

Public Document Pack

Legal and Democratic Services



STRATEGY AND RESOURCES COMMITTEE

Thursday 28 January 2021 at 7.00 pm

Place: Remote Meeting

PLEASE NOTE: this will be a 'virtual meeting'.

The link to the meeting is: <https://attendee.gotowebinar.com/register/1026203199036810251>
Webinar ID: 136-125-563

Telephone (listen-only): 020 3713 5022, Telephone Access code:447-834-654

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 Eber Kington (Chairman)
Councillor Clive Smitheram (Vice-Chairman)
Councillor Arthur Abdulin
Councillor Steve Bridger
Councillor Kate Chinn

Councillor Nigel Collin
Councillor Hannah Dalton
Councillor David Gulland
Councillor Colin Keane
Councillor Barry Nash

Yours sincerely

A handwritten signature in black ink that reads 'J.C. Beldan'.

Chief Executive

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

Public information

Please note that this meeting will be a 'virtual meeting'

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

A link to the online address for this meeting is provided on the first page of this agenda and on the Council's website. A telephone connection number is also provided on the front page of this agenda as a way to observe the meeting, and will relay the full audio from the meeting as an alternative to online connection.

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

Exclusion of the Press and the Public

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

Questions from the Public

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

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

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

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

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

Written questions must be received by Democratic Services by noon on the tenth working day before the day of the meeting. For this meeting this is **Noon, 14 January 2021**

Registration for oral questions is open until noon on the second working day before the day of the meeting. For this meeting this is **Noon, 26 January 2021**

AGENDA

1. QUESTION TIME

To take any questions from members of the Public.

2. DECLARATIONS OF INTEREST

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

3. BOURNE HALL PARKING CHARGES FOR COMMUNITY VACCINATION SCHEME UPDATE (Pages 5 - 8)

In December 2020 the Committee agreed to delegate authority to the Head of Operational Services to implement a parking permit scheme for up to a maximum of 10 staff and volunteers in delivering the vaccination programme. A request has since been made for additional spaces.

4. EPSOM & EWELL BOROUGH COUNCIL PAY POLICY STATEMENT (Pages 9 - 28)

This report introduces the draft Epsom & Ewell Borough Council Pay Policy Statement for 2021/2022 and seeks approval of the statement, prior to its presentation to full Council and subsequent publication on the Council website.

5. YOUTH HUB INITIATIVE (Pages 29 - 34)

To request grant funding from DWP's Flexible Support Fund to set up a Youth Hub in the Borough, with delivery partners, and to match fund the bid with the offer of a location for the Youth Hub.

6. PLANNED MAINTENANCE PROGRAMME 2021-22 (Pages 35 - 44)

This report provides an update on the approved 2020-2021 planned maintenance programme and requests approval for the planned maintenance programme for the next financial year 2021-2022.

7. CAPITAL PROGRAMME 2021/22 (Pages 45 - 58)

This report summarises the proposed 2021/22 capital programme. The Committee's approval is sought for the programme to be submitted to Council in February 2021.

8. 2021/22 REVENUE BUDGET AND FEES & CHARGES (Pages 59 - 72)

This report sets out estimates for income and expenditure on services in 2021/22.

9. MINUTES OF PREVIOUS MEETING (Pages 73 - 76)

The Committee is asked to confirm as a true record the Minutes of the Meeting of the Committee held on 17 November 2020 (attached) and Special Meeting held on 22 December 2020 (to follow) and to authorise the Chairman to sign them.

10. EXCLUSION OF PRESS AND PUBLIC (Pages 77 - 78)

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.

11. COMMERCIAL TENANTS UPDATE (Pages 79 - 86)

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

BOURNE HALL PARKING CHARGES FOR COMMUNITY VACCINATION SCHEME UPDATE

Head of Service:	Ian Dyer, Head of Operational Services
Wards affected:	(All Wards);
Urgent Decision?(yes/no)	Yes
If yes, reason urgent decision required:	To support a local Covid community vaccination scheme
Appendices (attached):	None

Summary

In December 2020 the Committee agreed to delegate authority to the Head of Operational Services to implement a parking permit scheme for up to a maximum of 10 staff and volunteers in delivering the vaccination programme. A request has since been made for additional spaces.

Recommendation (s)

The Committee is asked to:

- (1) Delegate to the Head of Operational Services to implement a parking permit scheme at Bourne Hall Car Park for Fitznells Manor Surgery, as set out in paragraph 2.6 of this report.**

1 Reason for Recommendation

- 1.1 To respond to an additional request for support from the Integrated Care Partnership, for Fitznells Manor Surgery, in their role as a Covid Vaccination hub.

2 Background

- 2.1 The Council was approached by the Integrated Care Partnership for discounted parking provision at Bourne Hall car park to support its role in the Covid vaccination program.
- 2.2 In December 2020 this Committee agreed to delegate authority to the Head of Operational Services to implement such a scheme, but for a maximum of 10 parking spaces per day.

- 2.3 The Integrated Care Partnership have since asked whether it would be possible to consider a request for up to 40 spaces per day, for set days to be confirmed but likely to be for 3 days per week.
- 2.4 The 40 spaces are requested for 20 vaccination volunteers and an additional 20 for those who would usually park in the Spring Street surgery but who may be displaced to allow for those in the older and more vulnerable cohorts to park in closer proximity to the Fitznells Surgery.
- 2.5 Since the initial Committee Report Epsom & Ewell Borough Council has entered higher tiers of Covid restrictions and more recently a National lockdown meaning that usage of the car park and venue at Bourne Hall have diminished.
- 2.6 Having reviewed the proposal, possible impact and accessibility, it is proposed that a parking permit scheme for the Bourne Hall car park include the following matters:
 - 2.6.1 Discounted parking be made available to those operating out of Fitznells Manor Surgery to deliver the vaccination program
 - 2.6.2 Discounted parking places be made available to those displaced from the Spring Street surgery, if car park capacity allows, whilst the older and more vulnerable cohorts are vaccinated.
 - 2.6.3 Greater flexibility delegated to the Head of Operational Services in regards to the number of permits or parking spaces made available, taking into consideration the National and Local Covid tier restrictions at the time and the service requirement of Bourne Hall and the Council.
 - 2.6.4 Subject to the bespoke elements of the scheme in terms of charges and duration, the parking permit scheme will operate in accordance with the Council's normal terms and conditions for parking permits.
- 2.7 If approved, the parking permit scheme will be operated by the Council.

3 Risk Assessment

Legal or other duties

3.1 Impact Assessment

3.1.1 N/A

3.2 Crime & Disorder

3.2.1 N/A

3.3 Safeguarding

3.3.1 N/A

3.4 Dependencies

3.4.1 N/A

3.5 Other

3.5.1 N/A

4 Financial Implications

4.1 As a result of the Covid pandemic, at Quarter 2 the Council is projecting an in-year deficit, pre-government support, of £4.57m, a significant proportion of which relates to the fall in car parking income. In this context, the Council must take steps to address its deficit and income shortfall, including seeking other sources of funding where possible.

4.2 The proposals set out in this report could have an effect on income received from the car park, however, the permit scheme is limited to a maximum of 40 spaces daily which allows any potential losses of parking income to be managed while at the same time providing a modest income.

4.3 Officers will keep the number of spaces offered under review to ensure sufficient capacity is retained for other users.

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

5 Legal Implications

5.1 None arising from the contents of this report.

5.2 **Monitoring Officer's comments:** None arising from the contents of this report.

6 Policies, Plans & Partnerships

6.1 **Council's Key Priorities:** The recommendations contained in this report contribute towards the Council's priority of Safe and Well.

6.2 **Service Plans:** The matter is not included within the current Service Delivery Plan.

6.3 **Climate & Environmental Impact of recommendations:** N/A

6.4 **Sustainability Policy & Community Safety Implications:** N/A

6.5 **Partnerships:** N/A

7 Background papers

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

Previous reports:

- Bourne Hall Parking Charges for Community Vaccination Scheme
22 December 2020

EPSOM & EWELL BOROUGH COUNCIL PAY POLICY STATEMENT

Head of Service:	Shona Mason, Head of HR & Organisational Development
Wards affected:	(All Wards);
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	N/A
Appendices (attached):	1: draft Pay Policy Statement 2021/2022 2: Scale of Returning Officer Fees 2021/22

Summary

This report introduces the draft Epsom & Ewell Borough Council Pay Policy Statement for 2021/2022 and seeks approval of the statement, prior to its presentation to full Council and subsequent publication on the Council website.

Recommendation (s)

The Committee is asked to:

- (1) Approve the draft Pay Policy Statement for 2021/2022;**
- (2) refer the draft Pay Policy Statement 2021/2022 to Council for approval.**

1 Reason for Recommendation

- 1.1 The Council's has a statutory duty to publish an annual Pay Policy Statement.
- 1.2 The draft Pay Policy Statement needs approval from the Strategy & Resources Committee before being presented to Full Council for approval prior to publication on the Council's website. Only full Council can approve the Pay Policy Statement before it can come into effect.

2 Background

- 2.1 The Localism Act requires each local authority to publish a statement which identifies the Council's approach to pay and in particular sets out pay arrangements for the senior chief officer posts. Under Section 38(1) of the Localism Act 2011 the Council is required to prepare a Pay Policy Statement, for the financial year, which is approved by full Council.

- 2.2 The statement sets out the levels of remuneration for the Council's senior officers as well as a general approach to pay which is lifted from the Council's HR Employee Pay & Reward Procedure 2020-2024.
- 2.3 Once agreed by the Council, the Pay Policy Statement will form part of the basis on which the Council remunerates employees particularly those at the senior officer level, as required by Section 41 of the Localism Act 2011.
- 2.4 The information set out in the pay policy statement meets the requirements of the legislation and details the relationship between those employees who are lowest paid and Chief Officers.
- 2.5 The policy statement outlines the following key areas:
- Level and elements of remuneration for each senior officer
 - Remuneration of chief officers on recruitment
 - Increases and additions to remuneration for each chief officer
 - The use of performance related pay for chief officers
 - The approach to the payment of chief officers on their ceasing to hold office or to be employed by the authority
 - The publication of and access to information relating to remuneration of chief officers
 - Pay multiple (ratio) between Chief Officers' pay and all other employees
 - Election fees
 - Policy on employing someone who has taken redundancy
 - Policy on employing someone who is also drawing a pension
 - Policy on lowest paid
- 2.6 The Pay Policy Statement, which is prescribed in terms of content, sets out the Council's policies in respect of remuneration. The statement is simply a summary of the key provisions as required by the Localism Act.
- 2.7 The Committee is therefore not being asked to approve the policies, but simply approve the statement which sets out existing policies.
- 2.8 The proposed draft Pay Policy Statement is attached at Appendix 1, and Appendix 2 sets out the draft Returning Officer fees and charges.
- 2.9 It should be noted that the figures within the Pay Policy Statement are based on 2021/22 pay figures which includes the proposed pay award of 0.5% from April 2021. The proposed pay award is in line with the Council's Employee Pay & Reward procedure and is based on CPI from September 2020.
- 2.10 Senior salary information is also published as part of the Final Statement of Accounts. However the Localism Act 2011 (Section 38) requires the Council to publish an annual Pay Policy Statement.

