and the Primary Care Networks. Membership of the Board is anticipated to grow. The Neighbourhood Board's current workstream is focused on the mental health of residents and as such, the Council's proposed SPAP will support the work of the Board.
- 2.12 At the time of drafting this report, the published data (available up-until 2021) shows a slight decline in the rate of suicide in the borough. One life lost by suicide however remains one life too many.

### **3 Risk Assessment**

#### Legal or other duties

#### 3.1 Equality Impact Assessment

3.1.1 The SPAP has been drafted based upon the 6 priorities within Surrey's Suicide Prevention Strategy

3.1.2 Whilst the risk of suicide is greater for certain individuals and groups, it is acknowledged that the risk of suicide does not discriminate and as such, the SPAP seeks to encompass the whole community. As such, there are no current implications pertaining to equality and diversity in the delivery of the plan.

3.1.3 The SPAP is aligned to the Council's current HWBS which prioritises the mental and emotional wellbeing of residents and was approved at committee in late 2019. The HWBS can be located in section 7 below.

3.2 Crime & Disorder

3.2.1 No matters arising from this report.

3.3 Safeguarding

3.3.1 The SPAP seeks to enhance the Council's response to suicidality by proposing the workstreams as summarised in 2.8, and as seen in Appendix 1. This is with the aim of helping to safeguard an individual from taking their own life.

3.3.2 Whilst a disclosure of suicidality does not automatically require the Council to raise a safeguarding report, the Council will continue to ensure their statutory duties in relation to safeguarding are upheld whereby there are also concerns pertaining to abuse and neglect.

3.4 Dependencies

3.4.1 The Council will seek the support of statutory partners, the community and voluntary sector, and 'grassroot' community groups in the delivery of the SPAP.

3.4.2 The Council has already secured the support of Public Health at Surrey County Council and intends and to work closely with the lead for suicide prevention in the continued evolution of the SPAP. This will be vital in understanding the data and ensuring impactful and meaningful interventions.

3.4.3 The SPAP will also be reliant on working alongside other council departments/officers, to include the Communications team, IT and our Arts and Culture officer.

3.5 Other

3.5.1 There are no other implications.

**4 Financial Implications**

4.1 The SPAP is heavily reliant on Officer time with much of the first year being to raise awareness, enhance the Council's own response to suicidality, and gather information and intelligence to help develop subsequent plans.

4.2 Any funding need that arises for bespoke projects throughout the lifespan of the SPAP will be sought from existing revenue budgets or through bid-funding where appropriate.

**Section 151 Officer's comments:** Finance officers will work with colleagues to understand the financial implications of any bespoke projects.

## 5 Legal Implications

- 5.1 As the Council may be provided with real-time surveillance data, there may be the requirement to enter into a data sharing agreement. Any such request will be subject to the requirements of the Data Protection Act 2018 and General Data Protection Regulations and the Council's standard processes in respect of consultation with the legal team.
- 5.2 Any bespoke projects that arise during the rollout of the SPAP, will also adhere to the Council's standard processes and where required, upon delivery of a project by an external partner; the necessary agreements will be but in place in consultation with the legal team.
- 5.3 **Legal Officer's comments:** As above

## 6 Policies, Plans & Partnerships

- 6.1 **Council's Key Priorities:** The following Key Priorities are engaged:
- The delivery of the SPAP engages Council's priority of Safe and Well
- 6.2 **Service Plans:** The matter is included within the current Service Delivery Plan.
- 6.3 **Climate & Environmental Impact of recommendations:** There are no Climate or Environmental Impacts identified in the delivery of the SPAP.
- 6.4 **Sustainability Policy & Community Safety Implications:** There are no policy or community safety implications identified in the delivery of the SPAP.
- 6.5 **Partnerships:** The Council will seek to work closely with the statutory and voluntary sector, as well as 'grassroot' community groups in the delivery of the SPAP.

## 7 Background papers

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

**Previous reports:**

- The Council's Health & Wellbeing Strategy can be located here:

<https://democracy.epsom-ewell.gov.uk/documents/s14025/Health%20and%20Wellbeing%20Strategy%202019-2023%20Annex%201.pdf>

- Health Liaison Panel (draft) minutes – 23<sup>rd</sup> November 2023.

<https://democracy.epsom-ewell.gov.uk/documents/g1501/Printed%20minutes%2023rd-Nov-2023%2019.00%20Health%20Liaison%20Panel.pdf?T=1>

**Other papers:**

- None identified.

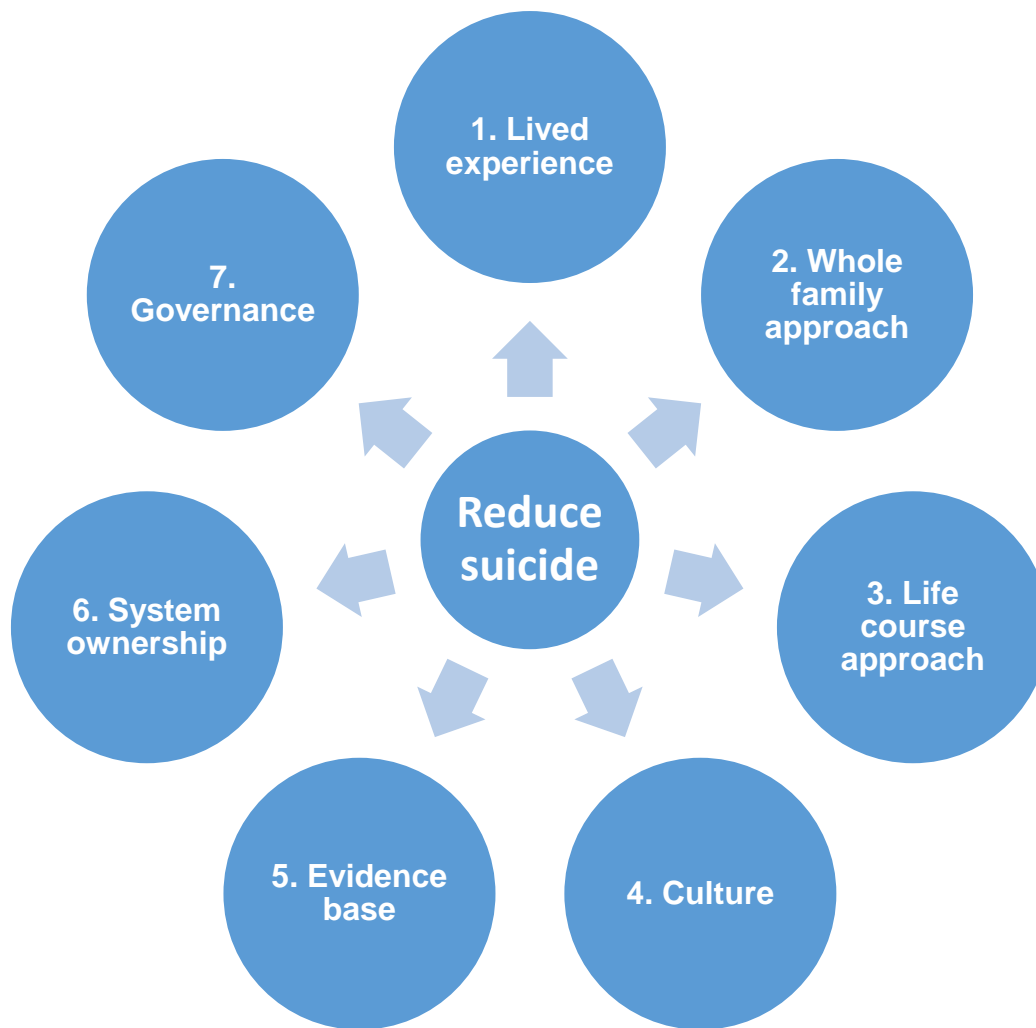
Suicide Prevention Action Plan: January 2024 – January 2025

Action	Areas of work:	Responsible Officer/s	Date
1. To improve the Council’s awareness, and response to Suicide.	1.1 To work with the Community Safety & Enforcement Officer to commence the delivery of internal training on suicide to nominated staff teams. 1.2 To extend this training offer to the Council’s Members. 1.3 To actively promote Public Health’s Mental Health First aid, and Suicide First Aid training across staff teams, and for the Council to adopt a mandatory training requirement for identified front-line teams/nominated officers.	Community Development Manager & Community Safety and Enforcement Officer	March 2024
2. To raise awareness of suicide bereavement across Council and the wider community.	2.1 To include information on the <i>Surrey Support After Suicide</i> service at all internal trainings to ensure information can be provided to residents who have been impacted by suicide. 2.2 To ensure the wider promotion of the service in all Council venues 2.3 To promote the service to Community & Voluntary Sector 2.4 To seek training/briefing via the Surrey Suicide Prevention Partnership for Council staff, and the community & voluntary sector in suicide bereavement	Community Development Manager	March 2024
3. To improve the Council’s active participation in raising awareness of suicide in the wider community.	3.1 To develop a well-resourced (visible) EEBC webpage, with a focus on mental health, and to include resources on suicide awareness and prevention. 3.2 To work with communications in planning for World Suicide Prevention Day. 3.3 To work with the Councils Arts & Culture officer in exploring the impact of the arts in raising awareness of suicide.	Community Development Officer	Sept 2024
4. To work with End Stigma Surrey in the roll-out of Anti-stigma training.	4.1 To promote Anti-stigma training across Council, community and voluntary sector, businesses, and health partners.	Community Development Officer	June 2024
5. To work to improve the Council’s awareness, provision and response to those communities	5.1 To engage Grassroot services and the Community and Voluntary sector who provide services to at risk groups in better understanding the needs of these groups, the support available, and the gaps in provision.	Community Development Manager	March 2024

<p>identified as being at increased risk.</p>	<p>5.2 To conduct a data review of the Joint Strategic Needs Assessment, Surrey-i and Public Health fingertips, and using Real Time Surveillance, in respect of the demographics in the borough in relation to increased suicide risk.</p> <p>5.3 To use this intelligence to inform service provision and the targeted promotion of services.</p> <p>5.4 To better advise front-line services in the Council of those who may be more at risk of suicide in the borough, as to triage and respond more effectively.</p>		
<p>6. To improve the Councils response to trauma, and the mental health needs of Refugee and Asylum seekers in the borough</p>	<p>6.1 Front-line Council staff and identified partners to enrol on trauma informed support training.</p> <p>6.2 To commission advanced training in understanding psychologically informed approaches to trauma Informed support, and the application of techniques.</p>	<p>Community Development Manager</p>	<p>March 2024</p>
<p>7. To work with Public Health and the Surrey Suicide Prevention Partnership in understanding data from the Real Time Surveillance</p>	<p>7.1 To work with identified partners to better understand real time surveillance data and contributing factors for suicide in the borough.</p> <p>7.2 In line with Action 5, to utilise intelligence to inform service provision in relation to hot spots.</p>	<p>Community Development Manager</p>	<p>June 2024</p>
<p>8. To explore the Alison Todd Protocol in the further exploration of suicide in the borough and how the Council responds.</p>	<p>8.1 To work with Public Health in exploring the Alison Todd protocol</p> <p>8.2 To draft a Senior Management report prior to signing-up to the protocol, and delivering the work under-taken.</p>	<p>Community Development Manager</p>	<p>June 2024</p>

## Alison Todd Protocol for Surrey

A commitment from partners involved in the suicide prevention work across Surrey.



