

To: MEMBERS OF THE STRATEGY & RESOURCES COMMITTEE  
Councillors Elias (Chair) M.Cooper ((Vice-Chair),  
Botten, Bourne, Caulcott, D.Cooper, Davies, Duck, Jecks,  
Langton, Lee, Milton, and N.White.

for any enquiries, please contact:  
[customerservices@tandridge.gov.uk](mailto:customerservices@tandridge.gov.uk)  
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Substitute Councillors: Bloore, Lockwood and Orrick.

c.c. All Other Members of the Council.

18<sup>th</sup> September 2019

Dear Sir/Madam,

**STRATEGY & RESOURCES COMMITTEE**  
**THURSDAY, 26<sup>TH</sup> SEPTEMBER 2019 AT 7.30 P.M.**

The Agenda for this meeting of the Committee to be held in the Council Chamber, Council Offices, Station Road East, Oxted is set out below. If a Member of the Committee is unable to attend the meeting, please notify officers accordingly.

Should Members require clarification about any item of business, they are urged to contact officers before the meeting. In this respect, reports contain authors' names and contact details.

If a Member of the Council, not being a Member of the Committee, proposes to attend the meeting, please let the officers know by no later than noon on the day of the meeting.

Yours faithfully,



Elaine Jackson  
**Acting Chief Executive**

**AGENDA**

1. **MINUTES OF THE MEETING HELD ON THE 25<sup>TH</sup> JULY 2019** (copy herewith)
2. **APOLOGIES FOR ABSENCE** (if any)
3. **DECLARATIONS OF INTEREST** – All Members present are required to declare, at this point in the meeting or as soon as possible thereafter:
  - (i) any Disclosable Pecuniary Interests (DPIs) and / or
  - (ii) other interests arising under the Code of Conduct

in respect of any item(s) of business being considered at the meeting. Anyone with a DPI must, unless a dispensation has been granted, withdraw from the meeting during consideration of the relevant item of business. If in doubt, advice should be sought from the Monitoring Officer or his staff prior to the meeting.

continued...

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Tandridge District Council, Council Offices, 8 Station Road East, Oxted, Surrey RH8 0BT  
Tel: 01883 722000 - Monday-Thursday 8.30-5pm, Friday 8.30-4.30pm - Dx: 39359OXTED

4. **TO DEAL WITH QUESTIONS SUBMITTED UNDER STANDING ORDER NO. 29(2)**
5. **REVIEW OF POLLING DISTRICTS AND POLLING PLACES IN TANDRIDGE** (page 3 and Appendices A to C)
6. **APPOINTMENT OF RETURNING OFFICER, ELECTORAL REGISTRATION OFFICER AND DEPUTY ELECTORAL REGISTRATION OFFICER** (page 18)
7. **INVESTMENT SUB-COMMITTEE – MINUTES OF THE 8<sup>TH</sup> AUGUST 2019 MEETING** (page 23)
8. **BUDGET PROCESS 2020/21 - UPDATE** (page 25 and Appendix A)
9. **COUNCIL BUDGET MONITORING – 2019/20** (page 32 and Appendices A to D)
10. **ANY OTHER BUSINESS WHICH THE CHAIRMAN IS OF THE OPINION SHOULD BE CONSIDERED AT THE MEETING AS A MATTER OF URGENCY**

**REPORT TO THE STRATEGY & RESOURCES COMMITTEE - 26<sup>TH</sup> SEPTEMBER 2019 -  
AGENDA ITEM 5**

**REVIEW OF POLLING DISTRICTS AND POLLING PLACES IN  
TANDRIDGE**

Report of:	Chailey Gibb – Lead Democratic Specialist -cgibb@tandridge.gov.uk 01883 732968
CMT Lead Director	Elaine Jackson- Acting Chief Executive and Strategic Director of Resources <a href="mailto:ejackson@tandridge.gov.uk">ejackson@tandridge.gov.uk</a> - 01883 732717
Purpose of report:	<p>(i) to advise the Committee of responses to the consultation which was undertaken as part of this statutory review; and</p> <p>(ii) to seek Members' views regarding the suitability of the existing Polling Places throughout Tandridge and whether changes should be made</p>
Publication status:	Unrestricted
Recommendations:	<p>That the Committee recommends to Council that:</p> <p>A. the responses to the consultation which was undertaken as part of the statutory review be noted;</p> <p>B. the Limpsfield Ward be subdivided into two separate polling districts (Limpsfield North (YN) and Limpsfield South (YS));</p> <p>C. the Polling Places be amended/created as follows:</p> <p>(i) Bletchingley and Nutfield Ward (Polling District AB) from Nutfield Village Hall to Nutfield Village Memorial Hall</p> <p>(ii) Burstow, Horne and Outwood Ward (Polling district BB) from the Jolly Farmer pub to The Centenary Hall, Outwood</p> <p>(iii) Limpsfield Ward- the polling place for the newly created YS polling district be at St Andrew's Church Hall</p> <p>(iv) Warlingham East, Chelsham and Farleigh Ward (Polling District WQA) from Warlingham Village Primary School to Warlingham Methodist Church Hall.</p> <p>D. regarding the Westway and Warlingham West polling districts:</p> <p>(i) no change be made to the location of the polling places; and</p> <p>(ii) any subsequent proposed changes to those polling districts and/or polling places be the subject of a further report to the Committee.</p>

Appendices:	<p>Appendix 'A' (page 12) – map of proposed changes to Limpsfield North and Limpsfield South.</p> <p>Appendix 'B' (page 13) – proposed roads and elector figures for Limpsfield North and South</p> <p>Appendix 'C' (page 15) – consultation responses</p>
Background papers defined by the Local Government (Access to Information) Act 1985	None

## 1. Background

- 1.1 The Electoral Registration and Administration Act 2013 requires the Council to undertake a review of polling districts and polling places by the end of January 2020.
- 1.2 For clarification, a polling district is a geographical area within a ward within which a polling place can be determined. A polling place is defined as a building or place within which voting takes place. The polling station is the room or area in which the voting takes place. The polling station must be within the polling place.
- 1.3 Electoral Commission guidance states that a polling place within a polling district must be designated so that polling stations are within easy reach of all electors from across the polling district. The polling place must be an area within the polling district, unless special circumstances make it desirable to designate an area wholly or partly outside the district (for example, if no accessible polling place can be identified within the polling district).
- 1.4 The Council must seek to ensure that:
- all electors have such reasonable facilities for voting in as are practicable in the circumstances; and
- so far as reasonable and practicable, polling places are accessible to all electors.
- 1.5 A review has now been undertaken in accordance with the legislation. This included a public consultation regarding current and proposed future polling arrangements within the District. Details were published on the Council's website and Members' comments were invited. Comments were also invited from the local Member of Parliament, Surrey County Council, Parish Councils within the Tandridge District and the Tandridge Access Group.
- 1.6 The consultation document included a schedule of existing polling districts / electorates, together with Acting Returning Officer (ARO) comments about individual Polling Places and any proposed amendments. A full copy can be accessed via the following link on the Council website:  
<https://www.tandridge.gov.uk/Portals/0/Documents/Your-council/Voting-and-elections/Public-Consultation-Document.pdf>
- 1.7 The document identified the merits of splitting the Limpsfield Ward (Y) into two polling districts, each with a polling place within the boundaries of the new polling districts. It

also identified alternative polling arrangements regarding polling districts Nutfield North (AB), Horne (BB) and Warlingham East (WQA). The changes are explained further in Sections 2 and 3.

- 1.8 The Council must also comply with certain access requirements, and as part of the review it sought to ensure that all electors in the District had such reasonable facilities for voting as are practicable in the circumstances, and that so far is reasonable and practicable every Polling Place is accessible to electors who are disabled.
- 1.9 In determining that every Polling Place, and prospective Polling Place, is accessible to disabled voters, the Council gave due consideration to the requirements of the Equalities and Human Rights Commission.

## 2. Amendments to Polling District Y

- 2.1 Polling district Y was identified as a large polling district that could be split into two to serve the communities of Limpsfield and Limpsfield Chart. The need to amend the current arrangements for this ward were identified because, in recent years, the Returning Officer has recruited additional staff to assist with polls with high voter turnout due to the number of electors at the polling station. The distance electors from the south of the ward travel to attend the existing polling place (St. Peter's Church Hall) and the lack of available public transportation between the two were also acknowledged.
- 2.2 The consultation document therefore proposed that polling district Y be split into two polling districts with Westerham Road (the A25) dividing the two polling districts, i.e.:

Polling District	Electorate
YN	1839
YS	1061

- 2.3 Following feedback received from the public consultation (section 4.9 below), it is recommended that the polling district division should be amended to include houses along Westerham Road (A25) to the East of Ballards Lane to Limpsfield South (map of new boundaries in Appendix 'A'). The roads and electorate figures are shown in the table in Appendix 'B'.

## 3. Amendments to Polling Places

- 3.1 Amendments for the following polling places were identified and contained in the public consultation document:

Current polling place	Proposed new polling place	Ward	Polling District (electorate)
<b>Nutfield Village Hall</b> Mid Street South Nutfield RH1 4JJ	<b>Nutfield Village Memorial Hall</b> High Street Nutfield RH1 4HE	Bletchingley & Nutfield	Nutfield North - AB (524)

<b>Current polling place</b>	<b>Proposed new polling place</b>	<b>Ward</b>	<b>Polling District (electorate)</b>
<p><b>Notes:</b> The Nutfield Village Memorial Hall was used as a polling place until 2007. Since 2008, electors in AB have voted at Nutfield Village Hall.</p> <p>The Nutfield Village memorial Hall opened in 2015 and the hall meets the accessibility criteria set by the Electoral Commission.</p>			
<p><b>The Jolly Farmer</b> Whitewood Lane Horne RH9 8JR</p>	<p><b>The Centenary Hall</b> Wheelers Lane Smallfield Horley RH6 9PT</p>	<p>Burstow, Horne &amp; Outwood</p>	<p>Horne – BB (703)</p>
<p><b>Notes:</b> The Centenary Hall is an existing polling place for electors in Burstow (polling district BA) and can accommodate another polling station. The hall is considered the most appropriate, suitably located and available place for electors within polling district BB.</p>			
<p><b>Warlingham Village Primary School</b> 85 Farleigh Road Warlingham CR6 9EJ</p>	<p><b>Warlingham Methodist Church</b> Limpsfield Road Warlingham CR6 9LE</p>	<p>Warlingham East, Chelsham &amp; Farleigh</p>	<p>Warlingham East – WQA (3743)</p>
<p><b>Notes:</b> Warlingham Methodist Church was used as an interim polling station for the European Elections in May 2019. It meets the accessibility criteria set by the Electoral Commission.</p>			

#### 4. Responses to consultation

- 4.1 Nine responses were received relating to Nutfield, Westway, Warlingham East, Warlingham West and Limpsfield. The responses are detailed in Appendix 'C' and are summarised below, together with the views of the ARO.