- 2.11 The Equality Act 2010 (Gender Pay Gap Information) Regulations 2017 (in force from 31 March 2017) require public sector employers operating in England to provide gender pay reports by 30 March each year detailing the mean gender pay gap in hourly pay as at 31 March the previous year.
- 2.12 Although Gender Pay Gap data is also required to be published publicly on the Government website, this requirement was suspended by the Government for the 2019-20 reporting year due to the pandemic.
- 2.13 Due to other priorities the HR team did not submit the Council's Gender Pay Gap data for 2019/20 but will be completing reporting for both 2019/20 and 2020/21 in the New Year ready for submission.
- 2.14 In the meantime HR have provided the headline statistic within the Gender Pay Gap Information for the purpose of this report. The mean hourly rate for 2019-20, shows a positive picture in favour of women of 8.1% and positions the Council positively in terms of women's mean pay. Gender pay illustrates the differences in the average pay between men and women.
- 2.4 It is proposed that the draft Pay Policy Statement is approved by Strategy & Resources Committee to then be presented to Full Council for approval prior to publication on the Council's website.
- 2.5 Once approved by Full Council the pay policy statement will be published on the Council's website

3 Risk Assessment

Legal or other duties

- 3.1 Impact Assessment
 - 3.1.1 None arising from the contents of this report
- 3.2 Crime & Disorder
 - 3.2.1 None arising from the contents of this report
- 3.3 Safeguarding
 - 3.3.1 None arising from the contents of this report
- 3.4 Dependencies
 - 3.4.1 None arising from the contents of this report
- 3.5 Other
 - 3.5.1 None arising from the contents of this report

4 Financial Implications

- 4.1 The 0.5% cost of living increase for 2021/22 is based on CPI inflation for September 2020, in accordance with the Council's agreed Pay Policy for 2020-24.
- 4.2 Annual cost of living adjustments linked to CPI inflation have been factored into the Medium Term Financial Strategy for 2020-24.
- 4.3 **Section 151 Officer's comments:** None arising from the contents of this report.

5 Legal Implications

- 5.1 These are contained with the body of the report.
- 5.2 **Monitoring Officer's comments:** none arising from the contents of this report.

6 Policies, Plans & Partnerships

- 6.1 **Council's Key Priorities:** The following Key Priorities are engaged:
- Effective Council.
- 6.2 **Service Plans:** The matter is not included within the current Service Delivery Plan.
- 6.3 **Climate & Environmental Impact of recommendations:** None arising from the contents of this report.
- 6.4 **Sustainability Policy & Community Safety Implications:** None arising from the contents of this report.
- 6.5 **Partnerships:** None arising from the contents of this report.

7 Background papers

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

Previous reports:

- Epsom & Ewell Borough Council Pay Policy Statement 2020/21, Strategy & Resources 30 January 2020
- Epsom & Ewell Borough Council Pay Policy Statement 2020/21, Council, 13 February 2020

Other papers:

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

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Pay Policy
Statement
2021/2022

Version number: 4
Date:

Tracking

Policy Title	Pay Policy Statement 2021/2022		
LT sign off			
Committee	Strategy & Resources Full Council	Date approved	28 January 2021 (TBC) 16 February 2021 (TBC)
Review due date	12 months	Review completed	
Service	HR & Organisational Development		

Revision History

Revision Date	Revisor	Previous Version	Description of Revision
March 2019	Shona Mason	Version 2	Updated for 2019/20
January 2020	Debbie Childs	Version 3	Updated for 2020/21
January 2021	Debbie Childs	Version 4	Updated for 2021-22

Document Approvals

Each revision requires the following approvals:

Sponsor Approval		Name	Date
S&R	Version 2		2 April 2019
Full Council	Version 2		30 April 2019
S&R	Version 3		30 January 2020
Full Council	Version 3		13 February 2020
S&R	Version 4		28 January 2021 (TBC)
Full Council	Version 4		16 February 2021 (TBC)

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1. Introduction and background summary

- 1.1 Under the Localism Act 2011 the Council is required to publish an annual pay policy statement which has been approved by full Council. The information is set out under headings which have been prescribed by the Localism Act and relates to 2021/22 financial year.

2. Purpose

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

3. Level and elements of remuneration for each senior officer

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

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

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

Post	Bottom of salary range p.a.	Top of salary range p.a.
Chief Executive	£103 157	£120 967
Chief Operating Officer	£82 838	£97 215
Heads of Service	£64 078	£74 229

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

- Payment into the pension scheme (employer’s contribution at 17.4% of pensionable pay) if the employee has opted in and pays contributions at the required employee level themselves
- Chief Executive and Chief Operating Officer lump sum payment of 4% of basic salary in respect of subsistence and other expenses thereby reducing administration and providing a cap on the cost
- Payment of up to two annual subscriptions to professional institutions where this is an essential requirement of the role. Costs of memberships vary but most are around £200.
- Monitoring Officer and Section 151 Officer allowance of 15% of basic salary for the additional responsibilities for the statutory requirements of each role
- Lump sum payment for the requirement to have a car for the effective performance of duties. The amount varies according to the role of the individual.

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

- 3.5 We recognise that the cost of housing in Epsom & Ewell is amongst the highest in the Southeast and that we are within commuter distance of London and the higher salaries there, and we take this into account when determining salary levels from the benchmarking information.

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

4. Remuneration of chief officers on recruitment

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

5. Increases and additions to remuneration for each chief officer

- 5.1 Cost of living pay increases for all staff are considered every four years (in line with the Council's Pay Policy for 2020-24) through consultation with the Staff Consultative Group, which is made up of employee representatives and is the body which the Council consults with on terms and conditions of employment and other employee related matters.
- 5.2 The latest financial forecasts include an annual 2% cost of living increase for 2020/1 – 2024/5 and this is based on the Government's target for CPI.
- 5.3 Based on the CPI figure for September 2020, a 0.5% cost of living increase will be applied to the pay scales for 2021/22.
- 5.4 When determining pay awards we take into account financial affordability as well as the increase in cost of living for all staff.
- 5.5 All employees (including Chief Officers) can be awarded a single increment on the salary scale annually. This is dependent on satisfactory performance with no automatic progression through grades. All employees are expected to perform their duties to a satisfactory standard to progress through the grade.
- 5.6 Once an employee reaches the top of their salary scale there is no opportunity for further progression, however, any cost of living increase will apply.

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

- 6.1 Our Managing Workforce Change policy sets out a consistent method of calculating redundancy pay which uses the Modified Statutory Redundancy ready reckoner which is applied to all redundant employees including Chief Officers.

The level of redundancy pay is calculated on weekly earnings using the statutory system. The payment is intended to recompense employees for the loss of their livelihood and provide financial support whilst they seek alternative employment.

6.2 The Council has a Local Government Pension Scheme Discretions Policy which is applicable to all employees, including Chief Officers.

6.3 The Restriction of Public Sector Exit Payments Regulations 2020 came into force on 4 November 2020 and introduce a £95,000 cap on the aggregate value (before tax) of exit payments made to public sector employees. These include redundancy payments, voluntary exit payments and actuarial strain costs paid by an employer to a pension scheme to facilitate early retirement pensions on an unreduced basis.

7. The publication of and access to information relating to remuneration of chief officers

7.1 Our annual pay policy statement will be published on the website where it can be easily accessed by any interested parties such as tax payers and external organisations.

7.2 Information about Chief Officer remuneration is also published as part of the Final Statement of Accounts. The pay scales for all employees can also be found on the website.

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

8.1 The pay of all employees is set according to the Council's pay scales. There is a fixed relationship between each point on each of the grades there are no predefined pay ratios between different groups of employees or specific posts.

8.2 The bottom of our lowest pay scale is £19,327 and the top of the Chief Executive scale is £120,967 is a pay multiple of 1:6.3.

8.3 This is well within the maximum ratio 1:20 identified as a maximum pay multiple in the Hutton Review of Public Sector Pay.

8.4 As at 30 November 2020 the mean average pay for employees other than Chief Officers was £29,439; therefore currently the ratio of mean average Chief Officer pay to mean average pay of other employees was 1:2.6.

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

9. Election fees

9.1 Fees in respect of the role of Returning Officer for, borough and county elections are paid separately from and in addition to the relevant officer's

salary package. The amount payable varies according to the size of the electorate and number of postal voters and is calculated as set out in the attached Annex 1 Draft ELECTION OF COUNTY/ BOROUGH / PARISH COUNCILLORS IN SURREY: SCALE OF RETURNING OFFICER'S FEES AND CHARGES - 2020/2021

- 9.2 Payments for employees at Head of Service and below for Local Election duties are made in accordance with the same scale.

10. Gender Pay Gap Information

- 10.1 In accordance with the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017, which came into force on the 31 March 2017, employers with at least 250 employees are required to publish annual information as at 31 March each year. This information is published on the Council's website and also externally and on the Government's Gender Pay Gap website.
- 10.2 As a result of the Coronavirus pandemic, the requirement to report Gender Pay Gap information was suspended by the Government for the 2019-20 reporting year.