In memory of Cllr Alison Todd, Mental Health and Suicide Prevention Champion and Advocate

## Part 1: Guidance

Ethos	Ethos details	Guidance
1. Lived experience	Ensure that lived experience is embedded across their work streams.	<p>The suicide prevention partnership will provide feedback of lived experience.</p> <ul style="list-style-type: none"> <li>• How is the voice of people with lived experience used to inform service improvement service development and shape new services?</li> <li>• Commitment to listen to voice of frontline staff to escalate challenges and barriers and make it clear how these fits with the protocol</li> </ul>
2. Whole family approach	Demonstrate how the whole family are embedded across their work streams	<ul style="list-style-type: none"> <li>• How is the voice of families used to inform service improvement service development and shape new services?</li> <li>• How do you engage with families to ensure they are part of the care plans</li> </ul>
3. Life course approach	How all ages and key transitions are managed and support across the service	<ul style="list-style-type: none"> <li>• How do you support people all different ages?</li> </ul>
4. Culture	4a. Demonstrate that stigma of suicide is addressed and embedded across organisation	<ul style="list-style-type: none"> <li>• If possible, could you get a baseline of attitude and understanding of suicide.</li> <li>• Completion of stigma training % of staff.</li> </ul>
	4.b. Demonstrate workforce development around mental health awareness, suicide prevention awareness and trauma informed care.	<ul style="list-style-type: none"> <li>• Is mental health awareness training mandatory in your organisation?</li> <li>• If no, would you consider making mental health awareness training mandatory for all staff who consent* to attending the training?</li> <li>• Is suicide prevention awareness training mandatory in your organisation?</li> <li>• If no, would you consider making suicide prevention awareness training mandatory for all staff who consent* to attending the training?</li> </ul> <p>*We recognise that not everyone wants to or feels able to attend mental health and suicide prevention training</p>
	4.c. Demonstrate how staff wellbeing is supported	<ul style="list-style-type: none"> <li>• Please attach your workplace health policy/ plan</li> </ul>



5. Evidence base	5.a. All partners must carry out learning around serious self-harm, attempted suicide and suicide.	<ul style="list-style-type: none"> <li>• Please describe the current learning process that is used in your organisation.</li> <li>• Demonstrates how this learning is joined up with the Surrey wide system.</li> <li>• Information on links with learnings from suicide prevention from the Partnership membership and commitment to communications with their organisations</li> <li>• Would your organisation be willing to be part of a Surrey suicide database?</li> </ul>
	5.b All partners must demonstrate how evidence is used to shape and inform suicide prevention work	<ul style="list-style-type: none"> <li>• Please demonstrate how your organisation will use up to date research, evidence based practise, local data and intelligence to inform your suicide prevention work.</li> </ul>
6. System ownership	Demonstrate how's your organisation works with the Surrey suicide prevention partnership groups.	<ul style="list-style-type: none"> <li>• All partners will be required to develop a local suicide prevention action plan within three months of the strategy being published. Please describe how you will be working with the suicide prevention partnership group?</li> </ul>
7. Governance	Demonstrate the governance set up in your organisation to support the delivery of suicide prevention.	Please describe the governance process your organisation to ensure thought suicide prevention is embedded at a strategic level and across key boards in your organisation
Crisis response- if relevant	Have local crisis response plans and a pathway for people who present with suicidal ideations and suicidal behaviours.	<ul style="list-style-type: none"> <li>• Do you have a local crisis pathway for people accessing your services?</li> <li>• If yes, please can you share this</li> </ul>

**Part 2: Partner assurance**

Please use the below table to demonstrate how you meet this protocol.  
Please attached/ embed documents as appropriate.

Organisation name:	
Directorate:	
Strategic lead for suicide prevention and email address	
Operational contact for suicide prevention and email address	
Date- completed	
6 month review date	

Area	What we do now	The gaps	How we will address this within first 6 months of strategy
1. Lived experience			
2. Whole family approach			
3. Life course approach			
4. Culture			
5. Evidence base			
6. System ownership			
7. Governance			
Crisis response			

Once this has been completed Public Health will review this with you by sharing with the suicide prevention partnership lived experience and provide you with feedback.

In memory of Cllr Alison Todd, Mental Health and Suicide Prevention Champion and Advocate

## FEES AND CHARGES 2024/25

<b>Head of Service:</b>	Brendan Bradley, Head of Finance
<b>Wards affected:</b>	(All Wards);
<b>Urgent Decision?(yes/no)</b>	No
<b>If yes, reason urgent decision required:</b>	N/A
<b>Appendices (attached):</b>	Appendix 1 – Fees and Charges Schedule 2024/25

### Summary

This report recommends fees and charges for which this Committee is responsible, with the new charges being effective from 1 April 2024

### Recommendation (s)

#### The Committee is asked to:

- (1) Agree the fees and charges for the Community and Wellbeing Committee for 2024/25**

## 1 Reason for Recommendation

- 1.1 To agree the fees and charges for the Community and Wellbeing Committee for 2024/25

## 2 Background

- 2.1 The Council will meet to agree the budget, including estimates of income and expenditure, on 13 February 2024. To enable the budget to be finalised, Policy Committees are asked to recommend fees and charges covering the services for which they are responsible.
- 2.2 In July 2023, Strategy and Resources Committee agreed the budget targets and workstreams to enable the Council to work towards setting a balanced budget for 2024/25, including a target to increase fees and charges income by 6% in both 2024/25 and 2025/26.

- 2.3 The fees and charges presented in this report are discretionary charges only. For discretionary charges there is scope to generate additional income, to reduce any subsidy of the service or to contribute to an improved budget position.
- 2.4 There are a number of charges set externally that the Council has no power to alter. This restricts the Council's ability to raise additional income and therefore the fees and charges set by statute are not present to this Committee for approval.
- 2.5 When preparing estimates, fees and charges have been reviewed by service managers and any negative impact on demand anticipated by increased charges has been considered.
- 2.6 Members should refer to the Revenue Budget report on this agenda for an overview of the Committee's budget position.
- 2.7 In January 2018, to reflect changes to the Council's management structure, the Committee agreed that the Chief Finance Officer should have delegated authority to vary fees and charges for items generating income under £1,000 per annum. The Committee also agreed that this officer be permitted under delegated authority to set charges for one off services or items not included in the fees and charges schedule.
- 2.8

### **3 Risk Assessment**

#### Legal or other duties

##### 3.1 Equality Impact Assessment

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

##### 3.2 Crime & Disorder

- 3.2.1 None for the purposes of this report.

##### 3.3 Safeguarding

- 3.3.1 None for the purposes of this report.

##### 3.4 Dependencies

- 3.4.1 None for the purposes of this report.

##### 3.5 Other

- 3.5.1 None for the purposes of this report.

#### **4 Proposals**

- 4.1 The proposed fees and charges for 2024/25 are set out at Appendix 1 to this report. The main variations in fees and charges for each service area outside the range of an increase between 6% to 10% are set out below:

##### **4.1.1 Playhouse**

No increases to membership fees are proposed, pending the introduction of a revised membership scheme.

Piano tuning costs can vary, and are provided by an external company, it is proposed that the fee is calculated per job rather than the current flat fee.

##### **4.1.2 Bourne Hall**

New Wedding Packages are being introduced, with varying fees depending on the number of guests. New fees have also been proposed by the team to cater for Childrens Parties, including packages for various group sizes and additional lunchboxes.

For both sets of new fees proposed above, additional advanced booking fees have been included to allow the team to take deposits for bookings made for events in 2025/26.

Due to the expansion of the café into exhibition space, it is proposed that the fees for Art Exhibitions and Gift/Craft fairs remains unchanged.

##### **4.1.3 Community Services, Community & Wellbeing Centre**

Community Alarm monthly standard charges have not been increased to ensure that the rates remain competitive.

#### 4.1.4 Disabled Facility Grant Fees

The Council has a statutory duty to operate a Disabled Facilities Grant Scheme, funded by Central Government. Over recent years this role has become more complex, with a broader remit than previously, involving multi agency working and a wide variety of assistance required by clients. To reflect the officer time and general administration costs incurred as a result of this work, it was agreed in 2018/19 that the Council should charge fees to the fund. These fees are charged on a cost recovery basis and for 2024/25 the charges proposed are as follows:

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

<b>Minimum fee charge</b>	<b>£450</b>	<b>e.g. level access showers / stair lifts</b>
<b>Works up to £30k</b>	<b>10%</b>	
<b>Works in excess of £30k Fees capped at maximum works the Policy permits the Council to fund</b>	<b>7.5%</b>	<b>e.g. ground floor extensions to provide downstairs wetroom/bathroom facilities</b>
<b>Aborted works: Pre-tender stage</b>	<b>£450</b>	<b>Works may be aborted where an applicant's level of need has changed significantly since receipt of the original Occupational Therapist's report, or where the applicant has passed away.</b>
<b>Post-tender stage depending on grant value Limited at £60k (or higher as Policy determines)</b>	<b>10%/7.5% of 70% of works</b>	

#### **Discretionary Grants (funded through DFG allocation)**

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

<b>Minimum fee charge</b>	<b>£300</b>
<b>All works</b>	<b>10%</b>
<b>Aborted works Pre-tender stage Post tender stage</b>	<b>£300 10% of 70% of cost of works</b>

**Handyperson Grants**

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

**5 Financial Implications**

- 5.1 The impact of the proposed fees and charges for services in 2024/25 is set out below.
- 5.2 The table sets out the original additional income target as per the Medium Term Finance Strategy in the first column.
- 5.3 The second column presents additional income anticipated from the changes to tariffs proposed in the appendix to this report, on the assumption that current utilisation levels continue.
- 5.4 The third column shows changes to income budgets for fees and charges that are not related to changes to tariffs. Examples will be changes to customer numbers or where a new fee or charge has been introduced.
- 5.5 The last column sets out the difference between the budget target increase and the final income budget, which incorporates changes to both tariffs and volumes.

	Target Increase in Income Budget (6%) £'000	Total Increase or (Decrease) due to changes to Tariffs £'000	Variations resulting from changes to volumes £'000	Variation between Target and total change £'000
Community & Wellbeing Centre	10	3	-3	-10
Community Services	24	1	-15	-38
Playhouse	28	28	13	13
Bourne Hall	21	10	10	-1
<b>Total</b>	<b>83</b>	<b>42</b>	<b>5</b>	<b>-36</b>

- 5.6 The original target to increase fees and charges by 6%, if applied to all fees and charges would have generated an additional £83k. The charges proposed will generate an additional estimated income of £47k, meaning that Community & Wellbeing income budgets are lower than the targeted budgeted income from fees and charges for 2024/25 by £36k.
- 5.7 **Section 151 Officer's comments:** All financial implications are included within this report.

## 6 Legal Implications

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

## 7 Policies, Plans & Partnerships

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

## 8 Background papers

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

**Previous reports:**

- 2024-25 Strategic Financial Planning (Strategy & Resources Committee 13 July 2023)

**Other papers:**

- Budget book 2024/25



Service: Playhouse  
 Service Manager: Ian Dyer

Service	Charged At	Description	Unit	2023/24	2024/25	% Change
<b>Playhouse</b>						
<b>Hire Commercial Rate</b>						
		Auditorium - 10:00 to 23:00	per hour	187.50	198.75	6.0%
		Auditorium - 23:00 to 10:00	per hour	375.00	397.50	6.0%
<b>Hire Community Rate</b>						
		Auditorium - 10:00 to 23:00	per hour	87.50	93.00	6.3%
		Auditorium - 23:00 to 10:00	per hour	180.00	191.00	6.1%
		Myers Studio - Monday to Sunday 10:00 to 23:00	per hour	34.00	36.25	6.6%
<b>Hire Standard Rate</b>						
		Auditorium - 10:00 to 23:00	per hour	125.00	132.50	6.0%
		Auditorium - 23:00 to 10:00	per hour	250.00	265.00	6.0%
		Members Bar	per hour	32.00	34.00	6.3%
		Myers Studio - Monday to Sunday 10:00 to 18:00	per hour	43.00	45.75	6.4%
		Myers Studio - Monday to Sunday 18:00 to 23:00	per hour	55.00	58.50	6.4%
<b>Membership Out of Borough Residents</b>						
		Adult	Per annum	21.00	21.00	0.0%
		Adult Couple	Per annum	29.00	29.00	0.0%
		Disabled	One off payment	15.00	15.00	0.0%
		Family (2 adults and all children under 16)	Per annum	34.00	34.00	0.0%
		Family Add ons (children only)	Per annum	6.00	6.00	0.0%
		Over 65	Per annum	15.00	15.00	0.0%
		Unemployed (upon 6 monthly proof of unemployment)	6 months	6.00	6.00	0.0%
<b>Membership Residents</b>						
		Adult	Per annum	19.00	19.00	0.0%
		Adult Couple	Per annum	26.00	26.00	0.0%
		Disabled	One off payment	12.00	12.00	0.0%
		Family (2 adults and all children under 16)	Per annum	29.00	29.00	0.0%
		Family Add ons (children only)	Per annum	5.00	5.00	0.0%
		Over 65	Per annum	12.00	12.00	0.0%
		Student	Per annum	5.00	5.00	0.0%
		Unemployed (upon 6 monthly proof of unemployment)	6 months	5.00	5.00	0.0%

Service: Playhouse  
 Service Manager: Ian Dyer

Service	Charged At	Description	Unit	2023/24	2024/25	% Change
<b>Playhouse</b>						
<b>Other Charges</b>						
		Additional Technicians	Per hour	26.50	28.25	6.6%
		Basic Technical Facilities (Auditorium)	Per performance/rehearsal	127.00	135.00	6.3%
		Basic Technical Facilities (Myers)	Per performance/rehearsal	69.00	73.25	6.2%
		Box Office Set Up (Main Auditorium)	Per week	71.00	75.25	6.0%
		Box Office Set Up (Main Auditorium)	Per performance	33.00	35.00	6.1%
		Box Office Set Up (Myers Studio)	Per week	18.50	19.61	6.0%
		Box Office Set Up (Myers Studio)	Per performance	10.00	10.60	6.0%
		Change of Stage Format	Per performance/rehearsal	170.50	180.75	6.0%
		Digital Only Marketing Package	Per event	44.00	46.64	6.0%
		Follow Spot Operator	Per hour	21.00	22.50	7.1%
		Full Marketing Package	Price on application	0.00	0.00	
		Grand Piano	Per performance/rehearsal	140.00	148.50	6.1%
		Miscellaneous Equipment	Price on application	0.00	0.00	
		Myers Studio Full Marketing Package	Price on application	0.00	0.00	
		Piano Tuning - Steinway Grand Piano Mon-Sat rate	Per item	150.00	Price on application	
		Piano Tuning - Steinway Grand Piano Sunday rate	Per item	200.00	Price on application	
		Postage	per posting	1.65	1.75	6.1%
		Technical Equipment Package	Per performance/rehearsal	41.50	44.00	6.0%
		Technical Meeting Charge	Per hour	36.00	38.25	6.3%
		Ticket printing (Main auditorium)	Per performance	54.00	57.25	6.0%
		Ticket printing (Myers Studio)	Per performance	18.00	19.25	6.9%

