



**Surrey Heath Borough Council**  
Surrey Heath House  
Knoll Road  
Camberley  
Surrey GU15 3HD  
Telephone: (01276) 707100  
Facsimile: (01276) 707177  
DX: 32722 Camberley  
Web Site: [www.surreyheath.gov.uk](http://www.surreyheath.gov.uk)

**Division:** Corporate  
**Please ask for:** Rachel Whillis  
**Direct Tel:** 01276 707319  
**E-Mail:** [democratic.services@surreyheath.gov.uk](mailto:democratic.services@surreyheath.gov.uk)

Friday, 21 July 2017

To: The Members of the **EXECUTIVE**  
(Councillors: Moira Gibson (Chairman), Richard Brooks, Mrs Vivienne Chapman,  
Colin Dougan, Craig Fennell, Josephine Hawkins, Alan McClafferty and  
Charlotte Morley)

Dear Councillor,

A meeting of the **EXECUTIVE** will be held at Surrey Heath House on Tuesday, 1 August 2017 at 6.00 pm. The agenda will be set out as below.

Please note that this meeting will be recorded.

Yours sincerely

Karen Whelan

Chief Executive

---

## AGENDA

Pages

### Part 1 (Public)

**1. Apologies for Absence**

**2. Minutes**

**3 - 8**

To confirm and sign the open minutes of the meeting held on 11 July 2017 (copy attached).

**3. Declarations of Interest**

Members are invited to declare any interests they may have with respect to matters which are to be considered at this meeting. Members who consider they may have an interest are invited to consult the Monitoring Officer or the Democratic Services Officer prior to the meeting.

**4. Questions by Members**

The Leader and Portfolio Holders to receive and respond to questions

from Members on any matter which relates to an Executive function in accordance with Part 4 of the Constitution, Section B Executive Procedure Rules, Paragraph 16.

- |           |  |                |
|-----------|--|----------------|
| <b>5.</b> | <b>Food Safety Service Plan 2017/18</b>  | <b>9 - 32</b>  |
| <b>6.</b> | <b>Review of the Corporate Capital Programme and Capital Prudential Indicators for 2016/17</b> | <b>33 - 38</b> |
| <b>7.</b> | <b>Exclusion of Press and Public</b>   | <b>39 - 40</b> |

**Part 2  
(Exempt)**

- |            |   |                |
|------------|---|----------------|
| <b>8.</b>  | <b>Exempt Minutes</b>   | <b>41 - 44</b> |
|            | To confirm and sign the exempt minutes of the meeting held on 11 July 2017 (copy attached). |                |
| <b>9.</b>  | <b>Request for supplementary funding for Planning Appeals and Enforcement</b>               | <b>45 - 48</b> |
| <b>10.</b> | <b>Executive Working Group notes</b>  | <b>49 - 72</b> |
| <b>11.</b> | <b>Review of Exempt Items</b>   | <b>73 - 74</b> |

To review those items or parts thereof which can be released as information available to the public.

**Minutes of a Meeting of the Executive  
held at Surrey Heath House on 11 July  
2017**

---

+ Cllr Moira Gibson (Chairman)

- |                             |                          |
|-----------------------------|--------------------------|
| + Cllr Richard Brooks       | + Cllr Josephine Hawkins |
| + Cllr Mrs Vivienne Chapman | + Cllr Alan McClafferty  |
| + Cllr Colin Dougan         | + Cllr Charlotte Morley  |
| + Cllr Craig Fennell        |                          |

+ Present

In Attendance: Cllr David Allen, Cllr Rodney Bates, Cllr Chris Pitt and Cllr Ian Sams

**15/E Minutes**

The open and exempt minutes of the meeting held on 20 June 2017 were confirmed and signed by the Chairman.

**16/E Questions by Members**

The Leader responded to 2 questions from Councillor David Allen in relation to

- (i) a request for any documents referred to in Executive reports to be hyperlinked including, where relevant, reference to the specific section of the document, and where the document is exempt, a link to be emailed to Members separately; and
- (ii) an article in The Times Newspaper on 11 July 2017 relating to Local Authorities' investment in commercial properties.

**17/E Public Realm Bid to the Local Enterprise Partnership**

The Executive was reminded that, in July 2016, the Council had submitted an Expression of Interest to the EM3 Local Enterprise Partnership (LEP) for funding of public realm within Camberley Town Centre. The LEP had agreed that, subject to a successful business case, the funding bid for Surrey for this round of bidding would be the Surrey Heath bid for the public realm improvements. The Expression of Interest had sought funding of £3.5m from the LEP, with a local contribution of £1m.