11. Policy on employing someone who has taken redundancy

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

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

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

13. Policy on lowest paid

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

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ELECTION OF COUNTY/ BOROUGH / PARISH COUNCILLORS IN SURREY: SCALE OF RETURNING OFFICER'S FEES AND CHARGES - 2020/2021			
The scale of Fees and Charges specifies the maximum recoverable amounts available for each electoral area.			
It also sets maximum recoverable amounts for specified services and specified expenses.			
Neither of these can be exceeded but the Returning Officer is entitled to disburse funds on the different functions specified in the fee scale as he/she sees fit, provided the expenditure is accounted for properly and only spent on what is necessary for the efficient and effective conduct of the election.			
This scale of Fees and Charges is also to be used at any referendum held under the regulations listed in the Notes at the bottom of Annex 1.			
All references in this document to the Returning Officer or County DRO are to be read and interpreted as applying to the Counting Officer at any Referendum covered by the list of regulations in the Notes at the bottom of Annex 1.			
Part A -	Note: The Returning Officer or County DRO may allocate some of his/her fee to deputies or vice them to another expenditure head.		
	Calculated by using CBZX 12 month rolling index on National Statistics website	2019/2020	2020/2021(Hourly Rate)
	for 2007/8 and 2008/9 and average rate of increase in pay across County authorities during 2017 for 2017/18.	Bringing payments up to Living Wage	The Hourly rate is calculated for working 15 1/2 hours
1	(a) Separate County, Borough or Parish Elections		
	First 500 electorate	£32	£32
	For every additional 500 electors, or part thereof	£16	£16
	(b) Combined County / Borough and Parish Elections		
	First 500 electorate (in combined part of area only)	£43	£43
	For every additional 500 electors, or part thereof (in combined part of area only)	£21	£21
	Note 1: Where a combined fee is payable, that fee must be split between the areas. A total combined fee is not payable in each area.		
	Note 2: Where a single election is payable from this fee scale in combination with an election paid by central government, the combination element will only be paid by this local fee scale if there is no payment for combination in the government fee scale.		
	Note 3: Where more than two elections are combined from this fee scale, the following payment will be made per 500 electors or part thereof for each extra election. This is only applicable in the areas in which those elections apply.	£6.00	£6.00
	(c) Uncontested Election *	£27.00	£27.00
	* Fee applicable at by-elections for County / Borough or Parish Councillors or, at Ordinary Elections, when the election of Borough Councillors is contested but the election for the Parish or Parish Ward is uncontested.		
2	In each contested electoral area, for services in connection with the despatch and receipt of postal ballot papers		
	For first 100 postal voters	£7.00	£7.00
	For each additional 75 postal voters or fraction thereof	£6.00	£6.00
3	In each contested electoral area, for services in connection with the preparation and issue of Official Poll Cards (all types - Poll/Postal Poll/Proxy Poll/ Proxy Postal Poll)		
	First 2000 poll cards	£20.00	£20.00
	For every additional 250 poll cards, or fraction thereof	£1.00	£1.00
4	NOTE: At a contested by-election the total fee payable to the Returning Officer must be at least equal to the sum of the Presiding Officer and Count Assistant fees stated at B1(a) and B4(a)(i) respectively and the amount opposite	£90.00	£90.00
5	Max fee for training Presiding Officers and Poll Clerks per session (min 25 people at ordinary election. One session only at by-election if training deemed necessary). This fee to be distributed direct to the Trainer(s).	£162.00	£162.00
Part B -	Expenses of Returning Officer or County DRO for which maximum amounts are specified		
In no case shall a charge exceed the sum actually and necessarily payable or paid by the Returning Officer or County Deputy Returning Officer. Subject thereto the MAXIMUM charges shall be as follows:			
1	For the Presiding Officer at each Polling Station		
	(i) (a) at separate Borough or Parish Polls (including payment for use of mobile phone £5)	£260.00	£269 (£17.03)
	(i) (b) at combined Borough / Parish Polls (including payment for use of mobile phone £5)	£300.00	£319 (£20.25)
	(i) (c) for each extra election above a combined election	£30.00	£30.00
	(ii) Where at a polling place there is more than one polling station, the maximum recoverable amount in respect of one only of the presiding officers at the polling station at such a polling place is increased by	£20.00	£20.00
	NB Where a polling station is situated within the boundary of a District or Borough Council which adjoins a London Borough the fees in B1 (a) & (b) are increased by	£40.00	£40.00
	Max fee per session for training of Presiding Officers as necessary	£43.00	£43.00
2	For each Poll Clerk at each Polling Station		
	(a) at separate Borough or Parish Polls	£145.00	£167 (£10.77)
	(b) at combined Borough / Parish Polls	£170.00	£192 (£12.39)
	(c) for each extra election above a combined election depending on local circumstances and as the Returning Officer thinks fit	£15.00	£15.00
	Part time Poll Clerk	Will be calculated on hourly rate	Will be calculated on hourly rate
	NB Where a polling station is situated within the boundary of a District or Borough Council which adjoins a London Borough the fees in B2 (a) & (b) are increased by	£40.00	£40.00
	Max fee per session for training of Poll Clerks as necessary	£43.00	£43.00

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

	(b) the voting compartments, any other furniture necessary for polling stations and the instruments to stamp on the ballot papers the official mark or any other equipment required in the administration of the election.		Actual costs	Actual costs
11	Expenses in the provision of stationery and writing implements and in postages, including postal ballot paper postages (but excluding official poll cards - see paragraph 4 of Part C above) telephone, bank charges and other miscellaneous items		Actual costs	Actual costs
12	Expenses in connection with the provision of security measures		Actual costs	Actual costs
13	Expenses in connection with the employer's portion of superannuation contributions for the Returning Officer, Deputy Returning Officer(s), etc			
14	Expenses in the provision of equipment and software for the checking of personal identifiers on the postal voting statements. Prior agreement to be sought from paying authority.			
15	Reimbursement of up to 50% of the costs of any elections management software licence charge in the year in which local elections are held. Further scaled down to a proportionate amount if a by-election held.			
	For maximum levels of expenditure for certain duties under Part C above - see Annex 1 attached.			
ANNEX 1				
Maximum Levels of Expenditure under Part C of Scale of Fees and Charges for County / District / Borough / Parish Elections within Surrey				
	Head : Duty			
C1(c)	Presiding Officer Travel - Fixed w		£25.00	£25.00
C1(c)	Poll Clerk Travel - Fixed w		£10.00	£10.00
	<i>Mileage rates applicable in rural areas where fixed travel is not appropriate</i>		£0.48	£0.48
C1(d)	Fixed Travel of staff to transport boxes at the Count (if not delivered by Presiding Officer)		£21.00	£21.00
C1(d)	Count staff travel - fixed w		£10.00	£10.00
C2	Checking Ballot Papers - per 10,000 ballot papers or part thereof ww		£18.00	£18.00
C4	Poll Cards (all types - Poll/Postal Poll/Proxy Poll/ Proxy Postal Poll) - Hand delivery		£0.19	£0.19
C7	Polling Station Inspectors - maximum payable per person 1 w		£262.00	£269.00 (£17.03)
C8	Preparation of Ballot Boxes & stamping instruments (each polling station)		£9.00	£9.00
C8	Preparation of Stamping Instruments used at postal vote issue		£4.00	£4.00
C10	Transport of Postal Votes to Count - 2 per District / Borough 1 w		£85.00	£85.00
C10	Staff to transport boxes at Count - per District / Borough 1 ww		£635.00	£635.00
C10	Remove bundles of counted votes - 3 per District / Borough 1 w		£141.00	£141.00
C11	Mobile telephones (where no land lines available).			
			This will now be part of the payment for the duties undertaken	This will now be part of the payment for the duties undertaken
C12	Security at Count - per District / Borough 1 ww		£254.00	£254.00
C12	Security at Count - Fixed Travel 1 w		£14.00	£14.00
	Note: C12 restriction on ordinary day of election only to be removed			
NOTES				
	1 Applicable only at the Ordinary Day of Election for County /Borough / Parish Councillors			
	w payable per person			
	ww maximum payable to be disbursed appropriately			
	Referendum regulations applicable to this fee scale:			
	The Local Authorities (Conduct of Referendums) (England) Regulations 2012			
	The Local Authorities (Conduct of Referendums) (Council Tax Increases) (England) Regulations 2012			
	The Neighbourhood Planning (Referendums) Regulations 2012			
ANNEX 2				
Proposed calculation and distribution of core payments - see Word document annexed to this document. Actual payments agreed by each Surrey authority to be recorded in the 'Actual Core Staff Payments' worksheet. Core staff will be paid overtime as per agreed Council policy or if no policy in place a minimum of normal hourly rate is paid				
	Signed _____			
	James Whiteman, Returning Officer Guildford Borough Council			
	On behalf of all Surrey Returning Officers			

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YOUTH HUB INITIATIVE

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

Summary

To request grant funding from DWP's Flexible Support Fund to set up a Youth Hub in the Borough, with delivery partners, and to match fund the bid with the offer of a location for the Youth Hub.

Recommendation (s)

The Committee is asked to:

- (1) Agree that the Head of Housing and Community, in consultation with the Chairman of Strategy and Resources Committee, the Chief Finance Officer, Chief Operating Officer and the Head of Property and Regeneration, submits an application to the Department for Work and Pensions to fund the establishment of a Youth Hub;**
- (2) Agree that the Council enters into an arrangement with delivery partners to deliver this initiative.**

1 Reason for Recommendation

- 1.1 Approving the recommendations will enable the Council to apply for funding to establish the Youth Hub and help support those at risk of unemployment within the borough.

2 Background

- 2.1 The impact of the COVID19 pandemic has had a significant impact on the numbers of borough residents claiming Universal Credit. This is particularly large in the 16-24 year old age group.

- 2.2 In response to this growing problem of unemployment and to avoid the pandemic creating a cohort of left behind young people, the Department of Works and Pensions (DWP) has requested bids from local authorities to establish a Youth Hub within the borough with the intention of supporting 18 – 24 years olds to help them seek employment and increase their chances of gaining future employment.
- 2.3 The role of the Youth Hub is not to replicate existing DWP provision but to leverage a range of additional partner and industry resources to provide employment information and advice, support employer connections, work placements and mentors to support young people find pathways into work as soon as possible. Partners would include NESOT and Coast to Capital Enterprise Adviser service.

Skills Hub to support vulnerable local residents

- 2.4 On 30th January 2020 this Committee agreed to fund the establishment of the Epsom and Ewell Skills Hub, to support vulnerable local residents get help to develop skills to gain employment or more secure types of employment. The funding agreed was for one year and the scheme is due to conclude in March 2021.
- 2.5 The Skills Hub is provided by Surrey Life Long Learning Partnership, who have a strong track record of providing local residents with valuable job seeking service, supporting many individuals who are either homeless or at risk of homelessness to seek employment and avoid the Benefit cap to their welfare payments.
- 2.6 The Skills Hub has performed well using virtual meetings during much of the COVID19 pandemic, however more recently provision to more conventional face to face meetings has been achieved providing suitable support to those clients who either do not have access to a computer or for whom a face to face interaction is more appropriate.
- 2.7 The DWP have recognised that the Council's Skills Hub has played a valuable role in helping local residents to gain confidence, qualifications and be ready to enter the workplace.
- 2.8 The Council took a proactive step in funding the Skills Hub and the intention was that any future provision would be supported by other partners such as the DWP.

3 Youth Hub

- 3.1 Youth Hubs were recently introduced by the DWP as a means of preventing the long lasting negative impact of the COVID19 pandemic on young people aged 18 – 24, avoiding a cohort of left behind young people. Youth Hubs are intended to provide an accessible resource for residents seeking access to a range of employment related services.

- 3.2 The DWP have invited bids from local authorities to establish and operate a Youth Hub within the borough for a period of one year. The bid is intended to provide funding for staff resources, employed by the Council and operating from premises provided by the Council.
- 3.3 The provision of the premises can be considered as match funding as the Council would not charge for the use of the premises used for the Hub. However, the scale of this match funding is not required to be equal to the value of the Council's bid.
- 3.4 If the DWP funding bid is successful the Youth Hub will operate for 12 months. Currently it is difficult to anticipate what future funding provision might be. In the absence of any further funding, the Youth Hub would cease after 12 months and those being supported will transfer to the Youth Employment Programme operated by DWP and continue to be supported by the Case Workers operating at the Job Centre Plus.

4 Proposal

- 4.1 The proposal is to submit a bid to the DWP before the March 2021 deadline to fund the employment of up to two FTEs to operate a Youth Hub, incorporating the second year of the Skill Hub, for a period of one year.
- 4.2 The target group for the Youth Hub will be those within the 18 – 24 age group, however it is intended that there will be tolerances to accept service users from other age groups. The bid would allow for Job Centre Plus work advisors to be able to participate in the provision of support and guidance to the users of the service.
- 4.3 Clear outcome based measures will be used to manage the service, agreed prior to commencement and to include an increase in employment and an uptake in traineeships and apprenticeships. The premises available for the Youth Hub has yet to be determined, although a degree of flexibility is anticipated with the Council being able to offer a variety of rooms or space which might include more than one venue used on different days. Some of the service provided by the Youth Hub will be based on outreach not requiring premises.
- 4.4 The proposal is based on the using a spare room or space in a Council venue that is not being hired out. As such the proposal would not include loss of any income to the Council. Discussions with the Head of Property and Venues indicates that there is scope at Bourne Hall to accommodate the proposed Youth Hub without any loss of income.
- 4.5 Should the proposal not be feasible without the loss of income to the Council, then the proposal will return to this committee for a further decision. The current vacant Council property in South Street Epsom is not available for use due to intended works on site.