Service: Bourne Hall  
 Service Manager: Ian Dyer

Service	Charged At	Description	Unit	2023/24	2024/25	% Change
<b>Bourne Hall</b>						
<b>Community Rate</b>						
		Banqueting Suite (Monday to Friday 09:00-17:00)	day rate	541.00	575.00	6.3%
		Main Hall (Monday to Friday 09:00-17:00)	day rate	541.00	575.00	6.3%
		Main Hall or the Banqueting Suite Monday -Sunday 08:00-17:00	Per Hour	80.00	85.00	6.3%
		Main Hall or the Banqueting Suite (Saturday/Sunday 17:00-24:00)	Per Hour	140.00	140.00	0.0%
		Rose Room, Studio Room, Azalea Room, Begonia Room, Camelia Room (Monday to Friday 09:00-17:00)	day rate	250.00	265.00	6.0%
		Rose Room, Studio Room, Azalea Room, Begonia Room, Camelia Room (Monday-Friday 08:00-17:00)	Per Hour	30.00	32.00	6.7%
		Rose Room, Studio Room, Azalea Room, Begonia Room, Camelia Room (Monday-Friday 17:00-24:00)	Per Hour	42.00	44.00	4.8%
		Rose Room, Studio Room, Azalea Room, Begonia Room, Camelia Room (Saturday-Sunday 08:00-24:00)	Per Hour	66.00	70.00	6.1%
		Rose Room, Studio Room, Azalea Room, Begonia Room, Camelia Room, bookings of at least six days consecutively or over 08:00-17:00	day rate	100.00	0.00 delete for 24/25	
		Community Sunday Rate (entire venue) except reception area, foyer and toilets	day rate	815.00	865.00	6.1%
		Main Hall or Banqueting Suite (Mon-Fri 17:00-24:00)	Per hour	0.00	100.00 new for 24/25	
<b>Events</b>						
		Large Room Part Day Event (Min booking 5 hrs)	Per hour	135.00	144.00	6.7%
		Wedding Full Day -12 Hours in 1 large room, 2 hours for a Ceremony Room	Per function	1,650.00	0.00 delete for 24/25	
		Flip charts - Markers	Per Flipchart	0.00	5.00 new for 24/25	
		Children Party 09:00-11:30 Studio, Begonia Camillia Only inc Lunchbox up to 20 Children 2024/25	Per Session	0.00	200.00 new for 24/25	
		Children Party 12:00-15:00 Studio, Begonia, Camillia Only inc Lunchbox up to 20 children 2024/25	Per Session	0.00	250.00 new for 24/25	
		Children Party 09:00-11:30 Main Hall Only inc Lunchbox up to 30 children 2024/25	Per Session	0.00	450.00 new for 24/25	
		Children Party 12:00-15:00 Main Hall Only inc Lunchbox up to 30 children 2024/25	Per Session	0.00	500.00 new for 24/25	
		Children Party 09:00-11:30 Studio, Begonia Camillia Only inc Lunchbox up to 20 Children 2025/26	Per Session	0.00	210.00 new for 24/25	
		Children Party 12:00-15:00 Studio, Begonia, Camillia Only inc Lunchbox up to 20 children 2025/26	Per Session	0.00	260.00 new for 24/25	
		Children Party 09:00-11:30 Main Hall Only inc Lunchbox up to 30 children 2025/26	Per Session	0.00	450.00 new for 24/25	
		Children Party 12:00-15:00 Main Hall Only inc Lunchbox up to 30 children 2025/26	Per Session	0.00	510.00 new for 24/25	
		Additional children lunchboxes	Per head	0.00	5.00 new for 24/25	
		Refundable deposit for children Party	Per Session	0.00	50.00 new for 24/25	
		Evening hire and Wedding Refundable deposit	Per event	0.00	300.00 new for 24/25	
		Bar Hire	Per Event	0.00	500.00 new for 24/25	
		Wedding Package Blossom Venue hire only up to 80 People Ceremony 2024/25	Per event	0.00	1,900.00 new for 24/25	
		Wedding Package Willow Venue hire only up to 150 People Ceremony 2024/25	Per event	0.00	2,100.00 new for 24/25	
		Wedding Package Blossom Venue hire only up to 80 People Ceremony 2025/26	Per event	0.00	2,000.00 new for 24/25	
		Wedding Package Willow Venue hire only up to 150 People Ceremony 2025/26	Per event	0.00	2,200.00 new for 24/25	
		Patio/ studio Hire Mon - Sun 17:00 - 23:00	Per event	0.00	100.00 new for 24/25	
		Overnight Storage of event items	Per Event	0.00	300.00 new for 24/25	
		Additional overnight storage	Daily	0.00	100.00 new for 24/25	

Service: Bourne Hall  
 Service Manager: Ian Dyer

Service	Charged At	Description	Unit	2023/24	2024/25	% Change
<b>Bourne Hall</b>						
<b>Standard Rate</b>						
		All Rooms	Per Hour Midnight to 08:00 & Bank Holidays	250.00	265.00	6.0%
		Art Exhibitions	Per week	175.00	175.00	0.0%
		Foyer B (Monday to Saturday 09:00-17:00)	day rate	34.00	0.00 delete for 24/25	
		Gift/Craft fairs	Per week	350.00	350.00	0.0%
		Banqueting Suite (Monday to Friday 09:00-17:00)	day rate	631.00	640.00	1.4%
		Main Hall (Monday to Friday 09:00-17:00)	day rate	600.00	640.00	6.7%
		Main Hall or the Banqueting Suite (Mon-Sun 08:00-17:00)	Per Hour	105.00	105.00	0.0%
		Main Hall or the Banqueting Suite (Saturday/Sunday 17:00-24:00)	Per Hour	158.00	168.00	6.3%
		Rose Room, Studio Room, Azalea Room, Begonia Room, Camelia Room (Monday to Friday 09:00-17:00)	day rate	271.00	290.00	7.0%
		Rose Room, Studio Room, Azalea Room, Begonia Room, Camelia Room (Sat/Sun 08:00-17:00)	Per Hour	46.00	49.00	6.5%
		Rose Room, Studio Room, Azalea Room, Begonia Room, Camelia Room (Saturday/Sunday 17:00-24:00)	Per Hour	76.00	81.00	6.6%
		Kitchen (professional caterers only)	11:00 -23:00	150.00	400.00	166.7%
		Sunday Opening	Flat Rate in addition to hourly rates	455.00	0.00 delete for 24/25	
		Wedding Fairs	Exclusive use of the Venue (Sunday)	2,200.00	0.00 delete for 24/25	
<b>Bourne Hall Museum</b>		Museum Club Sessions	per session	5.00	6.00	20.0%
		Museum Walks	per session	5.00	6.00	20.0%

Service: Community & Wellbeing Centre  
 Service Manager: Ian Dyer

Service	Charged At	Description	Unit	2023/24	2024/25	% Change
				with	with	with
				caretaking	caretaking	caretaking
<b>Social Centre</b>						
<b>Community Rate</b>						
		Dining Room (50) - Monday to Friday 18.00 to 23.00	Per hour	31.50	33.50	6.3%
		Dining Room (50) - Saturday/Sunday 9.00 to 23.00 (Min 2 hrs)	Per hour	31.50	33.50	6.3%
		Half Hall (60) - Monday to Friday 18.00 to 23.00	Per hour	24.00	25.50	6.3%
		Half Hall (60) - Monday to Friday 9.00 to 18.00	Per hour	19.50	21.00	7.7%
		Half Hall (60) - Saturday/Sunday 9.00 to 18.00 (Min 2 hrs)	Per hour	24.00	26.00	8.3%
		Hall (120) - Monday to Friday 18.00 to 23.00	Per hour	35.50	37.70	6.2%
		Hall (120) - Monday to Friday 9.00 to 18.00	Per hour	32.00	34.00	6.3%
		Hall (120) - Saturday/Sunday 18.00 to 23.00 (Min 2hrs)	Per hour	49.00	52.00	6.1%
		Hall (120) - Saturday/Sunday 9.00 to 18.00 (Min 2 hrs)	Per hour	35.50	37.80	6.5%
		Park Lounge (50) - Monday to Friday 18.00 to 23.00	Per hour	31.50	33.50	6.3%
		Park Lounge (50) - Saturday/Sunday 9.00 to 23.00 (Min 2 hrs)	Per hour	32.30	34.50	6.8%
		Small lounge (25) - Monday to Friday 18.00 to 23.00	Per hour	22.50	24.00	6.7%
		Small lounge (25) - Saturday/Sunday 9.00 to 23.00 (Min 2 hrs)	Per hour	22.70	24.20	6.6%
<b>Standard Rate</b>						
		Dining Room (50) - Monday to Friday 18.00 to 23.00	Per hour	40.00	42.50	6.3%
		Dining Room (50) - Saturday/Sunday 9.00 to 23.00 (Min 2 hrs)	Per hour	40.60	43.20	6.4%
		Half Hall (60) - Monday to Friday 18.00 to 23.00	Per hour	28.50	30.30	6.3%
		Half Hall (60) - Monday to Friday 9.00 to 18.00	Per hour	23.00	24.50	6.5%
		Half Hall (60) - Saturday/Sunday 9.00 to 18.00 (Min 2 hrs)	Per hour	28.50	30.30	6.3%
		Hall (120) - Monday to Friday 18.00 to 23.00	Per hour	46.50	49.50	6.5%
		Hall (120) - Monday to Friday 9.00 to 18.00	Per hour	41.50	44.00	6.0%
		Hall (120) - Saturday/Sunday 18.00 to 23.00 (Min 2 hrs)	Per hour	56.50	60.00	6.2%
		Hall (120) - Saturday/Sunday 9.00 to 18.00 (Min 2 hrs)	Per hour	45.60	48.50	6.4%
		Park Lounge (50) - Monday to Friday 18.00 to 23.00	Per hour	40.00	42.50	6.3%
		Park Lounge (50) - Saturday/Sunday 9.00 to 23.00 (Min 2 hrs)	Per hour	40.00	42.50	6.3%
		Small lounge (25) - Monday to Friday 18.00 to 23.00	Per hour	28.50	30.40	6.7%
		Small lounge (25) - Saturday/Sunday 9.00 to 23.00 (Min 2 hrs)	Per hour	28.50	30.40	6.7%

