

## STRATEGY AND RESOURCES COMMITTEE

Tuesday 28 January 2025 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 Strategy and Resources Committee meeting, on the day and at the time and place stated, to consider the business set out in this agenda.

Councillor Neil Dallen (Chair)  
Councillor Hannah Dalton (Vice-Chair)  
Councillor Kate Chinn  
Councillor Alex Coley

Councillor Alison Kelly  
Councillor Robert Leach  
Councillor Lucie McIntyre  
Councillor Phil Neale

Yours sincerely



Chief Executive

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

### **EMERGENCY EVACUATION PROCEDURE**

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

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

## Public information

**Please note that this meeting will be held at the Town Hall, Epsom and will be available to observe live using free YouTube software.**

A link to the online address for this meeting is provided on the first page of this agenda. A limited number of seats will be available on a first-come first-served basis in the public gallery at the Town Hall. If you wish to observe the meeting from the public gallery, please arrive at the Town Hall reception before the start of the meeting. A member of staff will show you to the seating area. For further information please contact Democratic Services, email: [democraticservices@epsom-ewell.gov.uk](mailto:democraticservices@epsom-ewell.gov.uk), telephone: 01372 732000.

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

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

## Exclusion of the Press and the Public

There are matters scheduled to be discussed at this meeting that would appear to disclose confidential or exempt information under the provisions of Schedule 12A of the Local Government Act 1972 (as amended). The Committee is likely to resolve to exclude the press and public during discussion of these matters by virtue of the private nature of the business to be transacted.

## Questions 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 23 January 2025**.

A written copy 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 27 January 2025**.

For more information on public speaking protocol at Committees, please see [Annex 4.2](#) of the Epsom & Ewell Borough Council Operating Framework.

## Filming and recording of meetings

The Council allows filming, recording and photography at its public meetings. By entering the Council Chamber and using the public gallery, you are consenting to being filmed and to the possible use of those images and sound recordings.

Members of the Press who wish to film, record or photograph a public meeting should contact the Council's Communications team prior to the meeting by email at: [communications@epsom-ewell.gov.uk](mailto:communications@epsom-ewell.gov.uk)

Filming or recording must be overt and persons filming should not move around the room whilst filming nor should they obstruct proceedings or the public from viewing the meeting. The use of flash photography, additional lighting or any non-handheld devices, including tripods, will not be allowed.

## **AGENDA**

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

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

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

To receive declarations of any Disclosable Pecuniary Interests or other registrable or non-registrable interests from Members in respect of any item to be considered at the meeting.

### **3. MINUTES OF PREVIOUS MEETING (Pages 5 - 14)**

The Committee is asked to confirm as a true record the Minutes of the meeting of the Committee held on 12 November 2024 (attached) and to authorise the Chair to sign them.

### **4. STAFF PAY AWARD (Pages 15 - 20)**

This report provides information and options for the committee to make a recommendation to Council for a staff pay award for 2025/26.

### **5. TEMPORARY AGENCY STAFF PROCUREMENT (Pages 21 - 26)**

This report outlines the proposed approach for the procurement of a Managed Service Provider for the provision of agency staff.

### **6. REVISED ENFORCEMENT POLICY (Pages 27 - 42)**

To consider a revised compliance and enforcement policy.

### **7. PLANNED MAINTENANCE PROGRAMME 2025-26 (Pages 43 - 58)**

This report provides an update on the current financial year's approved 2024-25 planned maintenance programme and requests approval for the planned maintenance programme for the next financial year 2025-26.

### **8. ICT STRATEGY UPDATE (Pages 59 - 94)**

This report provides a summary of the changes to the ICT Strategy agreed by this committee in September 2023. Noted in the update are areas where work has been completed, where work is still in progress and where adjustments to the Strategy have been made.

The original ICT Strategy anticipated that the document would be subject to annual review as the nature of IT services is ever changing.

**9. MICROSOFT LICENSING RENEWAL** (Pages 95 - 98)

The existing Microsoft Licensing Agreement is due for renewal at the end of March 2025 and a new agreement needs to be in place to ensure continuity of service.

**10. POLLING DISTRICT AND POLLING PLACES REVIEW** (Pages 99 - 166)

This report sets out the outcome of the consultation process on Polling Places and Districts and makes recommendations for proposed changes.

**11. REVENUE BUDGET AND FEES AND CHARGES 2025/26** (Pages 167 - 180)

This report sets out estimates for income and expenditure on services in 2025/26 and recommends fees and charges for which this Committee is responsible, with the new charges being effective from 1 April 2025.

**12. URGENT DECISIONS** (Pages 181 - 184)

To report to the Committee a decision taken by the Director of Environment, Housing and Regeneration on the grounds of urgency, in compliance with the requirements of the Constitution.

**13. EXCLUSION OF PRESS AND PUBLIC** (Pages 185 - 186)

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

**14. INCOME GENERATING OPPORTUNITY** (Pages 187 - 192)

The report has not been published as it deals with information in relation to the financial or business affairs of the Council or a third party.

**15. UKSPF UPDATE** (To Follow)