##### Nutfield

- 4.2 One response was received from a resident within the polling district in favour of the ARO's proposal to change the polling place for electors in polling district AB to the Nutfield Village Memorial Hall. Reasons provided for supporting the change included the current poor accessibility of the existing polling station for electors in Nutfield North due to the distance, limited available parking and the steep nature of Mid Street which makes pedestrian access from 'top Nutfield' virtually impossible. The ARO concurs with this view.

##### Westway

- 4.3 One response was received from Caterham on the Hill Parish Council stating that the polling station at Caterham Community Church is unsuitable.

4.4 The ARO acknowledges this comment but, as far as she is aware, no previous concerns about the suitability of the building have been brought to the Council's attention.

4.5 Nevertheless, the following options have been collated to enable the committee to give due consideration to future voting arrangements for Westway:

Option		Potential advantages	Potential disadvantages
1	Status quo, i.e. retain the Caterham Community Church as the Polling Place for the Westway Ward	The Church is within the boundaries of the Polling District and is deemed to be easily accessible for the electorate.	<p>The size of the room available is small and there is no car park or reserved parking.</p> <p>The electorate is large and may be better suited to two polling stations. There is not enough space for two polling stations in the current polling place.</p> <p>There is no space within the building to accommodate tellers.</p>
2	Relocate the Westway Polling Place to Caterham Hill Library	The Library has a car park and is accessible for electors.	<p>The Library is not within the boundaries of the Polling District but is in the neighbouring Queens Park ward. The library is 0.4 miles (8 minute walk) from the current polling station and this may restrict accessibility for voters from Westway.</p> <p>The Library is not suitable to host two or more Polling Stations due to the limited available space.</p>
3	Divide the Westway Ward into two polling districts and allocate another polling place for one of the newly created polling districts	The electorate is large at this polling place and an additional venue within Westway Ward maybe more convenient for voters.	Additional costs incurred by hiring an additional polling place for future polls

Option		Potential advantages	Potential disadvantages
		Another suitable polling place (if available) may be nearer to voters' homes and may be more accessible.	
4	Relocate the Westway Polling Place to a more suitable location within the Polling District	A better venue could be utilised at no extra cost (e.g. the ARC).	The issue of a large electorate being channelled through a single polling place would not be overcome.

4.6 Options 2,3 or 4 could be explored and brought to a future committee meeting.

#### Warlingham East

4.7 Five responses were received in favour of the ARO's proposed change to the polling place in Warlingham East (from Warlingham Village Primary School to the Methodist Church). Reasons provided include greater accessibility for wheelchair users and the lack of disruption to the school. The ARO concurs with this view.

#### Warlingham West

4.8 One response was received on behalf of Tandridge Access Group regarding the suitability of the Girl Guide Hut for electors in Warlingham West. The response stated that it had been recognised as unsuitable for disabled access and the polling place for Warlingham West could be moved to the Warlingham Methodist Church Hall as it is nearby and is accessible. However, the church is not within the Warlingham West Polling District.

4.9 The ARO acknowledges the comment about this polling place but officers have been unable to identify a suitable available alternative venue. Therefore, the following options have been collated for the committee's consideration regarding future voting arrangements in Warlingham West.

Option		Potential advantages	Potential disadvantages
1	Status quo, i.e. retain the Girl Guide Hut as the Polling Place for the Warlingham West Ward	The Girl Guide Hut is within the boundaries of the Polling District.	The hut does not meet the full accessibility standards set by the Electoral Commission.  The hut is not visible from the main road and the address does not appear on online searches (Additional



Option		Potential advantages	Potential disadvantages
			<p>measures have been taken to assist voters in locating the hall e.g. maps on poll cards / additional signage)</p> <p>Parking is very limited and heating in the colder months is inadequate.</p>
2	Relocate the Warlingham West polling place to Warlingham Methodist Church Hall	<p>The Church hall is large enough to accommodate 3 Polling Stations.</p> <p>Parking is available, and the venue is deemed to be accessible for disabled voters.</p>	<p>The Church Hall is not within the boundaries of the Warlingham West polling district. It is in the Warlingham East polling district and is approximately 0.4 miles (7 minute walk) from the current polling station. This additional distance may restrict accessibility for voters from the Warlingham West.</p> <p>The Church Hall is recommended to be the Polling Place for the WQA polling district. This polling district currently operates with two polling stations due to the large electorate (3743). An additional polling station at this polling place with 2784 more electors may lead to voter confusion and/or cross contamination of ballot papers.</p>
3	Relocate the Warlingham West polling place to another suitable location	An alternative suitable venue within the polling district has not been identified. However, the possibility of moving the polling place to an alternative venue outside the polling district could be explored and brought to a future committee meeting.	

### Limpsfield

- 4.10 One response was received from Limpsfield Parish Council in relation to the suggested changes in Polling District Y. The Parish Council had requested a list of the roads in the proposed new polling districts for their consideration. Following this, they confirmed that Post Office Row should be included in the electoral total for Limpsfield South and suggested that:

*'For Westerham Road would it make sense to put those houses East of Ballards Lane into Limpsfield South, we are probably talking 12 or 14 houses which we can easily identify. If Ballards Lane and Moorhouse are both in ... [Limpsfield] South it would make sense for the adjoining houses on the Westerham Road to also be included.'*

- 4.11 The ARO acknowledges this comment and the electorate figures have been amended to reflect that Post Office Row is in Limpsfield South. The boundary between Limpsfield North and Limpsfield South has also been amended to reflect the Parish Council's representation. The polling district boundary change allows for a more even distribution of electors between the new polling districts. The proposed maps and electorate figures are shown in **Appendices 'A' and 'B'**.

5. Financial / risk implications

- 5.1 Any costs associated with the possible changes to the election arrangements would be funded from the Election budget

6. Legal implications

- 6.1 The Council is legally required under the Electoral Registration and Administration Act 2013 to conduct a review of polling districts, places and stations every five years. The consultation and review process is stipulated within the Electoral Commission's guidance and has been adhered to throughout.

7. Equality impacts

- 7.1 Consideration of impacts under the Public-Sector Equality Duty are as follows:

Questions	Answer
Do the proposals within this report have the potential to disadvantage or discriminate against different groups on the community?	Yes
What steps can be taken to mitigate any potential negative impact referred to above?	<p>The access facilities of any alternative polling places would need to be inspected and adjustments made to remedy any significant impediments.</p> <p>The Tandridge Access Group was consulted as part of the Polling District Review and Officers have completed a site visit and a comprehensive accessibility survey of the proposed new polling places.</p> <p>Furthermore, Presiding Officers and Polling Station Inspectors complete a comprehensive accessibility survey of their polling</p>

	places/stations at each election in order to alert the ARO to any difficulties which could be remedied in the future.
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## 7.2 Data Protection impacts

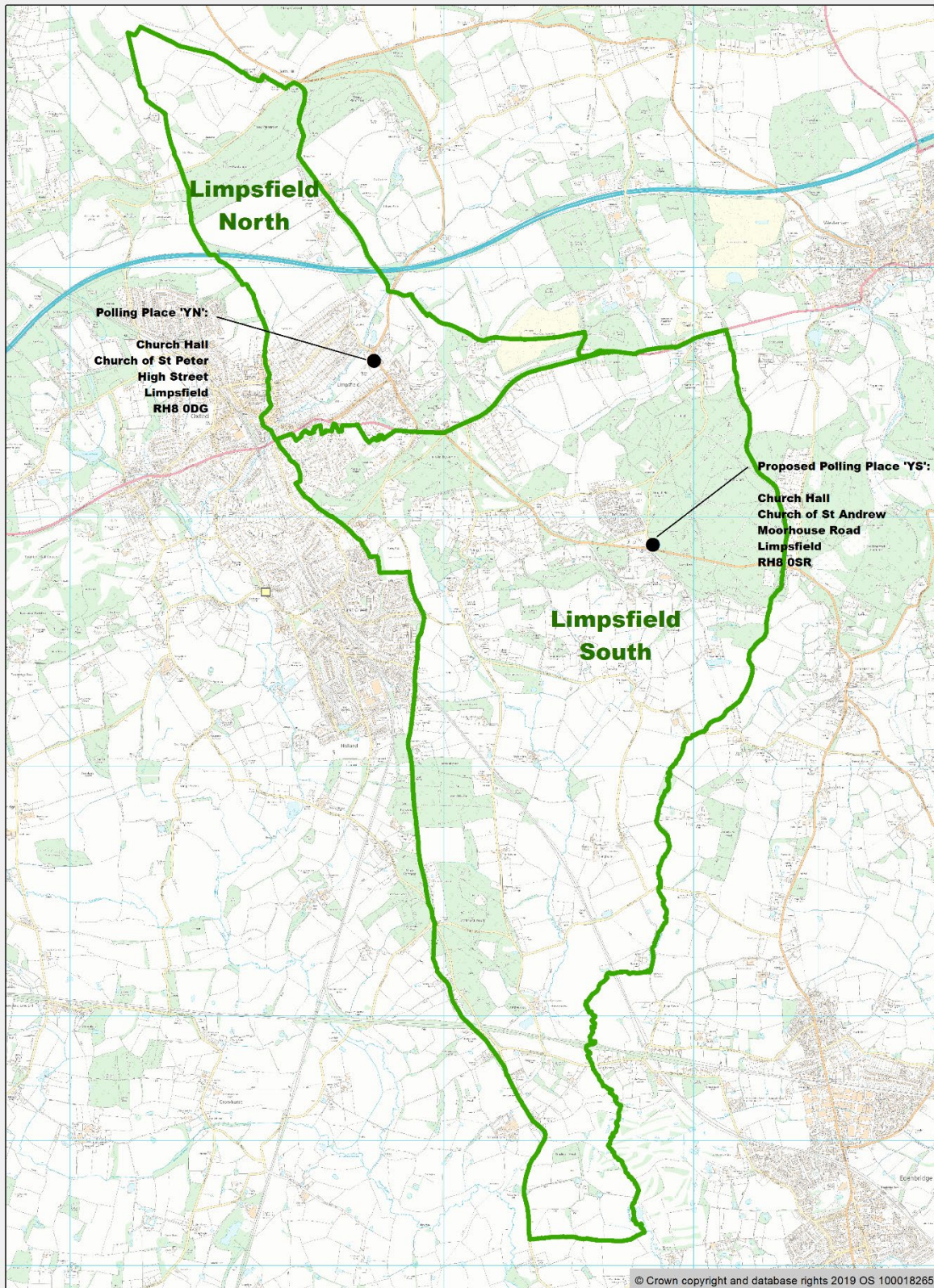
Following the completion of a Data Protection Impact Assessment, consideration of potential data protection implications arising from this report are as follows:

Questions	Answer
Do the proposals within this report have the potential to contravene the Council's Privacy Notice?	No
Is so, what steps will be taken to mitigate the risks referred to above?	Not applicable.

## 8. Conclusion

- 8.1 The polling district and polling places review has enabled stakeholders to give careful consideration to polling arrangements within the District. This report gives the Committee an opportunity to assess the suitability of current polling districts and polling places, both in light of the feedback to the consultation and in connection with any other issues Members may wish to raise with reference to the current polling arrangements.
- 8.2 The ARO intends to divide the Limpsfield Ward into two polling districts- Limpsfield North (YN) and Limpsfield South (YS) and to change the polling place for polling districts AB, BB and WQA.