**Service: Community & Wellbeing Centre**  
**Service Manager: Ian Dyer**

Service	Charged At	Description	Unit	2023/24	2024/25	% Change
				self	self	self
				caretaking	caretaking	caretaking
<b>Social Centre</b>						
<b>Community Rate</b>						
		Treatment Rooms - Monday to Friday 9am-6pm	Per hour	17.80	19.00	6.7%
		Dining Room (50) - Monday to Friday 18.00 to 23.00	Per hour	29.50	31.50	6.8%
		Dining Room (50) - Saturday/Sunday 9.00 to 23.00 (Min 2 hrs)	Per hour	29.50	31.50	6.8%
		Half Hall (60) - Monday to Friday 18.00 to 23.00	Per hour	22.20	23.60	6.3%
		Half Hall (60) - Monday to Friday 9.00 to 18.00	Per hour	18.30	19.50	6.6%
		Half Hall (60) - Saturday/Sunday 9.00 to 18.00 (Min 2 hrs)	Per hour	22.20	23.60	6.3%
		Hall (120) - Monday to Friday 18.00 to 23.00	Per hour	33.00	35.00	6.1%
		Hall (120) - Monday to Friday 9.00 to 18.00	Per hour	30.50	32.50	6.6%
		Hall (120) - Saturday/Sunday 18.00 to 23.00 (Min 2hrs)	Per hour	45.50	48.50	6.6%
		Hall (120) - Saturday/Sunday 9.00 to 18.00 (Min 2 hrs)	Per hour	33.00	35.00	6.1%
		Park Lounge (50) - Monday to Friday 18.00 to 23.00	Per hour	29.40	31.20	6.1%
		Park Lounge (50) - Saturday/Sunday 9.00 to 23.00 (Min 2 hrs)	Per hour	29.70	31.50	6.1%
		Small lounge (25) - Monday to Friday 18.00 to 23.00	Per hour	21.50	23.00	7.0%
		Small lounge (25) - Saturday/Sunday 9.00 to 23.00 (Min 2 hrs)	Per hour	21.00	22.40	6.7%
<b>Standard Rate</b>						
		Dining Room (50) - Monday to Friday 18.00 to 23.00	Per hour	37.00	39.30	6.2%
		Dining Room (50) - Saturday/Sunday 9.00 to 23.00 (Min 2 hrs)	Per hour	37.70	40.00	6.1%
		Half Hall (60) - Monday to Friday 18.00 to 23.00	Per hour	26.50	28.30	6.8%
		Half Hall (60) - Monday to Friday 9.00 to 18.00	Per hour	21.50	23.00	7.0%
		Half Hall (60) - Saturday/Sunday 9.00 to 18.00 (Min 2 hrs)	Per hour	26.50	28.30	6.8%
		Hall (120) - Monday to Friday 18.00 to 23.00	Per hour	43.00	46.00	7.0%
		Hall (120) - Monday to Friday 9.00 to 18.00	Per hour	38.50	41.00	6.5%
		Hall (120) - Saturday/Sunday 18.00 to 23.00 (Min 2 hrs)	Per hour	52.00	55.50	6.7%
		Hall (120) - Saturday/Sunday 9.00 to 18.00 (Min 2 hrs)	Per hour	42.90	45.50	6.1%
		Park Lounge (50) - Monday to Friday 18.00 to 23.00	Per hour	37.40	40.00	7.0%
		Park Lounge (50) - Saturday/Sunday 9.00 to 23.00 (Min 2 hrs)	Per hour	37.00	39.50	6.8%
		Small lounge (25) - Monday to Friday 18.00 to 23.00	Per hour	26.40	28.00	6.1%
		Small lounge (25) - Saturday/Sunday 9.00 to 23.00 (Min 2 hrs)	Per hour	26.50	28.30	6.8%

**Service: Community & Wellbeing Centre**

**Service Manager: Ian Dyer**

Service	Description	Unit	2023/24	2024/25	% Change
<b>Wellbeing Centre</b>					
	Bathing service	Per occasion	20.00	21.50	7.5%
	Bathing Service (persons in receipt of Benefits)	Per occasion	10.00	10.50	5.0%
	Hairdressing (Multiple hairdressers)	Per day	51.50	55.00	6.8%
	Hairdressing (Multiple hairdressers)	Per half day	27.00	29.00	7.4%
	Hairdressing (Single hairdressers)	Per day	42.20	45.00	6.6%
	Hairdressing (Single hairdressers)	Per half day	23.00	25.00	8.7%
	Social Centre Membership - out of borough	Per year	26.50	28.50	7.5%
	Social Centre Membership - single person	Per year	13.50	14.50	7.4%
	Social Centre Membership (persons in receipt of Benefits)	Per year	7.80	8.30	6.4%
	Weekday meal - Members	Per meal	6.00	6.40	6.7%
	Weekday meal - Non-Members	Per meal	6.80	7.30	7.4%
	Weekday Special Meal - Members	Per meal	7.00	7.50	7.1%
	Weekday Special Meal - Non-Members	Per meal	8.20	8.70	6.1%
<b>Daycare+ Service</b>					
	Activities at Community & Wellbeing Centre	Per session	as advised as advised		
	Extra Support Day Care	Half Day	22.00	22.00	0.0%
	Extra Support Day Care	Full Day	44.00	44.00	0.0%

**Service: Community Services**  
**Service Manager: Ian Dyer**

Service	Description	Unit	2023/24	2024/25	% Change
<b>Community Alarm</b>					
	Equipment not returned on discontinuance of service	Alarm and pendant	165.00	175.00	6.1%
	Key safe rental	Per month	3.40	3.60	5.9%
	Replacement of lost pendants	Per item	64.00	68.00	6.3%
	Sale of key boxes	Per item	60.50	64.50	6.6%
	Standard charge	Per person per unit per month	21.50	21.50	0.0%
	Standard charge (existing client in residential home on benefits 2,3,7	Per person per unit per month	21.50	21.50	0.0%
	GPS Tracking Unit	Per person per unit per month	22.50	22.50	0.0%
<b>Meals at Home</b>					
	Delivery Service	Per sandwich	3.10	3.30	6.5%
	Delivery Service	Main Meal only	4.05	4.30	6.2%
	Delivery Service	Dessert only	1.55	1.65	6.5%
	Delivery service out of borough	Per sandwich	3.50	3.80	8.6%
	Delivery service out of borough	Main meal only	5.00	5.40	8.0%
	Delivery service out of borough	Dessert only	1.75	1.90	8.6%
	Shopping Service	Per occasion	6.00	6.00	0.0%
	Shopping Service - reduced charge	Per occasion	4.50	4.50	0.0%
<b>Transport from Home</b>					
	Day Centre Transport	Return	5.15	5.50	6.8%
	Dial-a-bus	Return	7.60	8.10	6.6%
	Dial-a-ride	Single	7.00	7.50	7.1%
	Dial-a-ride	Return	14.00	15.00	7.1%
	Excursions	Per excursion	as advised	as advised	
	Membership	Annual	17.50	18.50	5.7%
	Nursing Home adj Borough	Return	14.30	15.50	8.4%
	Out of Borough Hospitals	Return	27.00	28.70	6.3%
<b>Shopmobility</b>					
	Annual membership (2 hours free equipment use per visit)	Annual	24.00	26.00	8.3%
	Non members - Day rate (includes 2 hours use of equipment)	Per visit	6.00	6.50	8.3%



**Service: Private Sector Housing**  
**Service Manager: Rod Brown**

Service	Description	Unit	2023/24	2024/25	% Change
<b>Houses of Multiple Occupation</b>					
	Application over 5 units (or lets)	Per unit (or let)	143.00	151.58	6.0%
	Application up to 5 units (or lets)	Per application or renewal	705.00	747.30	6.0%

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## REVENUE BUDGET 2024/25

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

### Summary

This report sets out estimates for income and expenditure on services in 2024/25

### Recommendation (s)

#### The Committee is asked to:

- (1) Recommend the 2024/25 service estimates for approval at the budget meeting of Full Council in February 2024;
- (2) Support in principle the future savings as set out in section 5 for inclusion in the Medium Term Financial Strategy.

## 1 Reason for Recommendation

- 1.1 The recommendations will enable the Council to meet its statutory duty to set a balanced budget for 2024/25 and agree a Medium Term Financial Strategy 2024-28.

## 2 Background

- 2.1 For the period 2024/25 to 2027/28, Full Council will be asked in February to agree a four year Medium Term Financial Strategy (MTFS) to maintain the financial health of the Council whilst delivering the priorities in the Corporate Plan. The recommendation in this report is consistent with the proposed MTFS.

- 2.2 Local authorities face a great deal of financial planning uncertainty over the medium term. This is mainly because central government funding settlements have tended, since the pandemic, to be limited to one-year only. In addition, the economic environment remains highly challenging and difficult to forecast, with elevated inflation impacting demand for services and the cost of delivering those services.
- 2.3 At its meeting on 13 July 2023, Strategy and Resources Committee agreed the budget targets and workstreams to enable the Council to work towards setting a balanced budget for 2024/25 and over the next Medium Term Financial Strategy four year-period.
- 2.4 The committee noted that excluding any new growth in expenditure, additional annual income/savings of £1.1 million are projected to be needed to achieve a balance budget for 2024/25, increasing to £2.5m by 2027/28.
- 2.5 To address this deficit, Strategy & Resources Committee agreed that the following workstreams should be progressed by Directors and Heads of Service:
  - 2.5.1 Officers to be tasked with identifying further efficiencies, although these are becoming harder to achieve after over a decade of austerity.
  - 2.5.2 A base review, which entails reviewing the year end position for 2022/23, identifying any potential savings, additional cost pressures and areas where savings can be developed.
  - 2.5.3 Service Reviews focusing primarily on discretionary services to be undertaken over the next four years with the aim of increasing efficiencies and effectiveness whilst reducing cost.
  - 2.5.4 Review of existing asset utilisation, to realise cost reductions in Council operational buildings and increased income from investment properties.
  - 2.5.5 Investigate income streams to maximise revenue from new and existing services, such as invest to save opportunities. Ensure any new powers are considered to generate additional income for the Council, such as the pending new charging policy for waste.
  - 2.5.6 Undertake a review of reserves, providing a justification for the level of reserves retained.
  - 2.5.7 A target to increase fees and charges income by 6% in both 2024/25 and 2025/26 (as previously agreed by S&R in July 2022), then by CPI+1% for both 2026/27 and 2027/28. Heads of Service review fees and charges annually to ensure increases are achievable and report fees and charges to policy committees for approval.

2.5.8 To maximise external funding and partnership opportunities.

2.6 The figures in this report reflect the latest outcome of the above workstreams, a number of which will continue into future years, and the provisional local government finance settlement for 2024/25.

2.7 Service estimates for this Committee are included in the draft Budget Book 2024/25 that will be made available to all Councillors.

2.8 Estimates have been prepared on the basis that existing services to residents are maintained, unless specified otherwise in section 5.

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

2.9.1 The Budget Book contains the service estimates for 2024/25.

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

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

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

### **3 Forecast Outturn 2023/24**

3.1 Before considering the revenue estimates for 2024/25, this section provides a summary of the forecast outturn for the current financial year.

3.2 The probable outturn specifically for Community and Wellbeing Committee is an adverse variance of £200k which is shown in the following table. The key reasons for the major variances are explained in the subsequent paragraphs:

<b>Service Group</b>	<b>Original Budget £'000</b>	<b>Re-Based (Current Approved) Budget £'000</b>	<b>Forecast Outturn £'000</b>	<b>Forecast Variance £'000</b>
Housing	1,853	1,874	2,074	200
Community Services (RouteCall, Meals from Home, Community Alarm)	490	482	482	0
Support for Voluntary Orgs.	246	246	246	0
Community Centre	447	470	470	0
Health & Wellbeing	217	233	233	0
Sports, Leisure & Cultural (includes Venues)	1,188	1,256	1,256	0
Precepting & Levying Bodies (NJMC & EWDC)	388	388	388	0
<b>Community &amp; Wellbeing Committee</b>	<b>4,829</b>	<b>4,948</b>	<b>5,149</b>	<b>200</b>

- 3.3 The Council budgeted to accommodate an average of 58 households in nightly paid accommodation. Due to ongoing elevated demand, the Council is currently supporting an average of 72 households to date in nightly paid accommodation.
- 3.4 Although government has awarded EEBC an additional £165,000 of Homelessness Prevention Grant to assist with the demand pressures, based on the current run-rate of households requiring support, an adverse variance of £200,000 is still forecast for the year.
- 3.5 The Council holds a Homelessness Grant Reserve which may be applied to mitigate the budget pressure in the short term, however it is recommended that a report be prepared for Community & Wellbeing Committee to consider progress against the Homelessness Action Plan and options for how elevated demand can be managed.

**4 Proposals for 2024/25 budget**

- 4.1 The service estimates for 2024/25 are included in the draft Budget Book, circulated to councillors in January.
- 4.2 A summary of the Committee’s service estimates for 2024/25 is shown in the following table:

<b>Community &amp; Wellbeing Committee</b>	<b>Published Budget 2023/24</b>	<b>Base Position 2024/25</b>
<b>Service Group</b>	<b>£'000</b>	<b>£'000</b>
Housing	1,853	2,577
Community Services (Route Call, Meals at Home, Community Alarm)	490	457
Support for Voluntary Orgs.	246	243
Community Centre	447	447
Health & Wellbeing	217	265
Sports, Leisure & Cultural (includes Venues)	1,188	1,108
Precepting & Levying Bodies (NJMC & EWDC)	388	412
<b>Community &amp; Wellbeing Committee</b>	<b>4,829</b>	<b>5,509</b>

- 4.3 The following table comprises a summary of the main changes to the Committee’s proposed budget for 2024/25 compared with the published budget for 2023/24.