5 Risk Assessment

Legal or other duties

5.1 Impact Assessment

5.1.1 The impact of the pandemic on the economic recovery will significantly depend on local jobs to help support the local circular economy. Supporting local households living on lower incomes from unemployment and consequential homelessness will be significantly influenced by unemployment status and resulting unaffordable accommodation costs.

5.1.2 Employment helps local residents meet the costs of their accommodation and remain secure in their accommodation, reducing the demands for expensive homelessness accommodation. Employment also has a significant impact on an individual's health and wellbeing.

5.2 Crime & Disorder

5.2.1 There are clear correlations between high levels of unemployment and increased incidences of crime and anti-social behaviour. Supporting young people to develop skills and gain jobs and apprenticeships will increase an individual's options for future employment and reduce the tendency towards undesired behaviours.

5.3 Safeguarding

5.3.1 Unemployment and its associated loss of income can exacerbate vulnerability in individuals who are more susceptible to abuse, neglect or coercion.

5.4 Dependencies

5.4.1 The successful outcome to the bid to DWP will be subject to the negotiation with the DWP and Surrey Life Long Learning Partnership. The extent of the activity included as part of the Youth Hub will be dependent on the eventual funding awarded.

5.4.2 The full effect on local residents including young people from the pandemic and economic impact has yet to be determined. The continued route of the pandemic, the withdrawal of Government COVID19 protections such as furlough and rent protection will have an impact on local unemployment levels and the demand for the proposed service.

5.5 Other None

6 Financial Implications

- 6.1 The DWP bid forming this proposal is intended to cover all staffing costs, including any associated overheads and managerial costs.
- 6.2 The main Council contribution is in the accommodation provided for the operation of the Youth Hub. The Youth Hub will only utilise rooms that the Council has not otherwise been able to hire out to other users, as such the proposal will not result in any loss of income for the Council.
- 6.3 **Section 151 Officer's comments:** The Skills Hub should be funded in full by the DWP bid, as the Council currently has no budgets allocated for the scheme.

7 Legal Implications

- 7.1 The delivery of the Youth Hub will be managed through an arrangement between the Council and delivery partners.
- 7.2 **Monitoring Officer's comments:** none arising from the contents of this report.

8 Policies, Plans & Partnerships

- 8.1 **Council's Key Priorities:** The following Key Priorities are engaged: Opportunity and prosperity and Safe and Well
- 8.2 **Service Plans:** The matter is not included within the current Service Delivery Plan.
- 8.3 **Climate & Environmental Impact of recommendations:**
- 8.4 **Sustainability Policy & Community Safety Implications:** Unemployment can be associated with greater opportunities for anti-social behaviour and environmental crime. Employment will create alternative options for individuals, growing their confidence and life choices.
- 8.5 **Partnerships:** This proposal has arisen from the existing close partnership working with Surrey Life Long Partnership in delivering the Skills Hub. The Council is also growing closer partnerships with the local Job Centre plus.

9 Background papers

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

Previous reports:

- None

Other papers:

- The report on the Skills Hub (Strategy and Resources Committee 30th January 2020)

PLANNED MAINTENANCE PROGRAMME 2021-22

Head of Service:	Mark Shephard, Head of Property and Regeneration
Wards affected:	(All Wards);
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	
Appendices (attached):	1: – 2020/21 Approved Maintenance Programme 2: – 2021/22 Proposed Maintenance Programme

Summary

This report provides an update on the approved 2020-2021 planned maintenance programme and requests approval for the planned maintenance programme for the next financial year 2021-2022.

Recommendation (s)

The Committee is asked to:

- (1) To note the progress and anticipated spend at the end of the current year 2020/21;**
- (2) To agree to transfer the £68,000 projected underspend on 2020/21's programme back to the Planned Maintenance Reserve for use in 2021/22;**
- (3) To approve the 2021/22 planned maintenance programme at an estimated cost of £315,000 as set out in Appendix 2;**
- (4) Subject to the Council's financial and contract requirements, to delegate authority to the Head of Property and Regeneration to make changes within the 2021/22 planned maintenance programme to cover unforeseen matters (such as tender price variances) of up to, but not exceeding £20,000.**

1 Reason for Recommendations

- 1.1 The proposed planned maintenance programme is essential to meet the Council's health & safety obligations and undertake essential maintenance to provide a fit for purpose working environment.

2 Background

- 2.1 At its meeting on 30th January 2020, Strategy and Resources Committee agreed the planned maintenance programme in the sum of £455,000 to be funded from the Property Maintenance Reserve.
- 2.2 The approved works are set out in Appendix 1.

3 Update on 2020-21 planned maintenance programme

- 3.1 Following the Council's procurement process to obtain best value from suppliers has resulted in some schemes being delivered under budget and others slightly over budget.
- 3.2 In accordance with previously agreed recommendations, officers are authorised to make changes to the programme up to but not exceeding £20,000.
- 3.3 A brief update on each project is provided below:
 - 3.3.1 The Bourne Hall ladies toilet refurbishment was delayed due to Covid-19 lockdown measures. Works commenced in December 2020 with completion anticipated in January 2021. All works are within budget.
 - 3.3.2 The Ashley Centre car park staircase redecorations and roof repairs commenced in December 2020 with completion expected in January 2021. Works will be within budget.
 - 3.3.3 Longmead Depot security gates and access control works were completed in November 2020. Extra works included line markings, additional card readers, an additional post to incorporate an intercom and a vehicle protection bollard. The works cost £30,000 and exceeded the budget estimate by £10,000.
 - 3.3.4 Longmead Depot toilets are on hold due to Covid-19 but works will be completed before the end of March and within budget.

- 3.3.5 Playhouse - Legionella Risk Assessments remedial works continue with replacement of pipework above ceilings from kitchen areas to dressing rooms at a cost of approximately £10,000. The budget set aside was £25,000 which included the cost for carrying out new Water Risk Assessments. The budget will be underspent as Water Risk Assessments are being carried out by Rydon Maintenance within the current cost of the M&E contract. The £15,000 saving is available to be returned to the Planned Maintenance Reserves for future essential maintenance.
- 3.3.6 Ewell Court House grotto wall has been repaired. The work required listed building consent and was undertaken by a specialist brick Restoration Company. The works were completed in September 2020 at a cost of £7,000 which is £3,000 under budget.
- 3.3.7 The Town Hall chamber works to remove lead paint from four window frames (including opening secondary glazing) have been delayed due to the 2nd lockdown. The works are reprogrammed to start in January 2021 and will cost £25,000 as per the budget.
- 3.3.8 The Town Hall rest area mechanical ventilation was completed within budget and timescale. The works were necessary to prevent odours and provide better air exchange in this heavily used staff area. The works provide additional ventilation – this is known to reduce the risk of catching Covid-19. The cost of the works was £15,000.
- 3.3.9 The Town Hall radiators have been replaced which completes the majority of the defective corroded radiators at a cost of £8,000. The budget was £20,000 and £12,000 is therefore available to be returned to the Planned Maintenance Reserve.
- 3.3.10 The Community and Wellbeing Centre benefited from the second phase of high level window replacements. The work was completed in August 2020 at a cost of £11,000 being slightly over the £10,000 budget.
- 3.3.11 Flooding issues from the car park serving the King Georges Field/Harriers Centre will be addressed in the New Year.
- 3.3.12 Quotations to repair Ewell Court House timber windows over the library have been requested. The works are programmed in for March 2021.
- 3.3.13 The hard surfaces programme of repairs to pathways, car parks and roads within our parks and car parks continues each year on a priority basis. Budget and anticipated spend is £30,000.

3.3.14 Repairs to walls and fences continues with a forecasted spend of £10,000 compared to the budget of £20,000. This allows £10,000 to be returned to the Planned Maintenance Reserve.

3.3.15 The Cemetery public toilets pitched roof repairs were completed within budget in September 2020.

3.3.16 Gibraltar Recreation drainage works have been completed (rectifying ground water issues to the pavilion and pathway). Further works are required to clear the railway watercourse (not in Council ownership) and discussions continue. The drainage works were delivered within budget.

3.4 A net underspend of £68,000 is projected on 2020/21's programme, as shown at Appendix 1. It is proposed to return this £68,000 back to the Planned Maintenance Reserve for use on essential maintenance in future years.

4 Proposals

4.1 The planned maintenance budget is set at £210,000 each year, with material variations to the budget subject to Committee approval.

4.2 The £210,000 budget consists of £150,000 maintenance and £60,000 regulatory works respectively.

4.3 The proposed works programme for 2021/22 is set out at Appendix 2 at an estimated cost of £315,000, which exceeds the planned maintenance budget by £105,000. It is proposed to fund the additional £105,000 from the Planned Maintenance Reserve.

4.4 The proposed works are considered necessary as they comprise items of essential maintenance or they are required to meet statutory and / or tenant lease obligations.

4.5 As it is also proposed to return the £68,000 projected underspend this year back to the Planned Maintenance Reserve, this saving can be considered to be partially funding the additional £105,000 for next year's programme.

4.6 The Planned Maintenance Reserve holds a projected unallocated balance of £344,000, after the £68,000 current year underspend is returned to the reserve. Allocating £105,000 from the reserve for 2021/22's maintenance programme would reduce the projected unallocated balance to £239,000, which should not put any future emergency projects at risk.

4.7 Committee is asked to approve these proposed works for 2021/22 at an estimated cost of £315,000.

- 4.8 Approval is also sought to allow officers authority to make changes within the programme up to, but not exceeding £20,000 in order to cover variances that arise when obtaining quotes that may be higher or lower than the proposed budget.

5 Risk Assessment

Legal or other duties

5.1 Impact Assessment

- 5.1.1 Various works will have an impact on the operation of operational buildings and the works will be managed to minimise the impact.

5.2 Crime & Disorder

- 5.2.1 None.

5.3 Safeguarding

- 5.3.1 None.

5.4 Dependencies

- 5.4.1 None.

5.5 Other

- 5.5.1 None.

6 Financial Implications

- 6.1 The financial implications are set out within the proposals above.

- 6.2 It is anticipated that the proposed works for 2021/22 can be undertaken without causing a breach of the Council's 5% VAT partial exemption limit. Quarterly forecast calculations will be produced to monitor the ongoing taxation position throughout the year.

- 6.3 **Section 151 Officer's comments:** The planned maintenance budget for 2021/22 stands at £210,000. In the current environment, works should be restricted to those that are essential. The proposed 2021/22 maintenance programme, at an estimated cost of £315,000, is £105,000 higher than the budget. This shortfall could be funded from the Planned Maintenance Reserve; the reserve currently holds an unallocated balance of £344,000, which will reduce to £239,000 if the 2021/22 programme is approved.

7 Legal Implications

- 7.1 None arising from the contents of this report.