----- end of report -----



**APPENDIX 'B'**  
to Agenda Item 5

**APPENDIX 'B'**  
to Agenda Item 5

<b>Roads and number of electors in new polling districts</b>		
	<b>Limpsfield North (YN)</b>	<b>Limpsfield South (YS)</b>
<b>BALLARDS LANE</b>		72
<b>BLUEHOUSE GARDENS</b>	10	
<b>BLUEHOUSE LANE</b>	170	
<b>BRASSEY CLOSE</b>	16	
<b>BRASSEY HILL</b>	56	
<b>BRASSEY ROAD</b>	63	
<b>BRICK KILN LANE</b>		6
<b>BROADWAY, STONESWOOD ROAD</b>		17
<b>CAXTON HOUSE, CAXTON LANE</b>		22
<b>CAXTON LANE</b>		19
<b>CHAPEL ROAD</b>		27
<b>DETILLENS LANE</b>	84	
<b>DWELLY LANE</b>		30
<b>EAST HILL</b>	4	
<b>GRANTS LANE</b>		57
<b>GRANVILLE ROAD</b>	213	
<b>GRESHAM CLOSE</b>	10	
<b>GRESHAM PLACE, 3 GRESHAM ROAD</b>	20	
<b>GRESHAM ROAD</b>	38	
<b>GRUB STREET</b>	26	
<b>GUILDABLES LANE</b>		15
<b>HAZELWOOD SCHOOL, WOLFS HILL</b>	9	
<b>HIGH STREET</b>	124	
<b>HONEYPOT LANE</b>		6
<b>HOOKWOOD BUNGALOWS, HOOKWOOD PARK</b>	12	
<b>HOOKWOOD CORNER</b>	5	
<b>HOOKWOOD PARK</b>	43	
<b>ITCHINGWOOD COMMON ROAD</b>		46
<b>JOHN BURNS COTTAGES, RIDLANDS LANE</b>		16
<b>KENT HATCH ROAD</b>		55
<b>LYNTON HOUSE, 88 BLUEHOUSE LANE</b>	8	
<b>MARJORY PEASE COTTAGES, RIDLANDS LANE</b>		15
<b>MILL LANE</b>		9
<b>MONKS LANE</b>		2
<b>MOORHOUSE COTTAGES, MOORHOUSE ROAD</b>		12
<b>MOORHOUSE ROAD</b>		31
<b>NEW LODGE DRIVE</b>	13	
<b>NEW ROAD</b>	4	
<b>OTHER ELECTORS</b>	N/A	N/A
<b>PADBROOK</b>	98	
<b>PADBROOK CLOSE</b>	15	

<b>Roads and number of electors in new polling districts</b>		
	<b>Limpsfield North (YN)</b>	<b>Limpsfield South (YS)</b>
<b>PAINS HILL</b>		95
<b>PARK CLOSE</b>	8	
<b>PARK MEWS</b>	14	
<b>PARK ROAD</b>	146	
<b>PASTENS ROAD</b>		41
<b>POLLARDS WOOD HILL</b>	11	
<b>POST OFFICE ROW</b>		14
<b>RED LANE</b>		18
<b>RIDLANDS GROVE</b>		14
<b>RIDLANDS LANE</b>		50
<b>RIDLANDS RISE</b>		74
<b>ROCKFIELD ROAD</b>	3	
<b>SNATTS HILL</b>	65	
<b>ST ANDREWS WAY</b>		35
<b>ST MICHAELS, WOLFS ROW</b>	31	
<b>STAFFHURST WOOD ROAD</b>		2
<b>STANHOPES</b>	47	
<b>STATION ROAD EAST</b>	32	
<b>STONELEIGH ROAD</b>		145
<b>STONESWOOD ROAD</b>		24
<b>SWAYNESLAND ROAD</b>		5
<b>SYLVAN CLOSE</b>	21	
<b>TALLY ROAD</b>		38
<b>THE RED HOUSE, BRICK KILN LANE</b>		7
<b>TITSEY ROAD</b>	37	
<b>TREVEREUX HILL</b>		56
<b>UVEDALE ROAD</b>	81	
<b>WATER LANE</b>	21	
<b>WEST HEATH</b>	27	
<b>WESTERHAM ROAD</b>	161	
<b>WESTERHAM ROAD</b>		38
<b>WOLFS HILL</b>	3	
<b>WOLFS ROW</b>	38	
<b>LIMPSFIELD WARD</b>	<b>1,787</b>	<b>1,113</b>

**APPENDIX 'C'**  
to Agenda Item 5

**APPENDIX 'C'**  
to Agenda Item 5

**Representations received in respect of the polling district and polling place review 2019**

**Ward: Bletchingley and Nutfield**

**From: PW**  
**Sent: 21 August 2019**

I strongly support the proposal to restore the Polling Place for polling district AB to the Nutfield Memorial Hall. Since the Polling Place for district AB was moved to the Village Hall in South Nutfield in 2007 voting has become difficult to complete for us in district AB. In order to travel to South Nutfield there is a steep hill to go down and then up on return. This makes travelling on foot impossible for those who have limited mobility, and would take at least 30 minutes return for able walkers. This then means that car usage becomes much more prevalent on voting days which is not good for the environment. There is very limited parking at Nutfield Village Hall so congestion can be bad on voting days and causes risks to pedestrians. Prior to the move to South Nutfield I voted in all elections that I can recall, since the move I am ashamed to say that I have not voted on several occasions due to the inconvenience of doing so. I suspect, but can get no evidence to prove it, that this is true of quite a few voters in district AB. If the Polling Place for district AB were Nutfield Memorial Hall then the vast majority of voters would be able to walk to cast their vote, and if because of mobility problems voters needed to drive there is ample off road parking at the hall to accommodate this safely. I would suggest that if the Nutfield Memorial Hall is used as a polling place this would encourage more people to cast their votes, which can only be good for democracy.

Peter Wesson

**Ward: Westway**

**From: Caterham on the Hill Parish Council**  
**Sent: 31 August 2019**

Caterham on the Hill Parish Council requests, as part of the review of polling stations, that the Westway Polling Station be co-located with the Queens Park Polling Station at the library as it is felt that the Westway Polling Station is unsuitable.

**Ward: Warlingham East, Chelsham and Farleigh**

**From: SB**  
**Sent: 14 August 2019**

Just to respond to this consultation to say that as a local resident, I am happy with the proposal to move the Polling place from Warlingham Village Primary School to the Methodist Church Hall on a permanent basis.

**Ward: Warlingham East, Chelsham and Farleigh**

**From: NJ, SJ, SS & PG**  
**Sent: 30 August 2019**

We are supportive of the Polling Station for Warlingham East, Chelsham and Farleigh to be moved from Warlingham Village Primary School to Warlingham Methodist Church.

This is due to factors which include easier accessibility for wheelchair users at the proposed new site, as well as stopping the unnecessary closure of the school, which disrupts the children's education.

**Ward: Warlingham East, Chelsham and Farleigh**

**From: SR**  
**Sent: 30 August 2019**

I support the move of the polling station from Warlingham Village Primary School to the Warlingham Methodist Church on the grounds of wheelchair access and stopping the disruption to the children's education as the school has to close on voting days.

**Ward: Warlingham East, Chelsham and Farleigh**

**From: KC**  
**Sent: 30 August 2019**

I am in favour of the relocation of the polling station from Warlingham Village primary school to the Methodist Church. Not only is it better for the children's education and less missed Learning time but as a parent who works in a school it is impossible for me to get time off and have no child care arrangements when the polling day arises. Also as a community issue wheelchair access would be available at the Methodist church.

**Ward: Warlingham East, Chelsham and Farleigh**

**From: SM**  
**Sent: 1 September 2019**

I write in support of the proposal to relocate the Polling station from Warlingham Village Primary School.

As a local elector and chair of the Warlingham Village School Board, I know that the school has been happy to be able to host elections over the years. However, the demands upon the school timetable have increased and the resources available to the school to cope with disruptions have reduced. It is thus with some reluctance that the school would prefer not to be the normal location of the Polling Station in future.

I believe the proposed location at The Methodist Church on Limpsfield Road, which has also been used for regular Blood Donation sessions, is a good alternative offering facilities at least as good as those available at the school for local voters.



**Ward: Warlingham West**

**From: Tandridge Access Group**

**Sent: 7 August 2019**

I understand that there has been a review into premises being used for voting in the Warlingham area.

Currently, the Guide hut in Westhall Road is being used for the Warlingham East ward, and I believe that you have recognised it as unsuitable for disabled access.

May I suggest that you change the venue to the large hall at the Methodist church on Limpsfield Road?

This hall is currently being used for voting in the Warlingham West ward. The hall is large enough to accommodate both wards, and is only approximately a quarter of a mile away from the Guide hut, so wouldn't affect people too adversely.

The church has ample parking, a ramp for wheelchairs, and has a disabled toilet. It also has a kitchen and plenty of toilet facilities for the staff.

**Ward: Limpsfield**

**From: Limpsfield Parish Council**

**Sent: 14 August 2019**

The parish council met on Monday evening and discussed this proposal. The parish council supports the proposal using the distribution of roads you provided below, with two minor suggestions.

1 Post Office Row is on Limpsfield Chart and should therefore be in Limpsfield South.

2. For Westerham Road would it make sense to put those houses East of Ballards Lane into Limpsfield South, we are probably talking 12 or 14 houses which we can easily identify. If Ballards Lane and Moorhouse are both in... [Limpsfield] South it would make sense for the adjoining houses on the Westerham Road to also be included.

<b>REPORT TO THE STRATEGY &amp; RESOURCES COMMITTEE - 26<sup>TH</sup> SEPTEMBER 2019 - AGENDA ITEM 6</b>	
<b>APPOINTMENT OF RETURNING OFFICER, ELECTORAL REGISTRATION OFFICER AND DEPUTY ELECTORAL REGISTRATION OFFICER</b>	
Report of:	Chailey Gibb – Lead Democratic Specialist -cgibb@tandridge.gov.uk 01883 732968
CMT Lead Director	Elaine Jackson- Acting Chief Executive and Strategic Director of Resources <a href="mailto:ejackson@tandridge.gov.uk">ejackson@tandridge.gov.uk</a> - 01883 732717
Purpose of report:	To seek agreement to the appointment of the Returning Officer, Electoral Registration Officer and Deputy Electoral Registration Officer.
Publication status:	Unrestricted
Recommendations:	That the Committee recommends to Council that with effect from the 30 <sup>th</sup> September 2019: <ul style="list-style-type: none"> <li>A. Elaine Jackson, Acting Chief Executive and Strategic Director of Resources, be appointed as the Returning Officer ('RO') and Electoral Registration Officer ('ERO') for Tandridge District Council;</li> <li>B. Lidia Harrison, Interim Head of Legal and Monitoring Officer, be appointed as Deputy Electoral Registration Officer;</li> <li>C. Chailey Gibb, Lead Democratic Specialist, be appointed as Deputy Electoral Registration Officer; and</li> <li>D. agree that the Council should maintain insurance to indemnify the Returning Officer against any claims arising from the management of local, regional or national elections or referenda, and underwrite any policy excess required by an insurer.</li> </ul>
Appendices:	None
Background papers defined by the Local Government (Access to Information) Act 1985	None

## 1. Background

- 1.1 The Returning Officer ('RO') is the person who has the overall responsibility of the conduct of elections in Tandridge. Section 35 of the Representation of the People Act 1983 requires the Council to appoint an officer of the Council to be the Returning Officer.