Community & Wellbeing Committee		Budget £'000
<b>Published Budget 2023/24</b>		<b>4,829</b>
Service Group	Change	
All	Variations in pay, pension (IAS19) & support service recharges	194
All	Changes to Capital charges	-163
Housing	Budget increase to cover additional costs to support 70 households in nightly paid accommodation	517
Precepting & Levying Bodies	6% increase in contributions to Epsom Walton Downs Conservators & Nonsuch Joint Management Committee	23
Various	Increased budget to cover energy costs	136
All	Other net changes including increased fees & charges income targets detailed in Fees & Charges report.	-26
<b>Base Position 2024/25</b>		<b>5,509</b>

## 5 Financial Sustainability Proposals for Medium Term Financial Strategy 2024/25 to 2027/28

- 5.1 As set-out in paragraph 2.4, Strategy & Resources Committee has agreed a Council-wide savings target of £2.5m to achieve a balanced budget by 2027/28.
- 5.2 The estimates for this committee include the following savings agreed in previous years:

Summary of Previously Agreed Savings/Income	Committee	2024/25	2025/26
		£000	£000
Review of Community & Wellbeing Centre	C&W	30	30
<b>Total Savings/Additional Income</b>		<b>30</b>	<b>30</b>

- 5.3 In addition, members are asked to support the following new savings, identified for this committee as part of the 2024/25 budget setting process, to reduce the Council's projected budget deficit:

5.4



Summary of New Savings/Income	Committee	2024/25	2025/26	2026/27	2027/28
		£000	£000	£000	£000
Homelessness cost reduction target	C&W	-	-	300	-
<b>Total Savings/Additional Income</b>		-	-	<b>300</b>	-

5.5 For 2024/25, the homelessness budget has increased to accommodate an average of 70 households in nightly-paid accommodation at any one time, compared to an average of 58 households budgeted for 2023/24. -- The MTFs includes a target for the service to identify initiatives to return to an average of 58 supported households by 2026/27. Progress will be closely monitored through regular reports to this Committee, and reported to all members through the budget monitoring process.

## 6 Risk Assessment

Legal or other duties

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

Service	Risk	Budget Estimate 2024/25	Risk Management
Homelessness	<p><b>High:</b> Increase in numbers of presentations.</p> <p>Should the number of household presentations not reduce by 2026/27, there is a risk that the savings target may not be achieved.</p>	c.£1.5m	<p>Continuing with preventative initiatives and alternative temporary accommodation options, as set out in the Homelessness Reduction Plan</p> <p>Regular budget monitoring reports to Committee in line with Financial Regulations.</p>

			Homeless grant reserve and the general fund working balance are held to manage budget pressures in the short term that cannot be mitigated by preventative or other action.
Venues	<b>Medium:</b> Customer numbers only gradually return to using these services following the pandemic.	£1m	Monitoring service delivery options within government guidelines
Community Services	<b>Medium:</b> Vulnerable client group only gradually to returning to using these services following the pandemic.	£0.4m	Monitoring service delivery options within government guidelines.
Community & Wellbeing Centre	<b>Medium:</b> Vulnerable client group only gradually to returning to using these services following the pandemic.  The £30k additional net income target in each of 2024/25 and 2025/26 is dependent on customers choosing to utilise C&W Centre services.	£0.4m	Monitoring service delivery options within government guidelines.  Monitoring budgets and savings through quarterly budget monitoring.

6.2 Equality Impact Assessment

6.2.1 None arising from the contents of this report.

6.3 Crime & Disorder

6.3.1 None arising from the contents of this report.

6.4 Safeguarding

6.4.1 None arising from the contents of this report.

6.5 Dependencies

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

6.6 Other

6.6.1 None arising from the contents of this report.

**7 Financial Implications**

7.1 The draft Budget Book 2024/25 is highly detailed, therefore please can any questions or queries be sent to relevant officers in advance of the Committee meeting wherever possible.

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

**8 Legal Implications**

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

8.2 Although there are no direct legal implications arising from this report, decisions taken about the budget will impact the services which can be delivered. In the event of any impact, there will need to be a equalities impact assessment in relevant cases.

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

**9 Policies, Plans & Partnerships**

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

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

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

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

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

## 10 Background papers

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

### **Previous reports:**

- Strategic Financial Planning report to S&R Committee in July 2023
- 2024/25 Budget Targets report to C&W Committee in October 2023

### **Other papers:**

- Draft 2024/25 Budget Book.

## **CAPITAL PROGRAMME 2024/25**

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

### **Summary**

This report summarises the proposed 2024/25 capital programme and a provisional programme for 2025/26 to 2028/29. The Committee's approval is sought for the programme to be submitted to Council in February 2024.

### **Recommendation (s)**

#### **The Committee is asked to:**

- (1) submit the capital programme for 2024/25 as identified in section 3 of this report to the Council for approval on 13 February 2024;**
- (2) note the provisional forecast of schemes for the capital programme for 2025/26 to 2028/29;**
- (3) note that schemes subject to external funding from Disabled Facilities Grants will only proceed once funding has been received.**

#### **1 Reason for Recommendation**

- 1.1 To seek the Committee's approval to submit the proposed capital programme for 2024/25 to Council in February 2024 and to inform of the schemes included in the provisional forecast for 2025/26 to 2028/29.

#### **2 Background**

- 2.1 The Capital Strategy was last agreed by Full Council on 14 February 2023 at which time the capital programme was approved for 2023/24. Schemes for 2024-2028 were provisional pending the annual budget review and an annual assessment of funds for capital investment.
- 2.2 Strategy and Resources provided the Financial Strategy Advisory Group (FSAG) with a remit for the preparation of a capital programme for 2024/25. Under this remit, FSAG assessed all capital bids and recommended a programme for approval to the Policy Committees.
- 2.3 The programme assumed funding from capital receipts, revenue funding, and government grants. The proposed level of investment for the 2024/25 programme is £1,701k, of which £500k is to be funded from a planned contribution from revenue. Combined with funding from the Disabled Facilities Grants, this will allow the forecast available capital receipts to remain at £2.4m at the end of this period. The agreed minimum threshold of capital receipts is £1m.
- 2.4 The receipts forecast assumes a £500k revenue contribution to fund capital schemes in 2024/25, which is subject to the revenue budget being approved at Council in February 2024.

### 3 Core Programme 2024/25

- 3.1 FSAG recommended that the following schemes should be considered by this Committee for inclusion in the capital programme in 2024/25, subject to the Committee approving the project appraisals.

Capital Scheme	Proposed Budget 2024/25 £'000	Expected Funding Source
Bourne Hall Roof Replacement & Solar Panel Installation	306	Planned revenue contribution/external funding if available/ capital receipts
Wellbeing Centre Solar Panel Installation	60	External funding if available/ capital receipts
Wellbeing Centre Windows Replacement	60	Capital receipts
The Disabled Facilities Grant Programme	785	Central govt grant
<b>Total Community and Wellbeing Committee</b>	<b>1,211</b>	

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

- Improve access to rooms and facilities – eg stairlifts; downstairs bathroom;
- Provide a heating system;
- Adapt heating or lighting controls to make them easier to use.

#### 4 Provisional Forecast 2025/26 to 2028/29

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

4.2 The 2025/26 to 2028/29 provisional forecast for Community and Wellbeing currently comprises the following sums, with individual schemes shown at Appendix 1:

Provisional Forecast	2025/ 26	2026 /27	2027/ 28	2028/ 29	Deferred from previous years	Total
	£'000	£'000	£'000	£'000	£'000	£'000
The Disabled Facilities Grant Programme	785	785	785	785	0	3,140
Bourne Hall	0	0	0	20	970	990
Epsom Playhouse	100	70	0	150	375	695
Wellbeing Centre	0	0	0	0	99	99
West Park Cottage	0	0	0	0	40	40
<b>Total Community and Wellbeing Committee</b>	<b>885</b>	<b>855</b>	<b>785</b>	<b>955</b>	<b>1,484</b>	<b>4,964</b>

- 4.3 The provisional forecast provides an illustration of the Council's anticipated capital expenditure need from 2025/26 to 2028/29 but is not an exhaustive list as future schemes may be identified through other workstreams such as the Climate Change Action Plan and Annual Plan cycle.
- 4.4 Where the Shared Prosperity Fund or other external funding (for example, grant from SCC) can be used to fund capital schemes – for example at Bourne Hall and/or the Wellbeing Centre, it is anticipated that it will be the primary funding source. However, if it cannot be used, capital receipts or other alternative funding would be applied instead.
- 4.5 The Council expects to review its discretionary services in 2024/25. Should a property be impacted by these reviews or Council priorities change, capital works may be deferred until the outcome of reviews is known. Each year, the forthcoming annual programme will be reviewed by Financial Strategy Advisory Group through the annual capital budget setting process with proposals assessed against the agreed criteria, and the programme updated accordingly.
- 4.6 Where schemes proposed for an earlier financial year were not progressed, and the works remain outstanding, they have been included within the 'deferred' column of the table and included in the total.

## **5 Risk Assessment**

### Legal or other duties

#### 5.1 Equality Impact Assessment

5.1.1 None for the purposes of this report.

#### 5.2 Crime & Disorder

5.2.1 None for the purposes of this report.

#### 5.3 Safeguarding

5.3.1 None for the purposes of this report.

#### 5.4 Dependencies

5.4.1 The 2024/25 capital programme is dependent upon agreement of a planned £500k revenue contribution to fund the capital programme being considered by Full Council in February 2024 as part of the revenue budget for 2024/25.

#### 5.5 Other

5.5.1 None for the purposes of this report.



## 6 Financial Implications

- 6.1 Officers in the Projects Team have scheduled sufficient capacity to deliver the recommended schemes next year.
- 6.2 **Section 151 Officer's comments:** All financial comments have been included within the body of the report.

## 7 Legal Implications

- 7.1 The Council has a statutory responsibility to administer the Disabled Facilities Grant.
- 7.2 **Legal Officer's comments:** Under section 1(1)(c.) of the Housing Grants, Construction and Regeneration Act 1996 there is a grant available to a local authority known as the Disabled Facilities Grant towards the cost of works required for the provision of facilities for a disabled person in a dwelling, a qualifying houseboat and caravans, or in common parts of buildings containing one or more flats. Section 2 of Housing Grants, Construction and Regeneration Act 1996 requires a local authority to approve applications for these grants. Applicants for the grant must be aged 18 or over and are eligible for housing benefit, universal credit or any other form of assistance (section 3 Housing Grants, Construction and Regeneration Act 1996).
- 7.3 Under section 1 of the Localism Act 2011 a local authority has the power to do anything that individuals generally do.
- 7.4 Under section 149 of the Equality Act 2010 there is a public sector equality duty. Section 149 of the Equality Act 2010 requires a public authority in the exercise of its functions to have due regard to the need to (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act; (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

## 8 Policies, Plans & Partnerships

- 8.1 **Council's Key Priorities:** The following Key Priorities are engaged:
- Effective Council.
- 8.2 **Service Plans:** The matter is included within the current Service Delivery Plan.
- 8.3 **Climate & Environmental Impact of recommendations:** The proposed schemes in appendices 1 to 3 are consistent with the Council's aim to reduce the carbon footprint for the Council's operations.

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

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

## 9 Background papers

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

### **Previous reports:**

- None.

### **Other papers:**

- Capital Strategy for agreement at Full Council in February 2024

Community & Wellbeing Committee Proposed Capital Programme 2024/25 - 2028/29

	Original Budget 2024/25 £'000	Proposed Budget 2025/26 £'000	Proposed Budget 2026/27 £'000	Proposed Budget 2027/28 £'000	Proposed Budget 2028/29 £'000	Deferred Works from Prior Years £'000	Total Provision 2024/25- 2028/29 £'000
<b>C&amp;W Proposal 1:</b> Bourne Hall - Solar PV battery storage/ flat roof replacement	306	0	0	0	0	0	306
<b>C&amp;W Proposal 2:</b> Wellbeing Centre Solar Panel Installation	60	0	0	0	0	0	60
<b>C&amp;W Proposal 3:</b> Wellbeing Centre Windows Replacement	60	0	0	0	0	0	60
<b>C&amp;W Proposal 4:</b> Disabled Facilities Grants	785	785	785	785	785	0	3,925
<b>Provisional:</b> Bourne Hall	0	0	0	0	20	970	990
<b>Provisional:</b> Epsom Playhouse	0	100	70	0	150	375	695
<b>Provisional:</b> Wellbeing Centre	0	0	0	0	0	99	99
<b>Provisional:</b> Horton Country Park West Park Cottage	0	0	0	0	0	40	40
<b>Total Community and Wellbeing Committee</b>	<b>1,211</b>	<b>885</b>	<b>855</b>	<b>785</b>	<b>955</b>	<b>1,484</b>	<b>6,175</b>

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# Capital Programme Review 2024-25 Project Appraisal Form

**COMMITTEE &  
PROPOSAL  
NUMBER**

Community & Wellbeing 1

**PROJECT TITLE**

Bourne Hall - Solar PV, battery storage and flat roof covering replacement with insulation upgrade.