7.2 **Monitoring Officer's comments:** None arising from the contents of this report.

8 Policies, Plans & Partnerships

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

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

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

8.4 **Sustainability Policy & Community Safety Implications:** The scope of works within the planned maintenance programme for 2020/21 and the proposed works for 2021/22 contribute to the achievement of the Council's objectives for sustainability.

8.5 **Partnerships:** None.

9 Background papers

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

Previous reports:

- Strategy & Resources Committee 20th January 2020 - Planned Maintenance Programme 2020-21

Other papers:

- None.

Appendix 1 - 2020-21 Planned Maintenance current spent/progress

Location	Proposed Works	Comment/Justification	Progress	2020/21 Budget (£000)	Actual spend to date (£000)	Forecast outturn (£000)	Forecast Variance (£000)
Bourne Hall	Refurbish Ladies toilets as in poor condition, foul odours, and complaints have led to an upgrade.	Funding required from planned maintenance as did not receive CIL or Capital investment criteria.	December 2020 start	50	0	47	-3
Ashley centre car park	Decorations to 3no staircases, walls, floors, ceilings, and handrails.	The walls, ceilings, floors to staircases are in extremely poor condition. Smelly and difficult to keep clean,	In Progress Dec 2020 completion	80	0	75	-5
Longmead Depot	Provide new gates and access control to increase security	Health and Safety issues risk to staff of abuse and violence as yard is not fully secured.	In Progress Nov 2020 completion	20	30	30	10
Longmead Depot	Repairs to male toilets	Water pressure bad, toilets require alteration.	On hold	5	0	5	0
Various sites	Carry out new Legionella risk assessments to all properties	After completion of the remedial works, new risk assessments must be carried out. This will ensure we haven't missed any areas or pick up any outstanding issues and confirm original risks can be removed. This includes some funds for remedial work to 4 outstanding properties.	Works to Playhouse to start Dec 2020	25	0	10	-15
Ewell Court House	Grotto wall is dangerous structural alterations required and rebuild of old brickwork with listed building consent	Reported dangerous structure, area fenced off and shored up until funding is agreed.	Complete	10	0	7	-3
Town Hall Chamber	Removal of 4no secondary glazing panels, form lobby for safe removal of leaded paint. Repaint timber windows manufacture provide and fit new secondary glazing.	The works are Health and Safety, lead paint is dangerous and currently cannot open windows, this will prove issue in summer as there will be no natural ventilation to the chamber if works not carried out.	In progress Jan 2021 completion	20	0	25	5
Town Hall rest area	Fit Mechanical ventilation to rest area	With increased use and microwaves located in within the staff rest area smells are lingering and air change is required.	Complete	15	15	15	0
Town Hall	Provide and install radiators to Old and New Town Hall Phase 3 (not previously carried out)	Radiators leaking and rusty defective require replacement.	Complete	20	8	8	-12
Community & Wellbeing Centre	Replace second section of windows at high level.	Continued works phase two following Health and Safety risk from glass falling.	Complete	10	11	11	1
Harriers centre	Provide and construct new soakaways to prevent flooding	Flooding to car park and football pitch causing issues with public and footballers	Not started	15	0	15	0
Ewell Court House	Remove leaking high level timber windows from the library and manufacture provide and install new	Leaking windows in heavy rain water flooding in library.	Not started	30	0	15	-15
Ewell court House	Water treatment to heating system and replacement of defective radiators	Poor quality water is damaging the heating system and radiators. Some radiators have pin holes and are leaking.	Not started	20	8	15	-5
Hard surfaces	Health & Safety repairs to hard surfaces	Resurfacing, pot holes trip hazards and defective surfaces	In progress	30	30	30	0
Walls and fences	Emergency repairs to walls and fences	Emergency works to walls and fences	In progress	20	10	20	0
Cemetery public toilets	Replacement of pitched roof	Roof showing signs of deterioration and leaks through ceiling.	Complete	10	7	7	-3
Gibraltar Rec	Install new perforated pipework to prevent flooding and redirect surface water away.	Severe flooding is occurring to low area down past pavilion. It cannot drain freely into railway watercourse.	Not started	15	0	13	-2
Total				395	119	348	-47

Regulatory works							
Asbestos	Surveys, inspections, labelling, removal & encapsulation	Legislative must be carried out annually.		15	4	17	2
Fire Risk Assessments	Repairs and upgrades following Inspections	Legislative must be carried out annually.		10	8	8	-2
Remedial Electrical works	Remedial works	Legislative must be carried out every 5 years		15	5	5	-10
Energy efficiency	Replacement meters, repairs and upgrades to reduce carbon foot print	Monitoring via meters helps determine high usage and issues with plant		10	4	4	-6
Water efficiency	Replacement meters, repairs and upgrades to reduce usage and repair leaks	Monitoring highlights leakages and high usage		5	2	2	-3
Watercourses	Emergency clearances of streams and waterways	These works prevent flooding an ensure free flowing waterways		5	3	3	-2
Total				60	26	39	-21

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APPENDIX 2: PROPOSED PLANNED MAINTENANCE PROGRAMME 2021-22

Location	Proposed Works	£000's	Comment/Justification
Bourne Hall	Replacement lighting with low efficiency LED lights to various locations.	30	Existing lights are not efficient, cannot be controlled or dimmed, generally not fit for purpose. Receiving complaints from hirers.
Ewell Court House	Roofing repairs required to various locations, many leaks have occurred over past year.	30	Leaks over flats and tenanted area; moss to be cleared from all locations.
Town Hall	Atrium high level glazing repair following water leaks	10	This has been leaking for 5 years and desperately requires repair.
Town Hall	Modernisation of toilets	30	Phased modernisation of toilet areas to address tenant complaints.
Town Hall	External decorations to courtyard windows	10	Paint flaking, this elevation gets heavy weather condition and sun damaging paint. Needs redecoration before timber starts to rot.
Poole Road Pavilion	Replace defective roller shutters to windows	10	Health and Safety risk, too heavy, mechanism seized.
Ashley Centre car park	Replacement of defective LED lights throughout all levels	20	The existing LEDs have been in for over 7 years and are failing in random areas.
Epsom Playhouse	Smoke vents above stage are rotten and require timber repairs	20	Vents essential to prevent Fire Risk, timber rotten.
Longrove Skate Park	Replace defective concrete steps with metal steps, including handrail and concrete base	5	Health and safety issue, existing steps poorly constructed and dangerous.
Community & Wellbeing Centre	Replacement high level windows	13	Windows falling out not fixed in properly, final phase.
Community & Wellbeing Centre	Rewire to loft area	20	Dangerous wiring with risk of fire.
Various	Legionella remedial works	15	To address remedial works raised in New Water Risk assessments.
Hard surfaces	Health & Safety repairs to hard surfaces	30	Resurfacing, pot holes trip hazards and defective surfaces.
Walls and fences	Emergency repairs to walls and fences	20	Emergency works to walls and fences.
Regulatory works			

Asbestos	Surveys, inspections, labelling, removal & encapsulation	12	Legislative must be carried out annually.
Fire Risk Assessments	Repairs and upgrades following Inspections	10	Legislative must be carried out annually.
Remedial Electrical works	Condition inspections and remedial works	15	Legislative must be carried out every 5 years.
Energy efficiency	Replacement meters, repairs and upgrades to reduce carbon foot print	5	Monitoring via meters helps determine high usage and issues with plant.
Water efficiency	Replacement meters, repairs and upgrades to reduce usage and repair leaks	5	Monitoring highlights leakages and high usage.
Watercourses	Emergency clearances of streams and waterways	5	These works prevent flooding and ensure free flowing waterways.
	Total	315	

CAPITAL PROGRAMME 2021/22

Head of Service:	Lee Duffy, Chief Finance Officer
Wards affected:	(All Wards);
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	N/A
Appendices (attached):	Appendix 1 – Proposed Capital Programme Appendix 2 - Capital Appraisal form for Bid 1

Summary

This report summarises the proposed 2021/22 capital programme. The Committee's approval is sought for the programme to be submitted to Council in February 2021.

Recommendation (s)

The Committee is asked to:

- (1) submit the capital programme for 2021/22 as identified in section 4 of this report to the Council for approval on 16 February 2021.

1 Reason for Recommendation

- 1.1 To seek the Committee's approval to submit the proposed capital programme for 2021/22 to Council in February 2021.

2 Background

- 2.1 The Capital Strategy was last agreed by the Council on 13 February 2020 at which time the capital programme was approved for 2020/21. Schemes for 2021-2023 were provisional pending the annual budget review and an annual assessment of funds for capital investment.
- 2.2 Strategy and Resources provided the Capital Member Group (CMG) with a remit for the preparation of a capital programme for 2021/22. Under this remit, CMG assessed all capital bids and recommended a programme to Financial Policy Panel ('the Panel') for approval on 1 December 2020.

- 2.3 The programme presented to the Panel assumed funding from capital receipts, revenue funding, reserves and government grants. The Panel were advised that the proposed level of investment over three years 2021/22 to 2023/24 is £2.7m, of which £255k is to be funded from a planned contribution from revenue. Combined with funding from other sources including CIL, S106 and Disabled Facilities Grants, this will allow the forecast available capital receipts to remain at £2.57 million at the end of this period. The agreed minimum threshold of capital receipts is £1 million.
- 2.4 The receipts forecast assumes a £300k revenue contribution to fund capital schemes in 2021/22, which is subject to the budget being approved at Council in February 2021. With £255k allocated to fund the proposed capital programme, the £45k balance of the revenue contribution would be held in a reserve for funding future capital programmes.
- 2.5 The Panel's guidance relevant to this policy committee's recommendations was as follows:-
- 2.5.1 Priority schemes identified by the Capital Member Group should be presented with project appraisals to the policy committees in January to establish whether there is support for the individual projects, with any projects not supported being removed from the draft programme.
- 2.5.2 The scheme identified in section 4 of this report, totalling £225k, funded by a planned revenue contribution, should be included in the capital programme, subject to support for the project appraisal by this Committee.

3 Proposals

- 3.1 The Committee is asked to approve the proposed capital programme for 2021/22.
- 3.2 The timing of the programme should be based on the ability to deliver with a realistic number of projects in any one year.
- 3.3 If all schemes in the proposed corporate capital programme for 2021/22 were to progress, and given the use of £300k of revenue funds, this would reduce the capital reserves to £2.57 million at 31 March 2024. Where possible the Council will prioritise the use of other funding sources such as revenue, external grants, S106 and Community Infrastructure Levy to preserve the level of capital receipts.