- 1.2 Louise Round is the statutory Electoral Registration Officer and Returning Officer for the District. Following her decision to step down, her employment will end on 30 September 2019 and there is a requirement to fill the two statutory roles she will be vacating.
- 1.3 The duties of the RO for elections need to be allocated to a suitably senior and qualified officer. The duties form part of the employment contract of a Chief Executive. However, with the risk of a snap election being called, it is considered prudent that Elaine Jackson, Acting Chief Executive become the Electoral Registration Officer (the 'ERO') (who automatically becomes the Acting Returning Officer) on a temporary basis pending the appointment of a Chief Executive on a permanent basis. Therefore, there needs to be an approval of this Committee initially with a recommendation being passed to full Council to implement the arrangements for the post holder to undertake these duties.
- 1.4 Section 24(1)(b) of the Representation of the People Act 1983 states that the Chairman of the Council is the RO for the purposes of any parliamentary election. This is a purely ceremonial appointment.
- 1.5 Section 8(2)(a) of the Representation of the People Act 1983 states that the Council shall appoint an officer of the Council to be the Electoral Registration Officer ('ERO'). Ordinarily in a committee system of governance, the appointment of ERO is made by full Council, although this can be delegated to other Council committees because the delegation of this function is not restricted by way of the Local Authorities (Committee System) (England) Regulations 2012 ('ACSER'). It could be inferred from the terms of reference of this Committee that it can make the appointment. Of particular note in the terms of reference are the following excerpts:
- "A. To be responsible for the general administration ....of the Council..."
- "C...to resolve such matters unless reserved for determination by Full Council"
- 1.6 Section 24(1)(a) of the Representation of the People Act 1983 states that the duties of the RO shall be discharged as Acting Returning Officer ('ARO') by the ERO appointed by the Council, which in relation to the Council is presently Louise.
- 1.7 Section 28(5) of the Representation of the People Act 1983 states that ARO "has power to appoint deputies to discharge all or any" of the duties of the ARO.

## 2. Duties of roles

- 2.1 The RO is directly accountable to the Courts system as an independent Statutory Officer. The RO is personally responsible for the administration of the election, including:

- the nomination process for candidates and political parties;
- provision, administration, security and notification of polling stations;
- appointment of presiding officers and polling clerks;
- preparation and issue of ballot papers;
- the count and declaration of results;
- issue, receipt and counting of postal ballot papers;
- all candidates' election expenses returns;
- presentation of final accounts and reclaiming of expenditure from external bodies as prescribed; and
- retention of election documents.

- 2.2 The duties of a RO are separate from the duties held by that individual as a local government officer. A RO is not responsible to the Council but is a separate legal entity to that of the Council which appointed them and is directly accountable to the courts as an independent statutory office holder. The RO is not bound by the Council's normal procedures in carrying out their duties.
- 2.3 The RO may appoint one or more persons to discharge all or any of their functions.
- 2.4 If the RO is, without reasonable cause, guilty of any act or omission in breach of their official duty, they are liable to a fine not exceeding £5,000. An ERO or DERO is also liable, in the same way as the RO, for a breach of official duty.
- 2.5 The RO should have a working knowledge of the relevant legislation governing the conduct of the elections. This means that, in addition to having a clear understanding of the statutory functions, they should have an overview of what the legislation contains and an understanding of how it affects the administration of the elections, so that they can review, question where necessary, and quality-assure the whole process in the Council area. Initial training has been scheduled for the new post holders.
- 2.6 In order to be able to vote in elections, a person's name must be included in a register of electors. Responsibility for registration and compiling the register of electors lies with the ERO.
- 2.7 The ERO has a duty to maintain registers of electors that contain the details of all those who are registered to vote. The ERO must publish registers that are as accurate and complete as possible. The register of electors is based on an annual canvass and monthly rolling registration of all properties where electors reside. The ERO maintains registers of those entitled to vote at various types of elections. Any failure to do this correctly could lead to the Council being challenged for failing to meet its statutory duties.
- 2.8 The ERO takes responsibility for publishing a revised electoral register and issuing monthly alteration notices.
- 2.9 At an election, the ERO has a statutory obligation to provide registers and absent voters lists for each polling station as well as to candidates at the election and to the RO.
- 2.10 In the event of a Parliamentary election being called, the ERO would be the Acting Returning Officer. The Chair of the Council is the Returning Officer at Parliamentary elections.
- 2.11 This report asks the Committee to appoint a new ERO, to confirm the appointment of the DEROs and to appoint a new RO for elections. It also asks the Committee to agree the principle to provide insurance and indemnity arrangements.

### 3. Financial / risk implications

- 3.1 The Representation of the People Act 1983 makes provision for a scale of expenses to be fixed for the purpose of determining the Returning Officer expenditure.
- 3.2 Elections are categorised as either 'local' (i.e. Parish, district, county or unitary) or 'Parliamentary'. Parliamentary elections and Referenda have their own fees and charges set by the Cabinet Office and appropriate expenditure on these elections is reclaimed from central government.

3.3 In respect of parish, district and county elections, the RO is paid in line with the agreed Surrey election fee scale. Fees for duties for other elections are paid at the rate as prescribed by the government as and when they arise. In the event of a County or Parish election, these costs are recovered from the County Council or Parish Council.

3.4 There is no change to the existing arrangements in place as a result of this report.

#### 4. Legal implications

4.1 The Councils' statutory obligations are set out in the body of the report. The Council has power to agree to indemnify the RO and deputies up to the value of any excess on their insurance for elections, polls and referendums.

4.2 The Council has a statutory duty to appoint an ERO and RO. Making the appointments suggested in this report ensures that the Council meet this duty.

#### 5. Equality impacts

5.1 Consideration of impacts under the Public-Sector Equality Duty are as follows:

Questions	Answer
Do the proposals within this report have the potential to disadvantage or discriminate against different groups on the community?	No
What steps can be taken to mitigate any potential negative impact referred to above?	Not applicable.

#### 5.2 Data Protection impacts

Following the completion of a Data Protection Impact Assessment, consideration of potential data protection implications arising from this report are as follows:

Questions	Answer
Do the proposals within this report have the potential to contravene the Council's Privacy Notice?	No. The Returning Officer / Electoral Registration Officer is registered with the Information Commissioner's Office independently as a data controller and they have their own privacy notice.
Is so, what steps will be taken to mitigate the risks referred to above?	Not applicable.

6. Conclusion

- 6.1 The Authority is under a statutory obligation to appoint a Returning Officer and an Electoral Registration Officer. The law prescribes that only full Council can determine such appointments. In light of the departure of Louise Round (who was both RO and ERO) the committee is asked to make appropriate recommendations for filling the vacant positions, subject to ratification by Council.

----- end of report -----

## AGENDA ITEM 7

### INVESTMENT SUB-COMMITTEE

Minutes and report to Council of the meeting of the Committee held in the Lyndsay Narcisi Room, Council Offices, Station Road East, Oxted on the 8<sup>th</sup> August 2019 at 10.00 a.m.

**PRESENT:** Councillors Elias (Chair), Botten (Sub), Bourne, Davies, Jecks,

**ALSO PRESENT:** Councillor Farr

**APOLOGIES FOR ABSENCE:** Councillor Jones

**IN ATTENDANCE:** John Kelly, CCLA Client Services

#### 1. ELECTION OF CHAIRMAN

Councillor Elias was appointed chairman.

#### ***SUB-COMMITTEE DECISIONS*** ***(Under powers delegated to the Sub-Committee)***

#### 2. EXCLUSION OF THE PUBLIC

**RESOLVED** – that members of the press and public be excluded from the meeting for the consideration of Items 7 to 9 of the agenda (covered by Minutes 3 to 5 below) under Paragraph 3 of Schedule 12A to the Local Government Act 1972, namely:

- (i) they involve the likely disclosure of exempt information as defined in the paragraph detailed below of Part 1 of Schedule 12A of the Act; and
- (ii) for the items, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

#### 3. CCLA PROPERTY FUND – PRESENTATION FROM JOHN KELLY (CCLA CLIENT SERVICES)

Mr John Kelly of CCLA gave a presentation on the general performance of the Local Authorities Property Fund.

#### 4. SUMMARY INVESTMENT AND BORROWING POSITION

A report was presented to the Committee by the Deputy Chief Finance Officer in order to provide a summary of the Council's Investment and Borrowing position at 29<sup>th</sup> July 2019.

**RESOLVED** – that the Committee notes the Council's investment and borrowing position at 29<sup>th</sup> July 2019.

## 5. PROPERTY INVESTMENT UPDATE

A report was presented by the Head of Strategic Asset Management to update the Investment Sub-Committee on the latest property investment transactions impacting upon the Council's Treasury Management position.

**RESOLVED** – that the current activity in relation to property investment be noted.

## 6. GRYLLUS HOLDINGS & GRYLLUS PROPERTY - FINAL ACCOUNTS 2018/19

A report was presented to the Committee concerning the audited statement of accounts for Gryllus Holdings Limited and Gryllus Property Limited for the financial year 2018-19. It was noted that Gryllus Holdings had been dormant during the relevant reporting period and, therefore, no activity could be reported. In addition, it was noted that Gryllus Property had recorded a loss of £36,204 which was in line with the Council's expectations. The report of the External Auditors, Kreston Reeves LLP, was discussed. It was reported that an unqualified audit opinion had been issued following inspection of the accounts.

**RESOLVED** – that

- A. the 2018-19 financial statements and directors' reports for Gryllus Holdings Limited Gryllus Property Limited be noted; and
- B. the external auditors' report be noted.

Rising: 11:47am



<b>REPORT TO THE STRATEGY &amp; RESOURCES COMMITTEE – 26 SEPTEMBER 2019</b>	
<b>AGENDA ITEM 8</b>	
<b>BUDGET PROCESS 2020/21 - UPDATE</b>	
Report of:	Brian Thompson - Chief Finance Officer / Section 151 Officer 01883 732718 - e-mail: <a href="mailto:bthompson@tandridge.gov.uk">bthompson@tandridge.gov.uk</a>
Purpose of Report:	This report updates Members on the latest government funding proposals for 2020/21. It also provides a timetable and framework for the preparation of the Council's 2020/21 Budget. Finally, it updates Members on the current Medium Term Financial Strategy (MTFS) position for years 2020/21 and 2021/22.
Publication status:	Unrestricted
Recommendations:	That the Committee:  A. notes the latest spending round position as announced recently by central government for 2020/21;  B. agrees the budget framework outlined in this report for adoption by the council for the 2020/21 budget process; and  C. notes the latest draft MTFS position which is subject to further update to S&R Committee at its meeting on 28 November 2019.
	Appendix 'A' – Draft MTFS (page 31)
Background papers defined by the Local Government (Access to Information) Act 1985	Local Government Finance Acts and Finance directives from the Ministry for Housing, Communities and Local Government.