**ACCOUNTABLE OFFICER**

Officer responsible for project planning and delivery of the scheme. Accountable officers are also responsible for post project review.	Ian Dyer
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**DETAILS OF PROJECT**

Project scope, what is included/excluded in the scheme	<p>There are three elements to this Project:</p> <p>There were 7 bids put together this year for Bourne Hall, this is the number one priority as it allows for planning consultation fees and professional services in applying for all the other main works listed building consent, which will form part of a committee report requesting all the projects to be carried out at once under one budget pot with hopefully some grant funds.</p> <p>The installation of Solar PV and battery storage to the South facing section of the perimeter flat roof.</p> <p>Key points:                  System - 46kWp PV system on flat roof                  Shading 5% minimal shading apart from at start and end of day                  Mounting System - Solion low ballast mounting system                  Solar Panels - 120 x JA Solar 385w panels                  Inverter -1 x 40kW Solis 3phase inverter                  Battery - Included Tesla Powerwall                  Scaffolding &amp; Access via Scaffold tower is required.                  Installation details the system would take approximately 10 days to install•                  Would cover one third of Bourne Hall's current electricity demand and reduce annual emissions by 8 tonnes of CO2.                  Payback around 4 years                  Annual electricity cost saving around £13,788.                  25-year financial benefit £267,413                  The proposed mounting system does not penetrate the roof, and we have carried out a pilot mock-up of panel support for conservation officer, which should support the case for planning permission on a listed building.                  Solar PV Budget cost £46,000.00 (payback period 4 years)</p> <p>Renewal of flat roof covering - the flat roofs around the perimeter of the building are failing, felt is bubbling up and small leaks are starting to occur. The works are to take up and renew flat roof covering with upgraded insulation, with specialist high performance felt with 25 year guarantee.                  Duration 6 weeks</p> <p>Roof Budget cost £230,000.00</p>
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Agenda Item 8  
Appendix 2

# Capital Programme Review 2024-25 Project Appraisal Form

	<p>Listed building consent is required and as such programme dates are to be increased to allow applications. Planning fees for listed building consent added and structural engineer costs. Budget £30,000.00</p> <p><b>Financial Strategy Advisory Group comments 29 Sept 2023</b></p> <p>That the proposal could progress to the next stage of the capital programme. Members agreed if Empty Homes Council Tax funding from SCC is received in 2024/25, this would be earmarked to progress this scheme. If this funding stream is insufficient or not received, then capital receipts would be used to fund the balance.</p> <p>Members agreed the final proposal should clarify what part of Bourne Hall is listed. Also, whether the solar panel installation is dependent on the roof replacement.</p> <p>I have attached separate document detailing the listed status of the building taken from the Historic England web site.</p> <p>The existing flat roof covering where the PV panels are to be located has reached the end of its life and areas are leaking water.</p> <p>It would make very little sense to install a PV solar system then come back the following year to remove it to replace the roof covering. Therefore, yes, the roofing works should be carried out before the solar PV is installed. The current high performance systems will give us a 25 year guarantee.</p> <p><b>Risk</b> A full structural survey with calculations must be carried out prior to installation of Solar PV to ensure the roof can accommodate the weight of the panels and not collapse into the banqueting suite rooms. If this cannot be established, then the works may not proceed.</p> <p><b>Tendering</b> <b>Please note that all projects over £25k must be tendered on the procurement portal in accordance with standing orders procedure and at this stage these are budget figures. By the time we get on site this process will have been running for over a year and cost of the project can increase with inflation.</b></p>
Project outcomes and benefits	<p><b>Criteria</b> Minimum required to continue to deliver the services of Council (e.g., Minimum level of building maintenance and IT).. Where the scheme is consistent with the Council's Climate Change Action Plan.</p> <p><b>Benefits</b></p> <p><b>Roof</b> - New 25 year guaranteed roof covering, extra thermal insulation. No roof leaks where roof recovered.</p> <p><b>Solar PV</b> - Renewable energy, carbon reduction, in line with climate change action plan. 40 years minimal maintenance, battery storage so we can use any</p>

# Capital Programme Review 2024-25 Project Appraisal Form

	extra energy generated rather than giving back to the grid. Reduced revenue costs for electricity. Progressing buildings to net zero,
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## FINANCIAL SUMMARY

		Cost of Project £	Comments and detail where necessary. Provide appendices where relevant. Examples of business cases spreadsheets can be found in the Finance Handbook
a	Estimated cost of purchase, works and/or equipment	£276k	£46k Solar PV + £230k Flat roof +
b	Consultancy or other fees	£30k	£30k Consultant/planning fees
c	<b>Total Scheme Capital Costs (a+b)</b>	306K	
d	External Funding Identified (e.g. s106, grants etc.) Please give details, including any unsuccessful funding enquiries you may have made.	?	Yes, possible funding available through Climate change grants, Mark Rachwal is investigating although cannot be confirmed until nearer the installation period.
e	<b>Net Costs to Council (c-d)</b>	306k	
f	Internal Sources of Capital Funds Identified (e.g. repairs & renewals reserve etc.)	0	
g	<b>Capital Reserves Needed to Finance Proposal (e-f)</b>	£306k	
h	Annual Ongoing Revenue <b>Additional Savings</b> as a Direct Result of the Project	£13,788	There is an estimated saving of £13,788. per year which calculates to a payback of 4 years for the solar PV installation.
i	Annual Ongoing Revenue <b>Additional Costs</b> as a Direct Result of the Project	0	

Year	2024/25 £
<b>Spend Profile of Scheme</b> – please identify which year (s) the scheme spend will fall into	2024

## REVENUE IMPACT

Can Revenue Implications be funded from the Committee Base Budget? – Please give details	N/A
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# Capital Programme Review 2024-25 Project Appraisal Form

## ENVIRONMENTAL IMPACT

Does the scheme meet any of the Council's Climate Change Action Plan targets, and if so, which ones?	Yes it meets the following action: Investigate the potential for the installation of PV panels and solar storage on Council operated assets and land. Implement where economically and technically viable
--	---

## FOUR YEAR PLAN 2020/24

Is this investment linked to EEBC's Key Themes? If so, say which ones and evidence how. How does project fit within service objectives?	Work with partners to reduce our impact on the environment and move closer to becoming carbon neutral.
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## TIMESCALES

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

		Target Start Date	Target Finish Date
1	Design & Planning	February 2023	
2	Further Approvals Needed	N/A	
3	Tendering (if necessary)	March 2023	
4	Project start date	May 2023	
5	Project Finish Date	May 2023	

## BASELINE CRITERIA

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

Spend to Save schemes should meet the following criteria:

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

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



# Capital Programme Review 2024-25 Project Appraisal Form

<p><b>Is there a guarantee of the scheme being fully externally funded and is it classed as a high priority?</b> Please give details of funding streams, including any restrictions on the funding.</p>	<p>There is a possibility of grant funding</p>
<p><b>Is the Scheme a Spend to Save Project?</b> Will investment improve service efficiency including cost savings or income generation? What is the payback in years?</p>	<p>This is a spend to save scheme</p>
<p><b>Is it mandatory for the Council to provide the scheme?</b> Is investment required to meet Health and Safety or other legislative requirements? If so state which requirements.</p>	<p>No</p>
<p><b>Is this project the minimum scheme required to continue to deliver the services of the Council?</b> - Is investment required for the business continuity of the Council? If so, say how.</p>	<p>N/A</p>

**ASSET MANAGEMENT PLAN**

<p>Is investment identified in the Council's Asset Management Plan?</p>	<p>Yes</p>
---	------------

**PRIORITISATION**

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

1	<p>Investment essential to meet statutory obligation.</p>	
2	<p>Investment Important to achieve Key Priorities.</p>	<p>This scheme is consistent with the Council's Climate Change Action Plan, subject to affordability, supported by a robust business case and value for money can be demonstrated through a maximum payback period of 10 years</p>
3	<p>Investment important to secure service continuity and improvement.</p>	
4	<p>Investment will assist but is not required to meet one of the baseline criteria.</p>	

# Capital Programme Review 2024-25 Project Appraisal Form

**RISKS ASSOCIATED WITH SCHEME**

1	Outline the risks of delivering this project to timetable and budget. (Please do not include risks to the service or asset if project is not approved.)	No risks
2	Are there any risks relating to the availability of resources internally to deliver this project	No
3	Consequences of not undertaking this project	If project does not proceed we will not continue to achieve targets in climate change action plan.
4	Alternative Solutions (Other solutions considered – cost and implications)	N/A

<b>Is consultation required for this project?</b> Please give details of the who with and when by.	No
--	----

<b>Ward(s) affected by the scheme</b>	West Ewell
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**Accountable Officer Responsible for Delivery of the Scheme**

Name and Signature

**Whole life revenue costs of capital project**

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

**Accountable Officers for the revenue implications of the project**

Project Manager Name and Signature ..... Date .....

Revenue Budget Holder Name and Signature ..... Date .....

Service Accountant Name and Signature ..... Date .....

Director Name and Signature ..... Date .....

**Capital Programme Review 2024-25  
Project Appraisal Form**

Agenda Item 8  
Appendix 2

**C&W Proposal 1 – ADDITIONAL INFORMATION**

Heritage Category:

**Listed Building**

Grade:

**II**

List Entry Number:

**1425772**

Date first listed:

**30-Apr-2015**

List Entry Name:

**Bourne Hall Library and Social Centre**

Statutory Address 1:

**Surrey Libraries, Ewell Library, Bournehall, Spring Street, Epsom, KT17 1UF**

**The scope of legal protection for listed buildings**

This List entry helps identify the building designated at this address for its special architectural or historic interest.

Unless the List entry states otherwise, it includes both the structure itself and any object or structure fixed to it (whether inside or outside) as well as any object or structure within the curtilage of the building.

For these purposes, to be included within the curtilage of the building, the object or structure must have formed part of the land since before 1st July 1948.

[Understanding list entries](#)

[Corrections and minor amendments](#)

**Location**

Statutory Address:

**Surrey Libraries, Ewell Library, Bournehall, Spring Street, Epsom, KT17 1UF**

The building or site itself may lie within the boundary of more than one authority.

County:

**Surrey**

District:

**Epsom and Ewell (District Authority)**

Parish:

**Non Civil Parish**

# Capital Programme Review 2024-25 Project Appraisal Form

Agenda Item 8  
Appendix 2

National Grid Reference:  
TQ2177162705

## Summary

Public library and social centre, 1967-70 by A.G. Sheppard Fidler and Associates.

## Reasons for Designation

Bourne Hall Library and Social Centre, of 1967-70 by A. G. Sheppard Fidler and Associates, is listed at Grade II for the following principal reasons: \* Architectural interest: a striking design, notable for its space-age flair and the generous, top-lit principal interior space; \* Plan form: the circular layout is well-organised, legible and flexible; \* Historic interest: as an ambitious example of the expansion of the library service and the integration of community facilities and disabled access.

## History

The site was formerly occupied by Garbrand Hall, a country house of c.1770. It was renamed Bourne Hall when it was purchased for use as a school in 1926. In 1945 it was acquired by Epsom and Ewell Borough Council on the condition that its grounds were preserved. The house itself was in poor repair, and despite local opposition was demolished in 1962, with the intention of erecting a new public building on the site. The Borough became a library authority in 1964 and took over the facility with the intention of building a larger library. Many aspects of the brief were determined by John Dent (d.1972), the dynamic Borough Librarian. Additionally facilities such as museum and exhibition space and rooms for community use were included for an area with high post-war population growth but lacking in cultural and social facilities.

A design was commissioned from Alwyn Gwilyn Sheppard Fidler (1909-1990), previously chief architect of Crawley New Town from 1947 to 1952 and City Architect of Birmingham from 1952 to 1964. The design, one of his first commissions in private practice, was approved in April 1965. It included a suite of study rooms for evening classes, subsidised by the local educational authority in an example of 'joint provision' by different tiers of local government. The entrance ramp and lift was an early instance of designing disabled access into a public building from the start, predating official design guidance and legislation on

# Capital Programme Review 2024-25 Project Appraisal Form

Agenda Item 8  
Appendix 2

the subject. Construction commenced in November 1967 and the building was officially opened on 17 April 1970 by Lord Munster, Lord Lieutenant of Surrey, as commemorated by a stainless steel plaque in the foyer.

## Details

Public library and social centre, designed from 1965 and built in 1967-70 by A. G. Sheppard Fidler and Associates, job architect B. W. Loren assisted by F. Fook; W. S. Atkins and Partners, engineers.

**MATERIALS / STRUCTURE:** the structure is of reinforced and pre-cast concrete, with aluminium windows, green Cumbrian slate copings and mosaic external finishes to the perimeter wall. The copper-clad dome with its central glassfibre rooflight is 42.6m (140') in diameter and 11.2m (37') at its highest point. 20 vertical pre-cast concrete ribs form a corona. The knuckles of the ribs are held in position by an in-situ pre-stressed, post-tensioned concrete ring beam which forms both the gutter and the eaves for the main dome. The roof construction is a sandwich of materials: the outer layer is sheet copper bonded to felt and wood wool panels on steel joints spanning between the frame. Towards the outer edges of the roof the wood wool panels are replaced by a band of lightweight 'Gunite' concrete sprayed onto permanent formwork.