4 Core Programme 2021/22 Funded from Capital Reserves

- 4.1 The Financial Policy Panel recommended that the following schemes should be considered by this Committee for inclusion in the capital programme in 2021/22, subject to the Committee approving the project appraisals.
- 4.2 The proposed core programme for 2021/22 funded from capital reserves consists of the following scheme:-

Capital Appraisal form reference	Scheme	2021/22 £'000s
Strategy & Resources Bid 1	ICT Programme of Works	225
Total		225

- 4.3 The full programme of ICT works for 2021/22 includes £275k of expenditure, but it is proposed that unspent budget from the 2020/21 programme, up to a value of £50k, be rolled forward into 2021/22 to fund the balance. This anticipated underspend has arisen due to changes in priority as a result of the Covid-19 pandemic.
- 4.4 The individual projects are detailed in the table below:

Project	Description and Benefits	Budget
Citrix Cloud	Migration of Citrix environment infrastructure to a cloud solution, to improve resilience through equipment being located at a remote purpose built datacentre and enable upgrades to be performed by the vendor.	£25,000
Uniform Cloud	Migration of the IDOX Uniform system, used by Planning and Environmental Health, into the cloud, to improve resilience through the equipment being located at a remote purpose built datacentre and enable upgrades to be performed by the vendor.	£35,000
Security Issue and Event Monitoring	Monitoring of connections to the network, and blocking access in the event of irregular behaviour, to mitigate the risk of cyber-attack which has increased with remote working meaning users connect from a variety of un-managed devices.	£20,000

Networking - video conferencing	Improvement of network bandwidth to enable seamless video conferences and voice calls to be made from computers within the EEBC network, to meet the needs of increased remote working.	£25,000
Networking - switch refresh	Replacement of switches in the Town Hall server room at the end of their life, before they suffer reliability issues and to ensure continued third party support.	£25,000
Drupal 7	Replacement of Drupal 7 which is at end of life, to ensure continuity of the EEBC website.	£15,000
Parking System	Replacement of parking back office system to increase functionality and improve operational efficiency.	£30,000
R&B DMS	Replacement of Revenues & Benefits document management system which is no longer supported, which will also allow better integration with the Academy system.	£100,000
		£275,000

- 4.5 A report to update members on progress of the 2021/22 ICT programme will be brought to a future meeting of S&R.

5 Risk Assessment

Legal or other duties

5.1 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 2021/22 capital programme is dependent upon agreement of a planned £300k revenue contribution to fund the capital programme being considered by Full Council in February 2021 as part of the revenue budget for 2021/22.

5.5 Other

5.5.1 None for the purposes of this report.

6 Financial Implications

6.1 Section 151 Officer's comments: all financial comments have been included within the body of the report.

7 Legal Implications

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

8 Policies, Plans & Partnerships

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

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

8.3 **Climate & Environmental Impact of recommendations:** none for the purposes of this report.

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:

- Financial Policy Panel papers - 1 December 2020

Other papers:

- Capital Strategy for agreement at Full Council in February 2021

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Strategy & Resources Committee Proposed Capital Programme 2021/22 - 2023/24

	Original Budget 2021/22	Proposed Budget 2022/23	Proposed Budget 2023/24	Total Provision 2021/22- 2023/24
	£'000	£'000	£'000	£'000
S&R Bid 1: ICT Programme of works	225	0	0	225
Total Strategy and Resources Committee	225	0	0	225

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Capital Programme Review 2021-22 Project Appraisal Form

COMMITTEE & BID NUMBER

S&R 1

PROJECT TITLE

ICT programme of work 2021-22

ACCOUNTABLE OFFICER

Officer responsible for project planning and delivery of the scheme. Accountable officers are also responsible for post project review.

Phil Gall

DETAILS OF PROJECT

Project scope, what is included/excluded in the scheme	Work to deliver the revised ICT workplan for 2021/22.
Project outcomes and benefits	<p>Implementation of the ICT Roadmap:</p> <ul style="list-style-type: none"> • To ensure service continuity • Develop new ways of working due to continued changes required during the pandemic • To ensure the integrity of our infrastructure and guard against security breaches and potential loss of data. • Reduce Carbon dioxide emissions • Encourage self-service and Market a range of ways to access our services

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	275,000	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Citrix Cloud</td> <td style="width: 20%;">No change to roadmap</td> <td style="width: 20%; text-align: right;">25,000</td> </tr> <tr> <td>Uniform Cloud</td> <td>No change to roadmap</td> <td style="text-align: right;">35,000</td> </tr> <tr> <td>Security Issue and Event Monitoring</td> <td>Additional work o/a COVID</td> <td style="text-align: right;">20,000</td> </tr> <tr> <td>Networking - video conferencing</td> <td>Brought forward o/a COVID</td> <td style="text-align: right;">25,000</td> </tr> <tr> <td>Networking - switch refresh</td> <td>Deferred o/a COVID</td> <td style="text-align: right;">25,000</td> </tr> <tr> <td>Drupal 7</td> <td>Additional work</td> <td style="text-align: right;">15,000</td> </tr> <tr> <td>Parking System</td> <td>No change to roadmap</td> <td style="text-align: right;">30,000</td> </tr> <tr> <td>R&B DMS</td> <td>Deferred from 20/21</td> <td style="text-align: right;">100,000</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">275,000</td> </tr> </table>	Citrix Cloud	No change to roadmap	25,000	Uniform Cloud	No change to roadmap	35,000	Security Issue and Event Monitoring	Additional work o/a COVID	20,000	Networking - video conferencing	Brought forward o/a COVID	25,000	Networking - switch refresh	Deferred o/a COVID	25,000	Drupal 7	Additional work	15,000	Parking System	No change to roadmap	30,000	R&B DMS	Deferred from 20/21	100,000			275,000
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		275,000																												

Capital Programme Review 2021-22 Project Appraisal Form

			Each of these items will have a business case prepared and prior to project commencement will be agreed through the IT and New Ways of Working Governance Group.
b	Consultancy or other fees		N/A
c	Total Scheme Capital Costs (a+b)	£275,000	
d	External Funding Identified (e.g. s106, grants etc.) Please give details, including any unsuccessful funding enquiries you may have made.	£0	Applying for LGA Digital Connectivity Grant when scheme opens – this amount is not guaranteed and likely to be far lower than the £20k limit
e	Net Costs to Council (c-d)	£275,000	
f	Internal Sources of Capital Funds Identified (e.g. repairs & renewals reserve etc.)	50,000	Deferred from 2020/21 capital underspend – see Appendix A
g	Capital Reserves Needed to Finance Bid (e-f)	225,000	
h	Annual Ongoing Revenue Additional Savings as a Direct Result of the Project	0	N/A
i	Annual Ongoing Revenue Additional Costs as a Direct Result of the Project	0	

Year	2021/22 £	2022/23 £	2023/24 £
Spend Profile of Scheme – please identify which year (s) the scheme spend will fall into	275,000	0	0

REVENUE IMPACT

Can Revenue Implications Be Funded From the Committee Base Budget? – Please give details	Yes – provision made in ICT revenue budget
--	--

Capital Programme Review 2021-22 Project Appraisal Form

FOUR YEAR PLAN 2020/24

<p>Is this investment linked to EEBC's Key Themes? If so, say which ones and evidence how. How does project fit within service objectives?</p>	<p>Effective Council:– Improving access to services through technology. Developing new ways of working Delivering collaborative working</p>
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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		
2	Further Approvals Needed		
3	Tendering (if necessary)		
4	Project start date	April 2021	
5	Project Finish Date		March 2022

Appendix A:

Forecast expenditure for 2020/21 ICT capital project against £250k budget

Windows 10	No change to roadmap	25,000
Office 365-Maple pre-reqts	Brought forward o/a COVID	15,000
Office 365	Brought forward o/a COVID	40,000
Improve wifi	Brought forward o/a COVID	16,200
Baileys - phone virtualization	Additional work	7,000
Hook Road - Comms care	Additional work	4,000
Remote site connectivity	Additional work	35,000
Plan Alpha accessibility	Additional work	4,000
iShare Cloud	Brought forward o/a COVID	15,000
Meeting Room Video Conferencing	Brought forward o/a COVID	30,000
		191,200

BASELINE CRITERIA

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

Capital Programme Review 2021-22 Project Appraisal Form

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>Is there a guarantee of the scheme being fully externally funded and is it classed as a high priority? Please give details of funding streams, including any restrictions on the funding.</p>	
<p>Is the Scheme a Spend to Save Project? Will investment improve service efficiency including cost savings or income generation? What is the payback in years?</p>	
<p>It is mandatory for the Council to provide the scheme? Is investment required to meet Health and Safety or other legislative requirements? If so state which requirements.</p>	
<p>Is this project the minimum scheme required to continue to deliver the services of the Council? - Is investment required for the business continuity of the Council? If so say how.</p>	

ASSET MANAGEMENT PLAN

<p>Is investment identified in the Council's Asset Management Plan?</p>	
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Capital Programme Review 2021-22 Project Appraisal Form

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.	
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.)	
2	Are there any risks relating to the availability of resources internally to deliver this project	
3	Consequences of not undertaking this project	
4	Alternative Solutions (Other solutions considered – cost and implications)	

Is consultation required for this project? Please give details of the who with and when by.	
--	--

Capital Programme Review 2021-22 Project Appraisal Form

Ward(s) affected by the scheme	N/A
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Accountable Officer Responsible for Delivery of the Scheme

Name and Signature Judith Doney September 2020

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

2021/22 REVENUE BUDGET AND FEES & CHARGES

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

Summary

This report sets out estimates for income and expenditure on services in 2021/22.

Recommendation (s)

The Committee is asked to:

- (1) Recommend the 2021/22 service estimates for approval at the budget meeting of Full Council in February 2021;
- (2) Confirm the savings options set-out in section 6 for inclusion in the 2021/22 and 2022/23 budget estimates, to mitigate the council's projected budget gap;
- (3) Support that any remaining budget gap for 2021/22 - after factoring in those savings agreed at recommendation 2 and savings agreed at other Policy Committees – should be funded from the Corporate Projects Reserve and Flexible Housing Support Grant, as set-out in section 3;
- (4) Recommend the 2021/22 fees and charges, as set-out in Appendix 1, for approval at the budget meeting of Full Council in February 2021.

1 Reason for Recommendation

- 1.1 The recommendations will enable the Council to meet its statutory duty to set a balanced budget for 2021/22.

2 Background

- 2.1 In February 2020, Full Council agreed the four year Medium Term Financial Strategy to 2023/24 (MTFS). The MTFS aims to maintain the financial health of the Council whilst delivering the priorities in the Corporate Plan.

- 2.2 Since the MTFs was produced, Covid-19 has had a major impact on the Council's services and finances. The financial impact has been reported to Strategy & Resources Committee, most recently on 22 September in the Budget Targets report, which identified a funding gap of £1.29m for 2021/22. To address the projected funding gap, Strategy & Resources agreed the following budget targets for 2021/22:
- 2.2.1 That estimates be prepared including the delivery of savings already identified in the Financial Plan for 2021/22 totalling £336,000.
 - 2.2.2 That estimates include options to reduce organisational costs by £1,290,000 subject to government grant announcement, in order to minimise the use of working balances and maintain a minimum working balance of £2.5 million in accordance with the medium term financial strategy.
 - 2.2.3 That at least £210,000 additional revenue is generated from an increase in discretionary fees and charges;
 - 2.2.4 That a provision for pay award is made of £408,000 that would allow for a 2% cost of living increase;
 - 2.2.5 That a £950,000 contingency is provided for within the 2021/22 budget to mitigate the potential impact of Covid-19 on the Council's finances in 2021/22.
 - 2.2.6 That officers are tasked in delivering a list of costed options that can be implemented to address any budget shortfall for 2021/22.
- 2.3 The figures in this report reflect the local government finance settlement for 2021/22.
- 2.4 The service estimates for this Committee are to be included in the draft Budget Book 2021/22 that will be made available to all Councillors.
- 2.5 Estimates have been prepared on the basis that all existing services to residents are maintained.
- 2.6 No general allowance for price inflation has been utilised for the revenue estimates 2020/21. However, where the Council incurs contractual inflationary uplifts, budgets have been adjusted accordingly.
- 2.7 For pay inflation, the budget includes a provision of £240,000, which represents a reduction of £160,000 from the original budget of £400,000. £190,000 of the provision is for pay progression, as eligible officers progress along their pay scale with experience, and £50,000 is for a 0.5% cost of living increase, in accordance with the Council's agreed four year pay policy to adjust pay by the preceding September CPI figure.