## 1. Background

- 1.1 This Committee approved the current MTFS at its meeting on 1 November 2018 and subsequently approved its Budget and Council Tax for 2019/20 at full Council on 14 February 2019.
- 1.2 The Budget round for the next financial year 2020/21 has commenced and this report details the latest central government developments in terms of local government funding for 2020/21.
- 1.3 Members may already be aware that current delays in respect of “Brexit” have led to a number of deferrals and changes in central government spending plans for departments in 2020/21. Like most other government departments, the Ministry for Housing, Communities and Local Government (MHCLG) has also been affected by these changes and this report highlights the latest position of MHCLG.

- 1.4 Notwithstanding the above deferral, the Council has a draft framework for its budget setting requirement for 2020/21 and this report highlights the framework and provides an overview timetable for delivering the Budget and Council Tax setting for 2020/21 by February 2020.
- 1.5 The Committee should note that the government is issuing further consultation on the 2020/21 SR19 spending round and therefore an update report with further detail will be presented to this Committee at a future date once further spending round details are known.
2. Budget timetable and framework for 2020/21
- 2.1 In terms of 2020/21, the annual budget process is underway and officers are working to a plan which will result in a balanced budget being set by February 2020. The following table provides the Committee with a high level overview of the budget timetable framework for the financial year 2020/21 :-

<b>Annual Review</b>	<b>Financial Planning framework</b>
<b>September- November 2019</b>	Await Government spending plans Review of Revenue and Capital Outturn and reserves Update of Four Year Budget Forecast - MTFS Set Budget Requirement control totals for 2020/21
<b>November December 2019</b>	Detailed estimates prepared by Officers and budget options for each Policy Committee considered Savings and growth options identified Informal cross party Member budget reviews meetings(Capital/Fees and charges/Savings-Growth) Chairmens' review meetings for savings/growth Capital bids and appraisals Capital financing strategy determined Provisional local government settlement – early December
<b>January 2020</b>	Capital and Revenue service estimates and income/expenditure plans agreed for following year by Policy Committees. Final local government settlement announced – early January
<b>February 2020</b>	Determine Budget /Council Tax / Business rate level – approve at full Council
<b>March 2020</b>	Publish Approved Budget Council Tax Information & Billing
<b>April 2020</b>	Start of new Financial Year / Issue budget

- 2.2 The Committee will note that the budget framework above is designed to align with relevant Policy Committee meeting dates during the December and January cycles of

meetings, culminating with the Council meeting on 13 February 2020 to approve the Budget and set the Council Tax for 2020/21.

2.3 The key milestones for the Budget process 2020/21 can be summarised as follows:-

MTFS refresh to identify initial budget gap – in September to S&R Committee.  
 Officers prepare detailed revenue and capital estimates in October and November.  
 Identification of savings and growth proposals in November – cross party groups.  
 Release of the provisional Local Government settlement in early December.  
 Agreement of Capital and Revenue Budgets at Policy Committees in January.  
 Final local government settlement announcement – January 2020  
 Council budget setting and Council Tax setting – Full Council on 13 February 2020.

2.4 Further updates will be provided to the S&R Committee in line with this framework and timetable and subject to any changes from MHCLG consultation on the 2020/21 spending round.

3. Latest government position on the spending round (SR19)

3.1 The current system for resource allocation in local government has been in place for over 10 years and the government announced in 2018 that two new funding reforms would be introduced from 1 April 2020 to improve the allocation of local council resources:-

The Fair Funding Review  
 The Business Rate Reset

3.2 The government's intention for reform was to bring in a new system that was fair, robust and evidence based in terms of allocating resource blocks to local government in the medium to longer term. This new system would replace the previous allocation model and existing business rate methodology which has remained largely unchanged since 2010/11.

3.3 The government issued a number of consultation briefings earlier this year about the reforms, but no concrete proposals were actually provided by the government, mainly due to most government departments, including MHCLG being tied up with the handling of "Brexit". This was also compounded by the recent change of Prime Minister and appointment of the new Cabinet.

3.4 Many local government bodies including the Local Government Association (LGA) lobbied the government for a swift decision over its spending reform proposals. They also suggested that the government should delay the funding reforms as no one would be ready in time for budget setting for 2020 and Councils would be disadvantaged.

3.5 On 4 August 2019 an announcement was made by the Secretary of State for Housing, Communities and Local Government that the funding reforms would be delayed by a further year until financial year 2020/21 and that a "one-off" spending

round settlement called SR19 would be announced in September, with a consultation document to follow from the MHCLG outlining the detailed proposals for local government.

3.6 On 9 September 2019 MHCLG then announced its proposals for the outcome of the 2019 Spending Round and set out details of the action it is taking to support Local Authorities in 2020/21, subject to the consultation which would be issued in late September. The provisional local government settlement would then be issued in December 2019 with draft allocations.

3.7 The headline funding changes proposed by MHCLG are summarised as follows:-

An extra £1.5 billion in social care funding for both children and adults – and to enable local authorities to raise up to £500m extra via a 2% increase in Council tax through the adult social care precept.

No single government department will have their funding reduced in 2020/21.

£700m more in 2020/21 to support children and young people with special education needs.

Core settlement funding for Councils to be uprated by £300m.

A further £54m to combat rough sleeping and homelessness.

An additional £24m to improve building safety.

MHCLG confirmed that individual Council's will receive their financial settlement numbers in December 2019.

3.8 The specific details of the funding changes will be detailed in the consultation which will follow from MHCLG.

#### 4. What the settlement means for Tandridge District Council.

4.1 Many of the funding announcements are subject to consultation and explanation from MHCLG, they do seem to benefit London and County Councils who have adult social care and education funding pressures.

4.2 District Councils such as TDC, can however take comfort from MHCLG's statement that no single government department should have its funding reduced for 2020/21.

4.3 From the details received so far, TDC can assume that:-

Settlement Funding Assessment (SFA) baseline funding is likely to be uprated by CPI for 2020/21

Legacy payments for New Homes Bonus may still be paid – but there is uncertainty regarding new payments

A Council Tax referendum limit of 2% (or £5 maximum) may be proposed (Compared to 3% last year) for the non-adult social care, e.g. for TDC Council Tax funding.

There will be no new business rate pilots for 2020/21

There is an indication that the negative tariff for Councils may be removed – but not confirmed yet by MHCLG.

- 4.4 It is perhaps the last point above, about the negative tariff that is most important for TDC as it represents a payment of £729,000 that TDC would have to make to the government in 2020/21. The negative tariff payment of £729,000 is also a major element of the Council's MTFS deficit for 2020/21.
- 4.5 Many Members of the Committee will recall that the government relaxed the negative tariff payment last year (2019/20) on the basis that the fair funding review was not being introduced until April 2020. It would therefore be reasonable to assume that the government will have to do the same this year as the Fair Funding review is delayed (again) until 2020/21 and Councils are not in a position to pay this without the Fair Funding reform and new resource allocations.
- 4.6 In summary, TDC will have to wait until the SR19 MHCLG consultation is received later this month to fully understand what its funding allocation may be for 2020/21. Further updates will thus be made to this Committee as appropriate.
5. The Council's MTFS position based upon these assumptions
- 5.1 A revised MTFS has been prepared to reflect the above assumptions, assuming they prove correct when the settlement is announced in December 2019. The MTFS is shown at Appendix A and is indicative only.
- 5.2 Based on the draft MTFS and assuming the negative tariff is payable, the budget gap for 2020/21 and 2021/22 is as follows:-
- Budget Gap 2020/21 - £954,959  
Budget Gap 2021/22 - £1,130,753
- 5.3 If the negative tariff is not payable, then the MTFS budget gap comes down to:-
- Budget Gap 2020/21 - £226,159 (excluding negative tariff)  
Budget Gap 2021/22 - £401,953 (excluding negative tariff)
- 5.4 The MTFS assumes a number of factors including, inflation on pay and prices at 2.5%, a Council Tax rise of 1.99%, full year effect previous year's growth and savings, increases in fees and charges at prevailing rates, investment income at 0.8% (excluding property yields), New Homes Bonus legacy payments honoured and business rates payable at baseline levels.
- 5.5 In conclusion the MTFS budget gap above reflects a latest robust estimate, but further modelling may be required once the outcome of MHCLG consultation is known.

- 5.6 The Council will need to consider its savings and growth position in light of the budget gap deficit in the MTFS and Officers will commence this work with the cross-party Member workshops in November - to discuss and review proposals.
- 5.7 A revised MTFS and budget update will be reported to a future S&R Committee meeting to update Members on the latest budget developments.
6. Financial / risk implications
- 6.1 The forecasts within the MTFS provide a sound base for budgeting but may change due to external factors or new legislation. The Council is currently waiting for the outcome of the provisional local government settlement and government consultations on allocations for New Homes Bonus, Business Rates and the negative tariff.
- 6.2 The Budget Process timetable outlined in this report ensures that the Council has a robust plan to address these risks and deliver a balanced budget for the Council for 2020/21.
7. Legal Implications
- 7.1 Section 151 of the Local Government Act 1972 requires all Councils in England and Wales to make arrangements for the proper administration of their financial affairs. This report satisfies the requirements of this legislation in terms of maintaining a Medium Term Financial Strategy.
8. Equality Impacts
- 8.1 None; decisions at this stage relate to the overall financial situation which will not in themselves disadvantage or discriminate against any group.