**EXTERIOR:** the exterior is a curving volume with a continuous band of aluminium windows at ground and first floor. The upper floor slopes inward and is surmounted by a broad copper dome, from which emerges a corona of pre-stressed, post-tensioned concrete ribs. Single-storey volumes of varying widths project forward of the circular footprint. The windows are separated by load-bearing pre-cast white concrete mullions running between a floating plinth and fascia, and some windows have Cumbrian slate panels beneath. The elevations are designed to a 4" (c.10cm) module enabling standardised pre-cast components. The result resembles a flying saucer, and was designed to sit low within the existing mature landscape. The ribbed concrete boiler chimney is 12.8m (42') high and provides a vertical counterpart to the library's dome.

**PLAN / INTERIOR:** the building has a circular layout and is planned at three levels under a large central rooflight. The semi-open plan library occupies about half of the ground floor in a broad arc and is entered from the main foyer. It comprises a reference and a lending library and a reading room. The freestanding radial bookstacks have been replanned and the wall-mounded shelves are later replacements\* (not of special interest). The main hall, for lectures, concerts and adult classes, is sunken below ground level, and its roof forms a mezzanine museum and exhibition area overlooking the library. The interiors of the hall\* and the adjacent minor hall\* are relatively plain and have been recently refurbished; they are not of special interest. Around the perimeter project single-storey ancillary rooms,

# Capital Programme Review 2024-25 Project Appraisal Form

Agenda Item 8  
Appendix 2

including a banqueting suite, catalogue area, offices and a junior library. With the exception of the junior library, the interiors of the perimeter rooms\* and the corridors that serve them\* are not of special interest.

An entrance canopy on the south side provides covered access from the car park. The entrance doors have been altered by the insertion of a revolving door\* (not of special interest). A small café and shop have been inserted into the central space, and some of the walls have been plastered and painted white for exhibitions; these alterations and additions\* are not of special interest. Ramped entrances, a lift and low bookcases are included to facilitate disabled access. There are two staircases of African hardwood: a helical one near the entrance with a polished concrete spine beam rising to the mezzanine or gallery floor and a horseshoe-shaped staircase at the far end of the foyer which descends to the main hall. Risers were added to the formerly open-tread helical stair in the 1990s. The internal walls are of 0.4m (16") thick concrete for sound insulation and are partially finished in timber panelling.

**SUBSIDIARY FEATURES:** The junior library opens onto a raised external play area, provided with brick planters and enclosed by an openwork wall of sculptural concrete blocks (the south wall has been removed). To the south a former pond has been infilled with a paved surface. Outside the footprint of the building are a number of freestanding air handling units\*; they are not of special interest.

\* Pursuant to s.1 (5A) of the Planning (Listed Buildings and Conservation Areas) Act 1990 ('the Act') it is declared that these aforementioned features are not of special architectural or historic interest.

## Sources

### Books and journals

Worpole, K., *Contemporary Library Architecture*, (2013), pp.120-21

'Bourne Hall, Ewell, Surrey : a library and social centre' in *Architectural Design*, , Vol. 4, (March 1970), pp.101-03

'Ewell Library and Social Centre' in *Surveyor*, (13 February 1970), pp.48-49

'Circular Social Centre' in *Architect and Building News*, , Vol. 5, no.6, (19 March 1970), pp.54-55

'Library and Social Centre, Ewell' in *Building*, , Vol. 218, no.6622, (17 April 1970), pp.63-67

'Bourne Hall Library and Social Centre, Ewell' in *Library Association Record*, , Vol. 72, no. 4, (April 1970), p.161

### Other

Harwood, E. (2014) *Introductions to Heritage Assets: The English Public Library 1945-85*

**Capital Programme Review 2024-25  
Project Appraisal Form**

Agenda Item 8  
Appendix 2

**Legal**

This building is listed under the Planning (Listed Buildings and Conservation Areas) Act 1990 as amended for its special architectural or historic interest.

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Agenda Item 8  
Appendix 3

# Capital Programme Review 2024-25 Project Appraisal Form

**COMMITTEE &  
PROPOSAL  
NUMBER**

Community & Wellbeing 2

**PROJECT TITLE**

Wellbeing centre - Solar PV panels with battery storage

**ACCOUNTABLE OFFICER**

<p>Officer responsible for project planning and delivery of the scheme. Accountable officers are also responsible for post project review.</p>	<p style="text-align: center;">Ian Dyer</p>
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**DETAILS OF PROJECT**

<p>Project scope, what is included/excluded in the scheme</p>	<p><b>Criteria</b> This scheme is consistent with the Council’s Climate Change Action Plan, subject to affordability, supported by a robust business case and value for money can be demonstrated through a maximum payback period of 10 years.</p> <p><b>Scope of Works</b> Supply and install a 37.8kWp PV system on pitched roof with Variole mounting system. Solar Panels are 90 number Solar 410w all black panels with a 1 x 30kW Solis 3phase inverter and Includes 1 x Tesla 3 phase battery with stacking kit, Scaffolding handrail &amp; Access stem will be required for the works. Installation would take approx. 10 days to install.</p> <p><b>Financial Strategy Advisory Group comments 29<sup>th</sup> Sept 2023</b></p> <p>That the proposal could progress to the next stage of the capital programme. It was agreed the final proposal should confirm:</p> <p>The impact on the current boiler and whether a new boiler would be required;</p> <p><b>There is no impact on the new boilers as solar PV generates electricity for use by the normal day to day operation of the building.</b></p> <p>Why has there been a movement in the estimated cost from £45k earlier in the year to £60k now;</p> <p><b>The £45k cost was based on a Solar PV system only, without including a battery. The proposed scheme is attached which allows for solar PV installation and one tesla battery for storage. The initial feasibility looked at 3 batteries but after assessing the half hourly data it is likely the centre will use a high proportion of generated power in the day. However, there is still scope at high generation periods in the summer and at weekends when the building is not used as much to store up a small battery,</b></p>
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Agenda Item 8  
Appendix 3

## Capital Programme Review 2024-25 Project Appraisal Form

	<p><b>which will maximise the energy and carbon savings.</b></p> <p>How would the panels be protected, and vandalism be mitigated?</p> <p>We cannot protect the panels from vandalism, although the building opposite has panels and those have never been damaged.</p> <p><b>Tendering</b>  <b>Please note that all projects over £25k must be tendered on the procurement portal in accordance with standing orders procedure and at this stage these are budget figures. By the time we get on site this process will have been running for over a year and cost of the project can increase with inflation.</b></p>
Project outcomes and benefits	<p><b>Criteria</b>          Minimum required to continue to deliver the services of Council (e.g., Minimum level of building maintenance and IT).          Where the scheme is consistent with the Council's Climate Change Action Plan.</p> <p><b>Benefits</b>          Renewable energy, carbon reduction, in line with climate change action plan.          40 years minimal maintenance, battery storage so we can use any extra energy generated rather than giving back to the grid.          Reduced revenue costs for electricity.</p>

### FINANCIAL SUMMARY

		<b>Cost of Project £</b>	<b>Comments and detail where necessary. Provide appendices where relevant.</b> Examples of business cases spreadsheets can be found in the Finance Handbook
a	Estimated cost of purchase, works and/or equipment	60k	This includes a contingency sum of £9k
b	Consultancy or other fees	0	
c	<b>Total Scheme Capital Costs (a+b)</b>	60k	
d	External Funding Identified (e.g. s106, grants etc.) Please give details, including any unsuccessful funding enquiries you may have made.		Possible external funding available through grants
e	<b>Net Costs to Council (c-d)</b>	60k	
f	Internal Sources of Capital Funds Identified (e.g. repairs & renewals reserve etc.)	0	

# Capital Programme Review 2024-25 Project Appraisal Form

g	<b>Capital Reserves Needed to Finance Proposal (e-f)</b>	60k	
h	Annual Ongoing Revenue <b>Additional Savings</b> as a Direct Result of the Project	10k	Titan data figures project a £10,087 per annum and payback in 5.06 years
i	Annual Ongoing Revenue <b>Additional Costs</b> as a Direct Result of the Project		

<b>Year</b>	<b>2024/25</b> £
<b>Spend Profile of Scheme</b> – please identify which year (s) the scheme spend will fall into	2024

### REVENUE IMPACT

Can Revenue Implications be funded from the Committee Base Budget? – Please give details	N/A
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### ENVIRONMENTAL IMPACT

Does the scheme meet any of the Council's Climate Change Action Plan targets, and if so, which ones?	<p>Yes, it meets the following action: Investigate the potential for the installation of PV panels and solar storage on Council operated assets and land. Implement where economically and technically viable.</p> <p>The energy generated by the solar array will cover up to half of the site's electricity demand, which will reduce annual carbon emissions by 7 tonnes of CO2, contributing towards achieving the Council's 2035 net zero target.</p>
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### FOUR YEAR PLAN 2020/24

<b>Is this investment linked to EEBC's Key Themes?</b> If so, say which ones and evidence how. How does project fit within service objectives?	Work with partners to reduce our impact on the environment and move closer to becoming carbon neutral
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### TIMESCALES

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

# Capital Programme Review 2024-25 Project Appraisal Form

		Target Start Date	Target Finish Date
1	Design & Planning	Jan/Feb 2024	
2	Further Approvals Needed	N/A	
3	Tendering (if necessary)	April/May 2024	
4	Project start date	June 2024	
5	Project Finish Date	June 2024	

## BASELINE CRITERIA

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

Spend to Save schemes should meet the following criteria:

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

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

<b>Is there a guarantee of the scheme being fully externally funded and is it classed as a high priority?</b> Please give details of funding streams, including any restrictions on the funding.	There is a possibility of grant funding
<b>Is the Scheme a Spend to Save Project?</b> Will investment improve service efficiency including cost savings or income generation? What is the payback in years?	This is a spend to save scheme

# Capital Programme Review 2024-25 Project Appraisal Form

<p><b>Is it mandatory for the Council to provide the scheme?</b> Is investment required to meet Health and Safety or other legislative requirements? If so state which requirements.</p>	No
<p><b>Is this project the minimum scheme required to continue to deliver the services of the Council?</b> - Is investment required for the business continuity of the Council? If so, say how.</p>	N/A

**ASSET MANAGEMENT PLAN**

<p>Is investment identified in the Council's Asset Management Plan?</p>	No
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**PRIORITISATION**

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

1	<p>Investment essential to meet statutory obligation.</p>	
2	<p>Investment Important to achieve Key Priorities.</p>	<p>This scheme is consistent with the Council's Climate Change Action Plan, subject to affordability, supported by a robust business case and value for money can be demonstrated through a maximum payback period of 10 years.</p>
3	<p>Investment important to secure service continuity and improvement.</p>	
4	<p>Investment will assist but is not required to meet one of the baseline criteria.</p>	

**RISKS ASSOCIATED WITH SCHEME**

1	<p>Outline the risks of delivering this project to timetable and budget. (Please do not include risks to the service or asset if project is not approved.)</p>	No risks
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# Capital Programme Review 2024-25 Project Appraisal Form

2	Are there any risks relating to the availability of resources internally to deliver this project	No
3	Consequences of not undertaking this project	If project does not proceed we will not continue to achieve targets in climate change action plan.
4	Alternative Solutions (Other solutions considered – cost and implications)	N/A

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

Name and Signature

**Whole life revenue costs of capital project**

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

**Accountable Officers for the revenue implications of the project**

Project Manager Name and Signature ..... Date .....

Revenue Budget Holder Name and Signature ..... Date .....

Service Accountant Name and Signature ..... Date .....

Director Name and Signature ..... Date .....