- 2.8 Aside from income and rents, there are a limited number of services provided by the Committee for which fees and charges are levied. The impact of changes to Town Hall Room Hire charges and Land Charge tariffs have been estimated and incorporated in the estimates for 2021/22.
- 2.9 The proposed tariffs are set out in Appendix 1 to this report.
- 2.10 The Council agreed a target to increase overall income from locally set fees and charges by a minimum of 3% annually, after making allowance for any further changes in service. Certain charges for Committees are being proposed at above inflation levels, either to reduce service subsidy levels or to enable the Council to achieve a balanced budget.
- 2.11 To allow the Council to determine the budget and Council Tax in February, the Committee estimates have been presented as follows:-
- 2.11.1 The Budget Book contains the service estimates for 2021/22.
- 2.11.2 All unavoidable cost increases and income reductions are reflected in the estimates.
- 2.11.3 Recommended increases to fees and charges have been included within the Budget Book and the income estimates.
- 2.11.4 All increases in charges are subject to approval by the Council.
- 2.11.5 Savings options are presented in Section 6.

3 Covid-19

- 3.1 Covid-19 has had a significant impact on the Council's income and expenditure. The impact will continue into next year and the Council's projected budget gap for 2021/22 is £631,000. To mitigate this budget gap, each Policy Committee is being presented with a number of savings options this month. Those options that are agreed will be incorporated into the budget submitted to Council in February.
- 3.2 Should a budget gap remain, after factoring in the agreed savings options, it is proposed that temporary funding should be allocated from the Corporate Projects Reserve and Flexible Housing Support Grant, in order to produce a balanced budget for 2021/22.
- 3.3 This approach will enable the Council to produce a balanced budget in the short term, while options are assessed for producing a sustainable, balanced budget in the medium term.

4 Revenue Estimates 2020/21

- 4.1 Before considering the revenue estimates for 2021/22, this section provides a summary of the forecast outturn for the current financial year.

- 4.2 Variations identified with on-going effects have been taken into account in preparing next year's budget. Excluding Central Government support, the Council's probable revenue outturn at Q2 monitoring for all Committees in 2020/21 anticipates an overspend of £4.569m, as set out in the Q2 monitoring report and summarised by the following table:

Committee	2020/21		
	Current Approved Budget £'000	Q2 Forecast £'000	Variance £'000
Strategy & Resources	3,304	3,639	335
Environment & Safe Communities	2,503	4,433	1,930
Community & Wellbeing	6,605	8,449	1,844
BECC & Community Hub	0	460	460
Capital charges	(2,669)	(2,669)	0
Total budget requirement	9,743	14,312	4,569

- 4.3 To date, the Council has been allocated government grants totalling £1.018m, new burdens funding of £130k, and the Council expects to benefit from the government's income compensation scheme by £2.637m. The following table shows how this government support is projected to reduce the budget deficit to £0.78m, and how EEBC currently expects to fund this £0.78m:

2020/21	£'000
Projected Deficit Pre Government Support	4,569
Less Government Grant	(1,018)
Less Government Income Protection Scheme	(2,637)
Less MHCLG New Burdens Grant	(130)
Subtotal Projected Deficit Post Government Support	784
<u>Funding</u>	
Property Income Equalisation Reserve	(700)
Contingency Budgets	(84)
Subtotal Funding	(784)
Total	0

- 4.4 The probable outturn specifically for Strategy & Resources Committee for 2020/21 is an overspend of £335,000, which is shown in the following table. The key reasons for the major variances are explained in the subsequent paragraphs.

Forecast Outturn by Service	Current Approved Budget	Forecast Outturn	Forecast Variance
	£'000	£'000	£'000
<u>Strategy & Resources Committee</u>			
Democratic & Civic	695	695	0
Corporate Functions	605	588	(17)
Corp Financial Management	1,342	1,342	0
Tax Collection & Benefits	2,739	2,669	(70)
Land Charges	(1)	(1)	0
Land & Property	(2,342)	(1,623)	719
Economic Dev. & Prosperity	100	100	0
Employee and Support Services	166	(131)	(297)
Subtotal Strategy & Resources	3,304	3,639	335

- 4.5 Within Land and Property, back in April the Council agreed to allow those tenants, who requested and demonstrated a need for financial assistance, to defer making one quarterly payment to help alleviate cashflow problems, but with the expectation that the deferred amount would still be paid within 12 months.
- 4.6 It is hoped that the deferred rents will be recovered by year-end, however, it is prudent to highlight the risk of default and for the purpose of forecasting only, it is anticipated nearly £719k of the outstanding rents will not be paid.
- 4.7 Within Tax Collection and Employee and Support Services, the favourable variances are due to posts being held vacant and underspends on the corporate recruitment and training budgets, as Covid-19 restricted such activity during the year.
- 4.8 The Committee's probable outturn (estimated net expenditure) for 2020/21 is included in the draft Budget Book on each service group page, with a detailed analysis of variations to budget. The outturn forecasts are all based on quarter two budget monitoring reports used by all managers.

5 Proposals for 2021/22 Budget

- 5.1 The service estimates for 2021/22 are included in the draft Budget Book, circulated to Councillors in January.
- 5.2 A summary of the Committee's service estimates for 2021/22 is set out below:

Strategy & Resources Committee	Published Budget 2020/21	Base Position 2021/22
	£000	£000
Democratic & Civic	685	692
Corporate Functions	616	601
Corporate Financial Management	1,373	2,211
Tax Collection & Benefits	2,731	1,374
Land Charges	-1	-1
Land and Property	-2,236	-2,301
Local Economy & Community Consultation	101	91
Employee & Support Services	549	436
Total Strategy & Resources	3,818	3,103

5.3 The following table comprises a summary of the main changes to the Committee's proposed budget for 2021/22 compared with the published budget for 2020/21.

STRATEGY AND RESOURCES COMMITTEE		BUDGET £'000
Published Budget 2020/21		3,818
Service Group	Change	
Land & Property	Additional net receipts from Council-owned investment properties	-138
Land & Property	Increase in statutory provision to repay debt acquired for commercial property	70
Land & Property	Reduction in income from EEPIC	-741
Land & Property	Contribution from the Property Income Equalisation Reserve	741
Corp Financial Management	Additional contingency for Covid-19 impact	950
Corp Financial Management	Net change in other corporate contingencies	-32
Corp Financial Management	Increased revenue contribution to capital schemes	100
Corp Financial Management	Reduction in pensions back-funding following triennial valuation	-96
Tax Collection & Benefits	Reduction in contribution to business rates reserve as the 2018/19 Surrey pilot impact ends	-1,380
Employee & Support Services	Reduction in corporate pay provision	-160
All	Other net changes	-29
Base Position 2021/22		3,103

6 Savings Options for 2021/22

- 6.1 As set-out in paragraph 2.2, this Committee had agreed a Council-wide savings target of £1.29m to achieve a balanced budget for 2021/22.
- 6.2 Following the budgeting process and the announcement of the Local Government Finance Settlement for next year, the Council's budget gap has been reduced to £631,000 for 2021/22. However, mainly due to the one-off nature of some government funding within the finance settlement, the Council's projected budget gap still increases to £1.186m by 2023/24.
- 6.3 To address the remaining Council-wide budget deficit of £631,000 for 2021/22 and £1.186m by 2023/24, the Committee is asked to confirm whether the following savings options, set-out in the following table (and summarised in the subsequent paragraphs), are supported for inclusion in the budget to be submitted to Full Council in February:

Saving Option	Reference	Saving Amount (£000)
		2021/22
Review of Commercial Estate	A	53
Reduce Training Budget	B	6
Review of Town Hall	C	15
Review of Borough Insight	D	16
Review of Facilities Maintenance	E	19
Total Strategy & Resources		109

A. Review of Commercial Estate

- 6.4 Epsom benefits from two very vibrant industrial estates – Nonsuch and Longmead being two halves of one industrial area separated by the rail line. Various sites are owned freehold by the Council and let on long leases.
- 6.5 The lack of available sites on the Longmead and Nonsuch Estates, combined with the substantial increase in their value during the last decade, is resulting in very high rents now being achieved. With a number of significant rent reviews at Council-owned sites imminent, there is an upcoming significant opportunity in the near-term for the Council to generate additional income of £150k-£300k per annum from its existing industrial estate.
- 6.6 In its Medium Term Financial Strategy 2020-24, the Council had already budgeted to achieve additional income of £172k from these rent reviews. However, assuming the mid-point of the latest range will be achieved – £225k – will deliver additional savings of £53k per annum.

B. Reduce Training Budget

- 6.7 The Corporate Training Budget is currently £66k per annum and equates to £217 per employee. This is already below average compared to benchmarked organisations, and reducing the budget will adversely impact on the Council's ability to offer an adequate L&D programme.
- 6.8 However, given the pressing need for savings, officers recommend that a 10% reduction in the training budget should be achievable, while still allowing the organisation to meet its minimum training requirements.

C. Review of Town Hall

- 6.9 There may be a short-term opportunity to increase the Town Hall income by letting additional space to the Police, who require more accommodation. Officers are currently in discussions to increase their space and depending on the amount of accommodation taken, could achieve an estimated £15k per annum additional income.

D. Review of Borough Insight

- 6.10 Residents currently receive three hard copy publications of Borough Insight each year at a budgeted cost of £24k. However, the budget for 2021/22 already factors in an £8k saving and a reduction to two copies per year (as per the MTFS).
- 6.11 If Borough Insight hard copy publications are ceased completely, the additional savings will increase to £16k per annum.

E. Review of Facilities Maintenance

- 6.12 Following the eradication of pest control issues at some sites, it is possible to remove some pest control services from the Churchill cleaning contract. This will generate an annual saving of £10k, without significantly impacting on service delivery.
- 6.13 In addition, officers have recently changed over water supplier, which is expected to generate annual savings of £9k per annum against the current £56k budget.
- 6.14 The Committee is asked to confirm that the savings options, A,B,C, D & E above, are supported for inclusion in the 2021/22 and 2022/2023 budget estimates, to mitigate the Council's projected budget gap.**
- 6.15 The Committee is also asked to support that any remaining budget gap for 2021/22 - after factoring in those savings agreed above and those savings agreed at other Policy Committees – should be funded from the Corporate Projects Reserve and Flexible Housing Support Grant, as set-out in section 3.