----- end of report -----

**Medium Term Financial Strategy and Efficiency Plan - latest TDC position September 2019**

	2017/18	2018/19 £	2019/20 £	2020/21 £	2021/22 £
<b>Net Council budget b/fwd</b>		9,849,670	<b>9,981,848</b>	<b>10,441,970</b>	<b>9,789,550</b>
<i>Inflation allowances &amp; pay increments</i>		381,060	429,500	458,819	468,004
<i>Inflation on fees and charges income</i>		0	-46,030	-47,180	-48,360
<i>Technical Funding Changes to base budget</i>					
Business Rate adjustment for the collection fund		621,764	-848,000	-250,000	-250,000
Revaluation of Pension Fund		0	0	0	0
Use of Reserves change (use of equalisation reserve for BR Appeals)		-795,000	856,890	288,900	615,890
Use of Reserves change (use of BR reserve for capital contribution to car park)		0	-400,000	0	0
Contribution to RCCO		0	400,000	0	0
Use of Reserves change (use of NHB reserve for revenue contribution)		0	-75,000	0	0
Revenue contribution for Childrens centres		0	75,000	0	0
Asset / Net Investment Income - note before MRP - see MRP number below		-300,000	-708,890	394,000	0
New Homes Bonus - change in allocation		374,000	200,000	199,350	337,900
Collection Fund and other grants adjustments		0	-153,976	-167,900	-145,890
4 Year Settlement - Transitional Grant		131,900	0	0	0
Increase in provisions/reserves for voids and income equalisation		0	150,000	100,000	100,000
Treasury investment income from specified and non specified investments		-190,000	-88,000	-44,000	-24,000
Minimum Revenue Provision - amount set aside for loan repayment		88,754	544,578	-322,000	15,500
<i>Committee Growth/Savings (see attached summary)</i>					
Resources/Support Services		-388,900	71,100	0	0
Community Services		1,600	632,750	304,750	12,000
Housing Services GF		18,500	-65,800	-42,000	0
Planning Services		336,500	320,000	-235,000	0
Corporate saving - Insurance		-148,000	0	0	0
<i>Customer First Project</i>					
Project Costs	1,416,199	1,994,513	-1,659,313	-335,200	0
Anticipated Staff Savings	0	-293,000	-876,200	0	0
Application of Development reserve /Capital reserve	-326,000	-390,000	390,000	0	0
Application of General budget reserves	-1,090,199	-961,513	961,513	0	0
Project contingency funding allocation	0	-350,000	350,000	0	0
	0	0	-834,000	-335,200	0
<b>Forecast Net Cost of Services</b>	<b>9,849,670</b>	<b>9,981,848</b>	<b>10,441,970</b>	<b>10,744,509</b>	<b>10,870,595</b>
<i>Funding available to the Council</i>					
Council Tax surplus from Collection Fund	240,300	28,000	125,521	46,000	10,000
Business Rates/S31 Grant/refund levy	600,000	585,000	622,000	600,000	600,000
Business Rates baseline funding	1,361,670	1,404,000	1,436,000	1,416,000	1,200,000
Base income from existing Council Tax base	7,342,900	7,647,700	7,964,849	8,258,449	8,456,351
Annual increase on existing Council Tax base	184,848	228,732	238,136	164,420	168,144
Growth on new Council Tax base	119,953	88,416	55,464	33,483	34,148
<b>Sub-total Council Tax</b>	<b>7,647,700</b>	<b>7,964,848</b>	<b>8,258,449</b>	<b>8,456,351</b>	<b>8,658,644</b>
Tariff adj negative			0	-728,800	-728,800
<b>Total core funding available to Council</b>	<b>9,849,670</b>	<b>9,981,848</b>	<b>10,441,970</b>	<b>9,789,550</b>	<b>9,739,843</b>
<b>Forecast budget shortfall / gap</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>954,959</b>	<b>1,130,753</b>

**REPORT TO THE STRATEGY AND RESOURCES COMMITTEE - 26<sup>TH</sup> SEPTEMBER 2019 - AGENDA ITEM 9**

**COUNCIL BUDGET MONITORING - 2019/20**

Report of:	Brian Thompson – Chief Financial Officer (Section 151) <a href="mailto:bthompson@tandridge.gov.uk">bthompson@tandridge.gov.uk</a>  Elaine Jackson – Acting Chief Executive and Strategic Director of Resources <a href="mailto:ejackson@tandridge.gov.uk">ejackson@tandridge.gov.uk</a>
Purpose of Report :	To report upon monitoring of the Council's budget for the period 1 <sup>st</sup> April 2019 to the 31 <sup>th</sup> July 2019 – Period 4
Publication status:	Unrestricted
Recommendations:	That:  A. the Committee notes the Council's overall financial position;  B. the Committee requests officers to put in place a programme of management action to reduce the forecast revenue budget overspend significantly by the end of the financial year; and  C. the 2019/2022 revised Capital Programme be agreed, updated for 2018/19 slippage and budget transfers from the capital underspends.
Appendices	A(i) S&R revenue monitoring report (page 37) A(ii) Council (General Fund) revenue monitoring report (page 38) A(iii) HRA revenue monitoring report (page 39) A(iv) Explanation of variances and management action (page 40)  B S&R capital monitoring report (page 44) C Council - revised Capital Programme, incorporating slippage (page 45) D Summary forecast of current temporary & consultant spend (page 46)
Background papers*	None

\*defined by the Local Government (Access to Information) Act 1985

1. Background

- 1.1 This report provides information on forecast spending compared to the approved budget for the Strategy and Resources Committee and for the overall forecast financial position of the Council at the end of the financial year.
- 1.2 This report highlights any significant budget variances in terms of revenue budgets versus actual spend. The aim of this process is to provide regular and consistent information for each Committee on monitoring of income and expenditure within the relevant General Fund (GF), Housing Revenue Account (HRA) and Capital budgets.



- 1.3 The Strategy & Resources Committee also receives a summary of each Committee's key highlights grouped together to provide a Council-wide perspective, along with details of any overspends referred to it by other Policy Committees.
- 1.4 The Committee is advised that this is the first budget monitoring report of the financial year 2019/20. The variations contained within this report are based on estimates of expenditure and income as at 30th July 2019 and may change.
- 1.5 There is a significant revenue overspend being reported to the Committee which requires management action to eradicate this by year end.
- 2 2019/20 Revenue Budget Monitoring Report for Strategy and Resources Committee
- 2.1 The revenue budget key variances for this Committee up to the end of July 2019 are attached at **Appendix A(i)**. The presentation is standardised across all Committees.
- 2.2 With regards to the Strategy and Resources Committee, the net revenue budget (excluding corporate items) for 2019/20 amounts to £2,072,740 and is forecast to be overspent by £359,068 at the year end, as set out in Appendix A(i), based upon latest forecast data at July 2019.
- 2.3 Each Committee is required to manage its services within the overall value of its approved budget. If their budget is expected to be overspent at year-end, this is reported to and approved by the Strategy & Resources Committee.
- 2.4 Officers will investigate all potential options for management action and a programme of management action will be put in place to address the forecast overspend and ensure that this is reduced substantially by the end of the financial year. The comments of the Strategic Director of People sets out the reasons for the overspend and the proposed management actions to address the forecast overspend. As the forecast overspend has been identified with 6 months of the financial year remaining, prompt management action can be taken by Officers to address the forecast overspend and reduce significantly the forecast overspend by year end.
3. Comments of the Strategic Director of Resources and Section 151 Officer.
- 3.1 A number of significant overspends have been identified within Strategy and Resources Committee revenue budget. These have resulted in an overall projected year end overspend of £359,068. The key variances are summarised below together with proposed management action by Officers to eliminate or substantially mitigate the overspending by year end.

#### Explanation of the reasons for the overspend

##### Salaries Overspends (£331,667)

- Salaries overspends account for the majority of the forecast overspend within Strategy and Resources Committee. These overspends are in the main attributable to the implementation of the Customer First restructure which resulted in the departure of a number of key professional staff from the

Council. In order to ensure the continuance of statutory services it has been necessary to rely on temporary staff and consultants. The overspending is in the area of Benefits and Council Tax (£82k), Legal (£78k), Finance (£182k) and IT (90k). These overspends are offset by underspending on Corporate Policy, Customer Services and Communications arising from the delay in filling posts following the implementation of the restructure.

- Variances less than £10,000- There are a number of small under and overspends on non-salaries budget across the Committee which are not significant.

### 3.2 Proposed Management Action

- Salaries Overspends- In the light of the budget pressure facing the Council. The overall staffing position in relation to temporary staffing and consultants will be reviewed before the end of October, in order to develop and implement a plan for reducing the overspend significantly by the end of the financial year.

## 4. 2019/20 Revenue Budget Monitoring position for the Whole Council

4.1 The revenue budget forecast by Committee for the General Fund at 31/3/2020 is set out in **Appendix A(ii)**. The overall forecast is that the Council's General Fund budget totalling £10,441,970 will be overspent by £1,095,359 at the year end. This forecast is based on financial information at July, the first four months of the year. In summary the majority of the overspend (£700k) relates to costs of temporary and contractor staff costs.

4.2 **Appendix A(iii)** sets out the forecast financial position on the Council's Housing Revenue Account at 31/3/2020, and this identifies an underspend of £192,341. This forecast is based on financial information at July, the first four months of the year.

4.3 An explanation of the reasons for the forecast General Fund and HRA overspends and underspends are set out in **Appendix A (iv)** together with the proposed management action to be taken by Officers to reduce the overspend.

4.4 **Appendix D** provides a forecast of Temporary Staff and Consultant spend which will be reviewed further by Officers alongside management action needed to reduce this spend.

## 5. Chief Finance Officer (Section 151) comments specific to this report.

5.1 The overspends on staffing in this report are running at a level which is unsustainable for the Council and cannot be contained within the approved budget. The majority of the overspends relate to expenditure on agency staff and contractors which are above establishment and above budget, they are thus outside of the approved budget for this Committee. Some of these costs have been incurred due to pressures from Customer First.

5.2 Furthermore, the agency and contractor spend detailed in this report is based on many contractors leaving by the end of September or October 2019. If these contractors are re-engaged or extended then the overspend will continue to rise further.

- 5.3 An immediate action plan is needed by the service departments to determine how these costs can be curtailed before the next report to this Committee.
- 5.4 It is possible that the Section 151 Officer (under Section 151 of the Local Government Act 1972) will have to implement a recruitment / agency / contractor freeze if management action cannot be identified to reduce this overspend. The Council cannot operate outside of its approved budget for an indefinite period of time.
6. 2019/20 Capital Budget Monitoring Position for Strategy and Resources Committee
- 6.1 The capital budget for the Strategy and Resources Committee for 2019/20 totals £65,200,000 and is forecast to be underspent by £10,000,000 at the year end. The position on each scheme is detailed in **Appendix B** including details of spend to July, the forecast spend at year end and current progress on each scheme.
7. 2018/19 Capital Programme Slippage incorporated into revised 2019/20 Capital Programme
- 7.1 At the end of the 2018/19 financial year, the overall capital outturn was underspent, which was reported to Strategy and Resources on the 13<sup>th</sup> June 2019 and reflected in the Council's audited final accounts. The Committee agreed in principle that the 2018/19 underspend should be incorporated within the Capital Programme 2019-2022.
- 7.2 The overall capital slippage for the Council, including that of the Strategy & Resources Committee is set out in **Appendix C**. Strategy and Resources Committee are requested to note the carry forward of the unspent capital budgets and approve the revised 2019/20 capital budgets by scheme. This brings the Council's capital programme up to date.
8. Financial / Risk Implications
- 8.1 At the current time a net overspend of £1.095m, for the Council is forecast due to the reasons highlighted above. If urgent management action is not taken to reduce spending on staffing, then this overspend will increase during the year.
- 8.2. If the Council does not reduce the overspend substantially by the end of the year this could reduce the Council's overall reserve levels.
- 8.3 The revised Capital Programme allowing for 2018/19 slippage arising from underspends is included within this report for update and approval by the Committee.
9. Legal Implications
- 9.1 Section 151 of the Local Government Act 1972 requires all Councils in England and Wales to make arrangements for the proper administration of their financial affairs. This report satisfies the requirements of that legislation in terms of monitoring the Council's budgets.