# Capital Programme Review 2024-25 Project Appraisal Form

**COMMITTEE &  
PROPOSAL  
NUMBER**

Community & Wellbeing 3

**PROJECT TITLE**

Community & Wellbeing centre - Window Replacement

**ACCOUNTABLE OFFICER**

Officer responsible for project planning and delivery of the scheme. Accountable officers are also responsible for post project review.	Ian Dyer
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**DETAILS OF PROJECT**

Project scope, what is included/excluded in the scheme	<p><b>Criteria</b> This scheme is consistent with the Council's Climate Change Action Plan, subject to affordability, supported by a robust business case and value for money can be demonstrated through a maximum payback period of 10 years.</p> <p><b>Scope of Works</b> This building is used for the elderly and the existing windows are extremely energy inefficient, all ground floor windows would be removed and replaced with double/triple glazed windows. These are UPVC and will be replaced to match existing and conform with new building regulations and be thermally efficient. Scaffolding will be required for some areas of window replacement.</p>
Project outcomes and benefits	<p><b>Criteria</b> Where the scheme is consistent with the Council's Climate Change Action Plan</p> <p><b>Benefits</b> The existing windows are inefficient, a recent thermographic survey showed the leakage through windows, replacement would give around 20% energy saving on heating bills. The Community Wellbeing Centre has the third highest gas usage of Council owned and operated buildings. Reducing the heat loss of the building will, along with the energy saving, make a positive contribution to reducing the Councils overall carbon emissions.</p> <p>The current climate change emergency and new government regulations require higher energy efficiency values within our existing portfolio of buildings.</p> <p><b>Financial Strategy Advisory Group comments 29 Sept 2023</b></p> <p>That the proposal could progress to the next stage of the capital programme. It was agreed the final proposal should address:</p> <p>Are cheaper replacement windows available, or could some windows be bricked up to reduce costs and the payback period?</p> <p>All jobs are tendered in accordance with standing orders, we do not buy cheap , all new windows have to conform with BS 6375 Part 1</p>

Agenda Item 8  
Appendix 4

## Capital Programme Review 2024-25 Project Appraisal Form

	<p>and have to be certified to a standard for building regulations. What we are aiming for are thermally efficient windows which do not leak out heated air from the building. They will be compliant with BS EN ISO 9001, BS EN ISO 14001, ISO 45001 and BES6001 standards. When used on projects Involved in a BREEAM assessment, or within the code for a sustainable built Environment, (which therefore involves the green guide specification) can offer significant benefits.</p> <p>I would not advise blocking up windows(natural light) in a community centre and this would require planning permission if we are to change the look of the building.</p> <p><b>Tendering</b>  <b>Please note that all projects over £25k must be tendered on the procurement portal in accordance with standing orders procedure and at this stage these are budget figures. By the time we get on site this process will have been running for over a year and cost of the project can increase with inflation or decrease depending on the tendered prices received.</b></p> <p><input type="checkbox"/> Are there synergy savings from progressing the solar panels and windows scheme at the same time?</p>
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### FINANCIAL SUMMARY

		Cost of Project £	Comments and detail where necessary. Provide appendices where relevant. Examples of business cases spreadsheets can be found in the Finance Handbook
a	Estimated cost of purchase, works and/or equipment	60k	Please note this £60k is a budget figure, there has been no time to get an estimate from a supplier. The actual cost cannot be confirmed until the project has been sent out to tender on the procurement portal as per our standing orders requirements
b	Consultancy or other fees	0	
c	<b>Total Scheme Capital Costs (a+b)</b>	60k	
d	External Funding Identified (e.g. s106, grants etc.) Please give details, including any unsuccessful funding enquiries you may have made.	0	
e	<b>Net Costs to Council (c-d)</b>	60k	



# Capital Programme Review 2024-25 Project Appraisal Form

f	Internal Sources of Capital Funds Identified (e.g. repairs & renewals reserve etc.)	0	
g	<b>Capital Reserves Needed to Finance Proposal (e-f)</b>	<b>0</b>	
h	Annual Ongoing Revenue <b>Additional Savings</b> as a Direct Result of the Project	10k	This achieves a ten year payback in line with criteria for energy saving projects
i	Annual Ongoing Revenue <b>Additional Costs</b> as a Direct Result of the Project	0	

Year	2024/25 £
<b>Spend Profile of Scheme</b> – please identify which year (s) the scheme spend will fall into	2024

### REVENUE IMPACT

Can Revenue Implications be funded from the Committee Base Budget? – Please give details	N/A
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### ENVIRONMENTAL IMPACT

Does the scheme meet any of the Council's Climate Change Action Plan targets, and if so, which ones?	Yes it meets two actions within the CCAP: 1. Identify & implement opportunities to reduce energy consumption from Council owned and operated buildings; 2. Reduce CO2 emissions caused by gas and other fossil fuel powered heating systems.
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### FOUR YEAR PLAN 2020/24

<b>Is this investment linked to EEBC's Key Themes?</b> If so, say which ones and evidence how. How does project fit within service objectives?	Work with partners to reduce our impact on the environment and move closer to becoming carbon neutral.
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### TIMESCALES

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

# Capital Programme Review 2024-25 Project Appraisal Form

		Target Start Date	Target Finish Date
1	Design & Planning	February 2023	
2	Further Approvals Needed	N/A	
3	Tendering (if necessary)	March 2023	
4	Project start date	May 2023	
5	Project Finish Date	May 2023	

## BASELINE CRITERIA

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

Spend to Save schemes should meet the following criteria:

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

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

<p><b>Is there a guarantee of the scheme being fully externally funded and is it classed as a high priority?</b> Please give details of funding streams, including any restrictions on the funding.</p>	<p>There is a possibility of grant funding</p>
<p><b>Is the Scheme a Spend to Save Project?</b> Will investment improve service efficiency including cost savings or income generation? What is the payback in years?</p>	<p>This is a spend to save scheme</p>

# Capital Programme Review 2024-25 Project Appraisal Form

<p><b>Is it mandatory for the Council to provide the scheme?</b> Is investment required to meet Health and Safety or other legislative requirements? If so state which requirements.</p>	No
<p><b>Is this project the minimum scheme required to continue to deliver the services of the Council?</b> - Is investment required for the business continuity of the Council? If so, say how.</p>	N/A

**ASSET MANAGEMENT PLAN**

<p>Is investment identified in the Council's Asset Management Plan?</p>	Yes
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**PRIORITISATION**

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

1	Investment essential to meet statutory obligation.	
2	Investment Important to achieve Key Priorities.	This scheme is consistent with the Council's Climate Change Action Plan, subject to affordability, supported by a robust business case and value for money can be demonstrated through a maximum payback period of 10 years
3	Investment important to secure service continuity and improvement.	
4	Investment will assist but is not required to meet one of the baseline criteria.	

**RISKS ASSOCIATED WITH SCHEME**

1	Outline the risks of delivering this project to timetable and budget. (Please do not include risks to the service or asset if project is not approved.)	Risk is working around the elderly, there may be delays if activities in the centre hold up the window replacement programme .
2	Are there any risks relating to the availability of resources	no

# Capital Programme Review 2024-25 Project Appraisal Form

	internally to deliver this project	
3	Consequences of not undertaking this project	If project does not proceed we will not continue to achieve targets in climate change action plan.
4	Alternative Solutions (Other solutions considered – cost and implications)	N/A

<b>Is consultation required for this project?</b> Please give details of the who with and when by.	no
--	----

<b>Ward(s) affected by the scheme</b>	Town ward
---------------------------------------	-----------

**Accountable Officer Responsible for Delivery of the Scheme**

Name and Signature

**Whole life revenue costs of capital project**

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

**Accountable Officers for the revenue implications of the project**

Project Manager Name and Signature ..... Date .....

Revenue Budget Holder Name and Signature ..... Date .....

Service Accountant Name and Signature ..... Date .....

Director Name and Signature ..... Date .....

## URGENT DECISIONS

<b>Head of Service:</b>	Rod Brown, Head of Housing & Community
<b>Wards affected:</b>	(All Wards);
<b>Urgent Decision?(yes/no)</b>	No
<b>If yes, reason urgent decision required:</b>	
<b>Appendices (attached):</b>	N/A

### Summary

To report to Committee the decisions taken by the Chief Executive and Directors on the grounds of urgency, in compliance with Appendix 2 to the Constitution – The Scheme of Delegation paragraph 3.1.

### Recommendation (s)

#### The Committee is asked to:

- (1) To note the urgent decisions taken and the reason for those decisions.

## 1 Reason for Recommendation

- 1.1 To report to Committee the decisions taken by the Chief Executive and Directors on the grounds of urgency, in compliance with Appendix 2 to the Constitution – The Scheme of Delegation paragraph 3.1.

## 2 Background

- 2.1 Appendix 2 to the Constitution – The scheme of delegation sets out at Paragraph 3.1 that the Chief Executive and Directors are authorised to take decisions on grounds of urgency regarding matters which would otherwise be reserved for determination by a Committee or Council. A matter can be deemed urgent if, in the reasonable opinion of the officer concerned, a delay would seriously prejudice the interest of the Council or of the public and it is not practicable to convene a quorate meeting of the relevant decision-making body in sufficient time to take the decision.

- 2.2 Since the meeting of the Committee on 22 June 2023, 31 urgent decisions have been taken by the Interim Director of Environment, Housing and Regeneration in consultation with the Chair, Cllr Clive Woodbridge, and published in Member News in line with the Council's Constitution, Appendix 2, Paragraph 3.1. iii. The decisions are set out below.
- 2.3 Decision 1 – to agree to enter into a nomination agreement with PA Housing Limited for 16 affordable rented homes.
- 2.4 Urgency reason 1 – The request is urgent as the development is completed and properties are ready to let. Without this agreement EEBC is unable to nominate people to the properties.
- 2.5 Decision 2 – to agree to confirming acceptance of the applicants wish to withdraw their homelessness application.
- 2.6 Urgency reason 2 – Decision required to comply with our statutory timeframes to fulfil our housing duty
- 2.7 Decision 3 – To inform the applicant that they are being offered a place in temporary accommodation and to issue a licence agreement for temporary accommodation provided for homeless persons under the provisions of part 7 of the housing act 1996 as amended
- 2.8 Urgency reason 3 – Decision required to comply with our statutory timeframes to fulfil our housing duty
- 2.9 Decisions 4 and 5 – to issue a Minded to Find letter
- 2.10 Urgency reason 4 and 5 – Decision required to comply with our statutory timeframes to fulfil our housing duty
- 2.11 Decision 6 – to confirm application for housing assistance has been successful.
- 2.12 Urgency reason 6 – Decision required to comply with our statutory timeframes to fulfil our housing duty
- 2.13 Decision 7, 8 and 9 – to inform the applicant that they are being offered interim accommodation
- 2.14 Urgency reason 7, 8 and 9– Decision required to comply with our statutory timeframes to fulfil our housing duty
- 2.15 Decision 10, 11 – To request GP medical information in order to assess application for housing assistance.
- 2.16 Urgency reason 10, 11 – Decision required to comply with our statutory timeframes to fulfil our housing duty
- 2.17 Decision 12, 13 – To inform the applicant that they have been nominated, through the Council's Housing Register, for an available housing association property

- 2.18 Urgency reason 12, 13 – Decision required to comply with our statutory timeframes to fulfil our housing duty
- 2.19 Decisions 14 to 24 – To inform that the council's duty to prevent from becoming homeless has ended.
- 2.20 Urgency reason 14 to 24 – Decision required to comply with our statutory timeframes to fulfil our housing duty
- 2.21 Decision 25, 26 – To inform that minded to conclude not in priority housing need unless additional evidence can be supplied. If deemed not in priority need notice will be given to leave current accommodation.
- 2.22 Urgency reason 25, 26 – Decision required to comply with our statutory timeframes to fulfil our housing duty
- 2.23 Decision 27 – To inform that not in priority need and therefore not owed the Main Housing Duty.
- 2.24 Urgency reason 27 – Decision required to comply with our statutory timeframes to fulfil our housing duty
- 2.25 Decision 28 – Serve a s.16 Local Government Miscellaneous Provisions Act 1976 Notice **XX** to require them to disclose their interest in the property at **XX**. (Redaction due to GDPR - personal identifiable data)
- 2.26 Urgency reason 28 – to meet the Council's duties under the Housing Act 2004.
- 2.27 Decision 29 – to issue a letter that seeks further information from the applicant in order to assess the housing application further.
- 2.28 Urgency reason 29 – Decision required to comply with our statutory timeframes to fulfil our housing duty
- 2.29 Decision 30 – to serve Notice on Banstead Social Prescribing
- 2.30 Urgency reason 30 – to meet the 6-month contract notice period
- 2.31 Decision 31 – To approve the Council's consultation response as set out in the attached document for submission to Surrey County Council by their deadline of 20th November 2023
- 2.32 Urgency reason 31 – Short consultation window (consultation began 20/10/23 and ends 15/12/23, which is before the next available committee meeting).

#### Risk Assessment

#### Legal or other duties

- 2.33 Equality Impact Assessment

2.33.1 None arising from this report.

2.34 Crime & Disorder

2.34.1 None arising from this report.

2.35 Safeguarding

2.35.1 None arising from this report.

2.36 Dependencies

2.36.1 None arising from this report.

2.37 Other

2.37.1 None arising from this report.

### 3 Financial Implications

3.1 Financial implications are included within each decision form.

3.2 **Section 151 Officer's comments:** None for the purposes of this report.

### 4 Legal Implications

4.1 Legal implications are included within each decision form.

4.2 **Legal Officer's comments:** None for the purposes of this report.

### 5 Policies, Plans & Partnerships

5.1 **Council's Key Priorities:** The following Key Priorities are engaged:

- To strengthen the Council's financial independence.
- To encourage and support business creation and growth.

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

5.3 **Climate & Environmental Impact of recommendations:** None arising from this report.

5.4 **Sustainability Policy & Community Safety Implications:** None arising from this report.

5.5 **Partnerships:** Not applicable to this report.

### 6 Background papers

6.1 The Urgent decisions have already been published on Members News.