7 Fees and Charges 2021/22

- 7.1 Fees and Charges within the remit of this Committee are set out in Appendix 1.
- 7.2 In February 2018, the Committee confirmed that the Chief Finance Officer should have delegated authority to vary fees and charges for items generating income under £1,000 per annum and/or for one-off items not included in the fees and charges schedule.
- 7.3 Charges at the Town Hall for room hire and associated officer time fees have been raised between 2.3% and 4.0%. The budgeted income is £2,603.
- 7.4 A new £15 authentication service charge has been introduced within Legal Services for 2021/22. The charge is to cover the average administration cost to provide authentication services such as pension proof of life forms.
- 7.5 Increases to land charge tariffs are between 2.4% and 5.0%, with the only exception being personal search fees. Personal search fees remain at £0.60, which reflects that they had increased by 9.1% the previous year and remain rounded to the nearest 5p. The annual budget for land charges is £102,000.

8 Risk Assessment

Legal or other duties

- 8.1 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 2021/22 £'000	Risk Management
Employee costs	Medium: Not achieving budgeted staff savings to meet the vacancy provision	Approx. 12,000	Recruitment management Salaries monitoring
Covid-19	High: Although vaccines are approved, Covid-19 will continue to impact the Council's services into	950	Inclusion of a £950k corporate contingency to mitigate impact of

	next year, as the economy and society take time to return to a 'new normal'.		Covid-19 on income streams. Regular budget monitoring of impact Use of reserves if necessary.
Land and property rental income	Medium: Loss of tenants and commercial rentals	3,011 EEBC 600 EEPIC dividend income	Asset Management Plan – property and rent reviews Use of Property Income Equalisation Reserve

8.2 Crime & Disorder

8.2.1 None arising from the contents of this report.

8.3 Safeguarding

8.3.1 None arising from the contents of this report.

8.4 Dependencies

8.4.1 Other Policy Committees are also being presented with savings options to mitigate the Council's projected budget gap for 2021/22.

8.5 Other

8.5.1 None arising from the contents of this report.

9 Financial Implications

9.1 The draft Budget Book 2021/22 is highly detailed and therefore please can any questions or queries be sent to relevant officers in advance of this Committee meeting wherever possible.

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

10 Legal Implications

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

10.2 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.

10.3 **Monitoring Officer's comments:** None arising from the contents of this report.

11 Policies, Plans & Partnerships

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

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

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

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

11.5 **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.

12 Background papers

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

Previous reports:

- Budget Target Report to S&R Committee on 22 September 2020

Other papers:

- Draft 2021/22 Budget Book

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Service: Town Hall
Service Manager: Amardip Healy

Service	Charged At	Description	Unit	2020/21	2021/22	% Change
Town Hall		Room Hire				
	Hirer			£	£	
	Standard	Atrium (Evening 18:00 to 24:00)	Per hour	84.00	86.50	3.0%
	Standard	Committee Room 1 (Mon-Fri 08:00 to 24:00)	Per hour	51.00	52.50	2.9%
	Standard	Committee Room 2 (Mon-Fri 08:00 to 24:00)	Per hour	42.50	44.00	3.5%
	Standard	Council Chamber (Mon-Fri 08:00 to 24:00)	Per hour	84.00	86.50	3.0%
	Commercial	Atrium (Evening 18:00 to 24:00)	Per hour	169.00	174.00	3.0%
	Commercial	Committee Room 1 (Mon-Fri 08:00 to 24:00)	Per hour	103.00	106.00	2.9%
	Commercial	Committee Room 2 (Mon-Fri 08:00 to 24:00)	Per hour	80.00	82.50	3.1%
	Commercial	Council Chamber (Mon-Fri 08:00 to 24:00)	Per hour	169.00	174.00	3.0%
	Community	Atrium (Evening 18:00 to 24:00)	Per hour	42.50	44.00	3.5%
	Community	Committee Room 1 (Mon-Fri 08:00 to 24:00)	Per hour	25.00	26.00	4.0%
	Community	Committee Room 2 (Mon-Fri 08:00 to 24:00)	Per hour	21.50	22.00	2.3%
	Community	Council Chamber (Mon-Fri 08:00 to 24:00)	Per hour	42.50	44.00	3.5%
		Staff Hire				
	All	Support officer	Per hour	58.00	60.00	3.4%
Legal Services						
	All	Authentication Service - Admin Fee (new for 2021/22)	Per request	N/A	15.00	N/A

Service: Land Charges
Service Manager: Viv Evans

Service	Charged At	Description	Unit	2020/21	2021/22	% Change
Land Charges						
		Land Charges		£	£	
		Additional enquiries: Covering 1 hour's work	Per enquiry	34.00	35.00	2.9%
		Additional enquiries: each additional hour's work or part thereof	Per hour or part thereof	34.00	35.00	2.9%
		Con29O Optional - highway enquiries	Per enquiry	21.00	21.50	2.4%
		Con29O Optional - Other enquiries	Per enquiry	15.50	16.00	3.2%
		Con29R Commercial (Paper)	Per search	196.00	201.00	2.6%
		Con29R Commercial (Public Access)	Per Search	139.00	143.00	2.9%
		Con29R Commercial NLIS (Internal Use Only)	Per Search	196.00	201.00	2.6%
		Con29R component (Paper)	Per question	3.10	3.20	3.2%
		Con29R component (Public Access)	Per question	2.00	2.10	5.0%
		Con29R Residential (Paper)	Per Search	168.00	173.00	3.0%
		Con29R Residential (Public Access)	Per Search	111.00	114.00	2.7%
		Con29R Residential NLIS (Internal Use Only)	Per Search	168.00	173.00	3.0%
		LLC1	Per search	27.00	27.75	2.8%
		LLC1 Commercial (Paper)	Per Search	27.00	27.75	2.8%
		LLC1 Commercial (Public Access)	Per search	27.00	27.75	2.8%
		LLC1 Commercial NLIS (INTERNAL USE ONLY)	Per search	27.00	27.75	2.8%
		LLC1 Residential (Paper)	Per search	27.00	27.75	2.8%
		LLC1 Residential (Public Access)	Per search	27.00	27.75	2.8%
		LLC1 Residential NLIS (Internal Use Only)	Per Search	27.00	27.75	2.8%
		Parcel Fee (Con29R)	Per parcel	23.50	24.25	3.2%
		Parcel Fee (LLC1)	Per parcel	9.50	9.75	2.6%
		Personal Search/LLCR	Per search	0.60	0.60	0.0%
		Personal Search/LLCR (Public Access)	Per search	0.60	0.60	0.0%

**Minutes of the Meeting of the STRATEGY AND RESOURCES COMMITTEE held on
17 November 2020**

PRESENT -

Councillor Eber Kington (Chairman); Councillors Arthur Abdulin, Steve Bridger, Kate Chinn, Nigel Collin, Hannah Dalton, David Gulland, Colin Keane and Barry Nash

Officers present: Kathryn Beldon (Chief Executive), Damian Roberts (Chief Operating Officer), Lee Duffy (Chief Finance Officer), Amardip Healy (Chief Legal Officer), Judith Doney (Head of Digital and Service Transformation), Mark Shephard (Head of Property and Regeneration), Brendan Bradley (Chief Accountant), Gordon Walker (CTS Scheme Adviser), Sarah Ironmonger (Director, Audit), Sarah Keeble (Democratic Services Officer) and Tim Richardson (Committee Administrator)

45 QUESTION TIME

No questions had been submitted or were asked by members of the public.

46 DECLARATIONS OF INTEREST

No declarations were made in items on the Agenda.

47 2019-20 STATEMENT OF ACCOUNTS AND AUDIT FINDINGS ADDENDUM

The Committee received a report presenting the 2019/20 Statement of Accounts and Grant Thornton's Audit Findings Addendum following the external audit.

The Committee received a verbal introduction to the report from Sarah Ironmonger on behalf of Grant Thornton (the External Auditor).

The following matters were considered:

- a) **Reason for re-approval:** Members noted that this report was recommended for re-approval from when it was previously heard and approved at the previous Committee meeting in September. It was noted that it was usual to have some outstanding items on the Annual Statement of Accounts, but rare for it to have to come back to the Committee to be re-approved based upon amendments. The Committee noted that the reason for re-approval was to exercise good practise as the addendum included some changes in wording to Note 4 and some minor changes to disclosure notes.
- b) **Emerald House:** Members noted the reasons why some of the aspects of the Emerald House property had been initially missed. It was noted that

Emerald House will not be an income generating property until 2022, as it sits currently in a two-year rent-free period following acquisition. It had been omitted from the Council's accounts as no rent is due until 2022, but has since been included for future years.

Following consideration, it was resolved unanimously that the Committee:

- (1) **Re-approved the Statement of Accounts for the year ended 31 March 2020;**
- (2) **Considered the amendment to the Statement of Accounts since 22 September S&R Committee, as set-out in the Audit Findings Addendum;**
- (3) **Agreed the management action in response to the audit recommendations within the Audit Findings Addendum;**
- (4) **Agreed that the Chairman or Vice Chairman of Strategy and Resources Committee and the Chief Finance Officer sign the Letter of Representation on behalf of the Council;**
- (5) **Agreed to delegate any further amendments to the 2019/20 Statement of Accounts to the Chief Finance Officer in consultation with the Chairman or Vice Chairman of Strategy and Resources Committee.**

48 LOCAL COUNCIL TAX SUPPORT SCHEME 2021

The Committee received a report providing an update on the current Local Council Tax Support Scheme and seeks approval for the introduction of an income banded Council Tax Income Discount scheme, for those of working age, from 1 April 2021.

The following matters were considered:

- a) **Response rate:** Members noted the response rate from residents regarding the recent Council Tax survey. It was noted that to aid ease of response, residents currently in receipt of Council Tax support were sent paper copies of the survey and supplied with paid-postage return envelopes, as well as an online option of completion.

Following consideration, it was resolved unanimously that the Committee:

- (1) **Agreed the actions proposed to replace the current means tested Local Council Tax Support Scheme with an income banded Council Tax Income Discount scheme from 1 April 2021;**

(2) Agreed the revised Section 13A discretionary relief policy, in respect of Council Tax in individual cases.

The Committee gave thanks to the Revenues and Benefits team for the work they have done and continue to do for the Strategy and Resources Committee, with a request that it be Minuted.

49 VENUES UPDATE

The Committee received a report notifying the Committee of the recent report taken to Community & Wellbeing Committee and the measures taken to safeguard Bourne Hall's key income streams during the current lockdown.

The Committee received a verbal introduction from the Head of Property and Regeneration.

Following consideration, it was resolved unanimously that the Committee:

- (1) Noted the contents of the report taken to Community & Wellbeing Committee at its meeting held on 16 November 2020;**
- (2) Noted the partial closure of Bourne Hall to the public for the duration of the current lockdown.**

50 MINUTES OF PREVIOUS MEETING

The Minutes of the previous meeting of the Committee held on 22 September and the Restricted Minutes of the meeting held on 22 September and the Minutes of the meeting held on 27 October were agreed as a true record and the Committee authorised the Chairman to sign them.

The meeting began at 7.00 pm and ended at 7.49 pm

COUNCILLOR EBER KINGTON (CHAIRMAN)

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EXCLUSION OF PRESS AND PUBLIC

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

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