10. Equality Impacts

10.1 Consideration of impacts under the Public Sector Equality Duty are as follows:

Questions	Answer
Do the proposals within this report have the potential to disadvantage or discriminate against different groups on the community?	No
What steps can be taken to mitigate any potential negative impact referred to above?	Not applicable

11. Data Protection Impacts

11.1 Following the completion of a Data Protection Impact Assessment, consideration of potential data protection implications arising from this report are as follows:

Questions	Answer
Do the proposals within this report have the potential to contravene the Council's Privacy Notice?	No
Is so, what steps will be taken to mitigate the risks referred to above?	Not applicable

----- end of report -----

### Forecast Strategy and Resources Financial Position at year 31/3/2020

<b>KEY GENERAL FUND REVENUE VARIANCES</b>	<b>Annual Budget 2019/20</b>	<b>Forecast Variance at year end (31/3/2020)</b>
<b><u>Strategy and Resources Committee</u></b>		
Salaries	6,025,064	331,667
Other Variances less than £10k	(3,952,324)	27,401
<b>Total</b>	<b>2,072,740</b>	<b>359,068</b>
<b>Corporate Items</b>	<b>(1,194,560)</b>	<b>0</b>
<b>Strategy and Resources-GF Position at 31/3/2020</b>	<b>878,180</b>	<b>359,068</b>

## Forecast Council Financial Position at year 31/3/2020

<b>KEY GENERAL FUND REVENUE VARIANCES</b>	<b>Annual Budget 2019/20</b>	<b>Forecast Variance at year end (31/3/2020)</b>
<b><u>Community Services Committee</u></b>		
Salaries	1,872,926	(7,878)
Tandridge Commercial Services	(219,965)	109,100
Other Variances less than £10k	4,842,719	15,469
<b>Total</b>	<b>6,495,680</b>	<b>116,691</b>
<b><u>Planning Policy Committee</u></b>		
Salaries	1,042,049	398,368
Planning Application and Advice	507,935	277,309
Enforcement	241,625	(11,004)
Other Variances less than £10k	391,241	1,167
<b>Total</b>	<b>2,182,850</b>	<b>665,840</b>
<b><u>Housing Committee-General Fund</u></b>		
Salaries	850,361	(28,110)
Douglas Brunton Centre	33,800	7,920
Meadowside	(68,622)	(18,900)
Syrian Refugees	14,600	(12,000)
Other Variances less than £10k	55,121	4,850
<b>Total</b>	<b>885,260</b>	<b>(46,240)</b>
<b><u>Strategy and Resources Committee</u></b>		
Salaries	6,025,064	331,667
Other Variances less than £10k	(3,952,324)	27,401
<b>Total</b>	<b>2,072,740</b>	<b>359,068</b>
<b>Corporate Items</b>	<b>(1,194,560)</b>	<b>0</b>
<b>Council -GF Position at 31/3/2020</b>	<b>10,441,970</b>	<b>1,095,359</b>

## Appendix A(iii)

## Forecast HRA Financial Position at year 31/3/2020

KEY HRA REVENUE VARIANCES	Annual Budget 2019/20	Forecast Variance at year end (July)
Salaries	1,664,315	62,727
Services costs	982,708	(25,523)
Corporate Support Services- Internal Recharges	1,146,378	0
Repairs and Maintenance	2,650,285	(162,124)
Interest Charges payable on HRA Loan	1,757,315	(79,200)
Rental Income from Council Dwellings	(14,043,060)	(37,177)
Garages	(322,830)	51,514
Other Variances less than £10k	4,844,294	(2,558)
Transfer to Reserves	1,320,596	
<b>Housing- HRA Position at 31/3/20</b>	<b>0</b>	<b>(192,341)</b>

## **Narrative Explanation of Revenue Under/Overspends reported to Policy Committees**

### **Community Services Committee**

The overall Community Services Committee budget is showing a forecast overspend at the 31/3/2020 of £116,691. The comments of the Strategic Director of People on the variances and proposed management action is set out below:-

#### **Explanation of the reasons for the forecast overspend**

- There is a small forecast underspend of £7,878 in Community Services Committee salary budgets. This principally comprises a projected overspend of £20k on the Depot staffing budgets, an overspend of £34k on the Street Cleaning staffing budget offset by a forecast underspend on the Waste and Recycling staffing budget.

There is a net forecast overspend on Tandridge Commercial Services of £109,100 which arises following the centralisation of responsive repairs call-handling staff as part of Customer First re-organisation and will mean that Tandridge Commercial Services (TCS) may lose the recovery of overheads previously charged as part of its overall service costs. Officers will be carrying out an in depth review of overhead recoveries to ensure that these costs are apportioned accurately between services, including the Housing Revenue Account (HRA).

### **Planning Policy Committee**

The overall Planning Policy Committee budget is showing a forecast overspend at the 31/3/2020 of £665,840 The comments of the Strategic Director of People on the variances and proposed management action is set out below:-

#### **Explanation of the reasons for the forecast overspend**

Salaries Overspends – £699,401 (made up of £251,027+£50,006+£398,368- see text below)

- Local Plan-There is currently a forecast overspend on staffing costs within the Planning Strategy team on agency staff and consultants working on the Local Plan of £251,027. This overspend however will be funded from the Local Plan Reserve which was created to meet the costs of preparing the Local Plan.
- Community Infrastructure Levy additional administrative support costs of £50,006 have been incurred, but will be funded from the Community Infrastructure Reserve which is appropriate.
- Planning Development & Enforcement-There is also a projected overspend on staffing costs in relation to planning development and enforcement of £398,368. The overspend arises directly from the staffing changes resulting from the implementation of Customer First, as well as increased caseloads. Consequently, in order to cover current workload pressures temporary staff and consultants have been engaged to carry out planning development & enforcement work. It should be noted that the Case Services and Specialist Services teams, which are responsible for delivering both planning functions, are currently in excess of the approved budgeted establishment by 8 posts. By the end of September this should be 6 posts.



Planning Appeal £200,000 - The latest estimate from Counsel for the legal costs arising from the appeal against the Planning Committee decision on Copthorne Road, Felbridge application is £200,000. There is no provision within the budget for the legal costs arising from the appeal and this will therefore result in an overspend.

Planning validation contract £77,000 - Prior to Customer First implementation the Council appointed a contractor to carry out the validation of planning applications as planning staff were not replaced at that time in advance of the restructure. The cost of this contract is in excess of the available budget for the staff. The contract expires at the end of December but the cost above budget in 2019/20 will be £77,000. As agreed at the 25<sup>th</sup> June meeting (Minute 56) validation work will be taken back in-house.

Planning Policy Income (£11,000) - Currently Planning Application fee income is in line with the budget, however the Council has received some additional income from £11,000 received as a result of Planning Enforcement action.

### Proposed Management Action from the Strategic Director of People regarding: Overspends

#### Salaries Overspends

- Local Plan  
The Local Plan enquiry is due to commence on the 8<sup>th</sup> October 2019 and should therefore result in a significant tapering in the need for temporary staff/consultants as it approaches its conclusion. There is sufficient funding for the Local Plan to meet all the current staffing requirements to deliver the plan. It is therefore anticipated that expenditure will be within available funding at year end.
- Planning Development & Enforcement  
Considering that the overspend relates to staffing, it is proposed to carry out a review both the planning development and enforcement functions as a matter of urgency to examine all practical options to reduce the overspend. All practical options for reducing the overspend will be implemented.

Planning Appeal- The Council has not yet received the bill for the legal costs arising from the Copthorne Road, Felbridge. However when the bill for these costs is received, these will be challenged by the Council through the costs assessor.

- The Planning Policy Committee at its meeting on the 25<sup>th</sup> June (Minute 56) approved the recruitment of two staff in order to carry out planning application validation work and terminate the validation contract resulting in reduced costs and improved quality. This service is provided on a fee per application basis so it is possible that as staff come into post and take up the validation work, this may reduce the payment to the end of the contract but will not eradicate the overspend.

### **Housing Committee-General Fund**

The overall Housing Committee-GF budget is showing a forecast underspend at the 31/3/2020 of £46,240 comprising the following variances.

#### Explanation of the reasons for the forecast underspend

Underspend on Salaries (£28,110)

The underspend on salaries arises from offsetting and overspend following the introduction of Customer First being offset by an underspend on the salary element at the Douglas Brunton centre.

Overspend on Douglas Brunton Centre (DBC) £7,920

The DBC will be run by the Council until the end of September, after which a Community Interest organisation will take over the running of the services, together with associated costs. The operational budget is predicted to be £7,920 overspent at the point of handover due to loss of income on meals and the need to carry out essential repairs or replace equipment.

Underspend on Meadowside Mobile (£18,900).

There has already been 2 Caravan sales on Meadowside and it is anticipated that additional sales will take place later this year.

Underspend on Syria Refuge scheme (£12,000)

This is due to grant income now being received and which is aligned to expenditure.

## **Strategy and Resources Committee**

The overall Strategy and Resources Committee budget is showing a forecast overspend at the 31/3/2020 of £359,068 comprising the following variances.

### Explanation of the reasons for the overspend

Salaries Overspends- £331,667

- Salaries overspends account for the majority of the forecast overspend within Strategy and Resources Committee. These overspends are in the main attributable to the implementation of the Customer First restructure which resulted in the departure of a number of key professional staff from the Council. In order to ensure the continuance of statutory services it has been necessary to rely on temporary staff and consultants. The overspending is in the area of Benefits and Council Tax (£81k), Legal (£78k), Finance (£182k) and IT (90k). These overspends are offset by underspending on Corporate Policy, Customer Services and Communications arising from the delay in filling posts following the implementation of the restructure.

Minor variances less than £10,000- totalling £27,401 overall

There are a number of small under and overspends on non-salaries budget across the Committee which are not significant and total £27,401 in total.

### Proposed Management Action

Salaries Overspends- In the light of the budget pressure facing the Council. The overall staffing position in relation to temporary staffing and consultants will be reviewed before the end of October, in order to develop and implement a plan for reducing the overspend significantly by the end of the financial year.

## **Housing Committee-HRA**

The overall Housing Committee-HRA budget is showing a forecast underspend at the 31/3/2020 of £192,341 comprising the following variances.

### Explanation of the reasons for the forecast underspend

Overspend on salaries £62,700

Forecast overspend due to spending on agency staff on housing management, offset by forecast underspend in the Sheltered Accommodation service due to staff vacancies created as part of the Sheltered Housing Review.

Underspend on Service costs (£25,523)

The underspend is mainly due to reduced spend on electricity and gas bills, due to improved management of the billing administration process following implementation of the new management service contract with Inspire in October 2018, and a one-off overpayment refund of £15,000 from our previous electricity supplier (Npower).

Underspend on Repairs and Maintenance (£162,120)

Forecast underspend of Repairs and Maintenance budget is mainly due to envisaged underspend (£14,000) on void repairs due to lower volume of works and (£26,000) less spend on decoration repairs, and a budget saving of (£118,000) on the call handling service of the responsive repairs service with Tandridge Commercial Services. The call handling service has now been reorganised into the Case Services team, as part of the implementation of Customer First, and as a result the service is no longer provided by TCS.

Underspend on Interest charges payable on HRA Loan (£79,200)

Forecast underspend of (£79,200) on the Interest charges payable on the outstanding HRA Loan with the Public Work Loan Board(PWLB) is due to expected spend based on actual existing HRA Loan and interest rates profiles being less than the budgeted amount which was based the updated 2019/20 30-year HRA Business Plan Model.

Additional rental income from Council Dwellings (£37,177)

Forecast additional rental income of £37,177 from council dwellings based rental income actual performance to date. There is an opportunity to bring in additional rental income of about £37,177 from new 8 units of affordable build when completed and let in the next few months. The additional rental income will be reflected in future HRA budget monitoring reports in the current financial year 2019/20.

Reduction in income from garages £51,500

Forecast decrease on rental income of £51,500 from garages based on garages rents actual performance to date. The forecast spend shortfall in garages rent is line with previous years trend (garage rent voids have always been high). The garage rents will form part of the planned strategic review of HRA income as it will include focus on the best use of the existing garages.

Underspend on other miscellaneous budgets (£2,600)

Net underspend of net £2,558 on other budget variances of less than £10,000

Capital Budget Monitoring at 31/7/19

Scheme Name	Annual Budget 2019/20	Budget YTD	Actual YTD	Variance YTD	Forecast Variance 19/20 at 31/03/2020	Scheme Total Budget	Forecast Total Scheme Variance	Budget Manager	People Place Resources	Narrative
<b>Strategy &amp; Resources Committee</b>										
Property Development Fund	65,000,000	27,083,333	15,164,110	(11,919,223)	(10,000,000)	130,000,000	0	Alison Boote	Chief Exec Resources	Budget spend is dependent on suitable acquisitions being identified Programme of works being developed Ongoing IT development works progressing
Council Offices Buildings	50,000	20,833	3,750	(17,083)	0	150,000	0	Alison Boote	Resources	
Customer First / IT	150,000	62,500	118,592	56,092	0	350,000	0	James Beach	Resources	
<b>Total Strategy &amp; Resources</b>	<b>65,200,000</b>	<b>27,166,667</b>	<b>15,286,452</b>	<b>(11,880,215)</b>	<b>(10,000,000)</b>	<b>130,500,000</b>	<b>0</b>			

Approved Capital Programme 2019-2022

Current Continuing Capital Schemes	Approved Capital Programme				
	Current Budget 2018/19	Draft Budget 2019/20	Draft Budget 2020/21	Draft Budget 2021/22	Total Budget
<b>Housing HRA</b>					
Structural Works	705,000	655,000	480,000	795,000	2,635,000
Modernisation & Improvements	866,000	514,000	800,000	392,000	2,572,000
Energy Efficiency Works	118,000	393,000	448,000	481,000	1,440,000
Service Renewals	667,000	628,000	620,000	445,000	2,360,000
Void Works	495,100	490,000	450,000	395,000	1,830,100
Health & Safety	143,500	175,000	175,000	200,000	693,500
Adaptations for the Disabled	289,200	225,000	225,000	225,000	964,200
Essential Structural Works	122,200	135,000	135,000	125,000	517,200
Communal Services	20,200	75,000	90,000	70,000	255,200
Council House Building	6,783,300	9,815,300	13,372,300	1,536,600	31,507,500
Meadway Roof Repairs	0	0	0	0	0
Housing Management Software	70,000	30,000	20,000	20,000	140,000
<b>Total- Housing HRA</b>	<b>10,279,500</b>	<b>13,135,300</b>	<b>16,815,300</b>	<b>4,684,600</b>	<b>44,914,700</b>
<b>Housing GF</b>					
Disabled Facilities Grant	426,900	426,000	426,000	426,000	1,704,900
Housing Enabling - General	174,400	100,000	100,000	100,000	474,400
<b>Total- Housing GF</b>	<b>601,300</b>	<b>526,000</b>	<b>526,000</b>	<b>526,000</b>	<b>2,179,300</b>
<b>Community Services</b>					
Children's Playground Improvements	75,000	75,000	75,000	75,000	300,000
Parks, Pavilions & Open Spaces	100,000	100,000	100,000	100,000	400,000
Freedom Leisure-Capital Refurbishment Loan	2,225,000	0	0	0	2,225,000
Vehicle Fleet Renewals	40,000	40,000	40,000	40,000	160,000
Leisure Pool & de Stafford Repairs/Renewals	149,300	0	0	0	149,300
Collection / Containerisation	0	600,000	0	0	600,000
Car Park Equipment/Maintenance	75,000	30,000	30,000	0	135,000
Elice Road Car Park Decking	151,000	4,307,000	0	0	4,458,000
Public Conveniences	0	275,000	275,000	0	550,000
Litter Bins	0	20,000	2,000	2,000	24,000
Roads&Paths at St.Mary's Church Cemetery	0	20,000	0	0	20,000
Land Drainage	0	10,000	10,000	10,000	30,000
Plant & Machinery Replacement Programme	0	8,000	8,000	8,000	24,000
Waste Vehicles	0	3,500,000	0	0	3,500,000
Garden Waste Bins	0	96,000	15,000	15,000	126,000
Ground Improvements (Match Funding Pot)	0	50,000	0	0	50,000
<b>Total- Community Services</b>	<b>2,815,300</b>	<b>9,131,000</b>	<b>555,000</b>	<b>250,000</b>	<b>12,751,300</b>
<b>Resources</b>					
Council Offices maintenance / Property Programme	50,000	50,000	100,000	0	200,000
Customer First / IT	573,600	150,000	150,000	50,000	923,600
Investment & Development Fund	70,940,000	65,000,000	65,000,000	0	200,940,000
Land / Asset Development	300,000	0	0	0	300,000
<b>Total Resources</b>	<b>71,863,600</b>	<b>65,200,000</b>	<b>65,250,000</b>	<b>50,000</b>	<b>202,363,600</b>
<b>Total Capital Programme</b>	<b>85,559,700</b>	<b>87,992,300</b>	<b>83,146,300</b>	<b>5,510,600</b>	<b>262,208,900</b>

Current Budget 2018/19	Revised Capital Programme reflecting 2018/19 Slippage					Total Budget
	Capital Outturn 2018/19	Capital Slippage/virement 2018/19	Revised Budget 2019/20	Revised Budget 2020/21	Revised Budget 2021/22	
705,000	708,350	0	655,000	480,000	795,000	1,930,000
866,000	662,720	189,560	703,560	800,000	392,000	1,895,560
118,000	102,710	15,290	408,290	448,000	481,000	1,337,290
667,000	667,200	0	628,000	620,000	445,000	1,693,000
495,100	480,520	14,580	504,580	450,000	395,000	1,349,580
143,500	114,740	28,760	203,760	175,000	200,000	578,760
289,200	261,400	27,800	252,800	225,000	225,000	702,800
122,200	132,370	0	135,000	135,000	125,000	395,000
20,200	8,790	11,410	86,410	90,000	70,000	246,410
6,783,300	6,674,600	108,700	8,345,600	13,363,000	3,124,300	24,832,900
70,000	18,880	51,120	81,120	20,000	20,000	121,120
<b>10,279,500</b>	<b>9,832,280</b>	<b>447,220</b>	<b>12,004,120</b>	<b>16,806,000</b>	<b>6,272,300</b>	<b>35,082,420</b>
475,970	462,890	13,080	439,080	426,000	426,000	1,291,080
174,400	0	174,400	274,400	100,000	100,000	474,400
<b>650,370</b>	<b>462,890</b>	<b>187,480</b>	<b>713,480</b>	<b>526,000</b>	<b>526,000</b>	<b>1,765,480</b>
75,000	33,410	41,590	116,590	75,000	75,000	266,590
100,000	11,570	88,430	188,430	100,000	100,000	388,430
2,225,000	2,256,180	-31,180	0	0	0	0
40,000	20,100	19,900	59,900	40,000	40,000	139,900
149,300	151,330	-2,030	0	0	0	0
0	0	0	600,000	0	0	600,000
75,000	46,760	28,240	58,240	30,000	0	88,240
151,000	132,930	18,070	4,325,070	0	0	4,325,070
0	0	0	275,000	275,000	0	550,000
0	0	0	20,000	2,000	2,000	24,000
0	0	0	20,000	0	0	20,000
0	0	0	10,000	10,000	10,000	30,000
0	0	0	8,000	8,000	8,000	24,000
0	0	0	3,500,000	0	0	3,500,000
0	0	0	96,000	15,000	15,000	126,000
0	0	0	50,000	0	0	50,000
<b>2,815,300</b>	<b>2,652,280</b>	<b>163,020</b>	<b>9,327,230</b>	<b>555,000</b>	<b>250,000</b>	<b>10,132,230</b>
50,000	13,680	132,320	182,320	100,000	0	282,320
573,600	1,120,460	-546,860	150,000	150,000	50,000	350,000
70,940,000	5,565,080	65,374,920	130,374,920	65,000,000	0	195,374,920
300,000	51,000	153,000	153,000	0	0	153,000
<b>71,863,600</b>	<b>6,750,220</b>	<b>65,113,380</b>	<b>130,860,240</b>	<b>65,250,000</b>	<b>50,000</b>	<b>196,160,240</b>
<b>85,608,770</b>	<b>19,697,670</b>	<b>65,911,100</b>	<b>152,905,070</b>	<b>83,137,000</b>	<b>7,098,300</b>	<b>243,140,370</b>

**Summary Table of Temporary Staff and Contractor Expenditure**

This shows the 2019/20 projected cost of Temporary Staff and Contractors based on current end dates

Department/Team	Column 1	Column 2	Column 3	Column 4
	Current temporary staff (number)	Current Contractor staff (number)	Forecast Variance all Temporary staff £	Forecast Variance all Contractors £
Chief Executive	0	0	68,693	0
Chief Financial Officer	2	1	139,445	68,340
Douglas Brunton	2	0	1,384	0
Case Services	6	2	38,122	120,443
Specialist Services	1	8	120,168	243,105
Locality	1	2	16,568	45,008
Tandridge Commercial Services	0	1	15,599	0
Support Services	1	3	114,116	304,209
Planning Strategy	0	3	13,345	237,682
Legal	1	1	60,169	53,026
<b>Total</b>	<b>14</b>	<b>21</b>	<b>587,606</b>	<b>1,071,813</b>

Notes to explain the Table

Column 1 shows the number of temporary staff currently engaged by The Council - any temps that have left are thus not included in Column 1.  
Column 2 shows the number of contractors currently engaged by The Council - any contractors that have left are thus not included in Column 2.

Column 3 shows the total forecast cost of temporary staff for the year - so this will include both temps that are currently engaged and those that have left.  
Column 4 shows the total forecast cost of contractors for the year - so this will include contractors that are currently engaged and those that have left.

A temporary staff member is classified as a person engaged to cover a specific vacant post - although their costs may exceed the budget allocated to that post.  
A contractor is classified as a person engaged to a role that is supernumerary - ie above the Council budget and with no vacant post to offset cost.

The costs of the temps and contractors above are shown gross - i.e. before any contributions from say the local plan reserve or equivalent.

A line by line breakdown of each temp and contractor is available but would have to be discussed as a Part 2 item for reasons of commercial confidentiality.