Members were asked to consider the funding of the local contribution towards the Public Realm Scheme. It was recognised that developer contributions would be sought to fund these schemes but, in order to enable the works to proceed quickly, initially all of the funding would need to come from the Council.

It was reported that the Council had £700k in Community Infrastructure Levy and Section 106 contributions which could be used in Camberley Town Centre to fund

this work. The remaining money would need to be funded from reserves or Public Works Loan Board borrowing.

The Public Realm scheme would provide improvements, including pedestrian priority, within the High Street and improvements to part of Princess Way and to Knoll Walk.

**RECOMMENDED that**

- (i) Local contributions funding of up to £1,000,000 be agreed for the Public Realm bid scheme; and**
- (ii) contributions be phased over 2017/18 and 2018/19, with payment to be made upon commencement of the works.**

**18/E The Borough of Surrey Heath (Off Street Parking Order) 2017**

The Executive considered a report seeking authority to revoke the existing Borough of Surrey Heath (Off-Street Parking Places) Order 2003 and replace it with a new Borough of Surrey Heath (Off-Street Parking Places) Order 2017. The new Order would introduce a 'No Return within 2 hours' restriction in 4 Pay and Display Car Parks and introduce a Parking Places Order on St Georges Road Car Park, Camberley.

There were four Pay and Display Car Parks in the borough which offered free parking for up to two hours: Bagshot Car Park, Burrell Road Car Park in Frimley, Chobham Car Park, and Watchetts Road Car Park in Camberley. Motorists wishing to stay for longer than 2 hours were expected to pay the relevant tariff, up to £2.50 for all day parking.

Members were informed that instances had been reported of customers misusing the 2 hour free parking facility by returning to the car park every 2 hours and obtaining another free 2 hour parking ticket, thereby receiving free parking for longer than the 2 hours and not paying the appropriate tariff for their stay. Officers had received requests from businesses in Chobham asking for this to be addressed and advised that the policy should be consistent across the Car Parks.

The Executive was informed that St Georges Road car park was owned by the Council, with access in to the car park controlled by E & J Ground Rents, Winchester. E&J Ground Rents controlled access to ensure that only permitted vehicles parked in the private permit bays within the service area.

The control system for this car park had been out of operation for several years, although it was reported that the barrier had recently been reinstated. As a result of this situation, parking in the unregulated service area had become uncontrolled, unsightly and had resulted in the deterioration of the upkeep of the grassed areas and commercial waste facilities.

It was advised that introducing a Parking Places Order on St Georges Road Car Park would enable Parking Services to install parking bays to control where

vehicles are parked. This would also ensure access for waste vehicles and ensure the grassed areas were kept clear and tidy.

The Borough of Surrey Heath (Off-Street Parking Places) Order 2017 would be subject to a 4 week consultation period, being advertised in both the local press and the car parks, after which the Executive Head of Business, in consultation with the Business Portfolio Holder, would be authorised to consider any objections arising from the public consultation.

**RESOLVED to**

- (i) implement a 'No Return within 2 hours' restriction in the pay and display car parks;**
- (ii) introduce a parking places order in St Georges Road car park in that all vehicles must park within the marked bays;**
- (iii) implement the Borough of Surrey Heath (Off-Street Parking Places) Order 2017; and**
- (iv) authorise the Executive Head of Business, in consultation with the Business Portfolio Holder, to consider any objections arising from the public consultation.**

**19/E Requests for Carry Forward of Unspent Budget from 2016/17 to 2017/18**

The Executive considered a report seeking authority to carry forward unspent budget from 2016/17 to 2017/18, in line with financial regulations.

Carry forwards fell into two categories:

- (i) Those which arose from budget underspends in the previous year, which were a result of works being deferred into the current year.
- (ii) Those which arose from the receipt of Government Grants which were received too late in the year to be spent.

The carry forwards would result in £444,686 being charged against general fund reserves in 2017/18.

**RESOLVED that the budget carry forwards for 2017/18 totalling £444,686, as set out at Annexes A and B to the agenda report, be approved.**

**20/E Surrey Heath Heritage Service**

The Executive was informed that a consultation had commenced to ascertain the community's view on how local Heritage Services would be delivered in future. It was proposed that the new re-focused service would commence April 2018. Members noted a number of the options being considered for the re-focused

service. It was also noted that the fixed service based at Surrey Heath House currently averaged 1 to 2 visitors per day.

In order to allow the Heritage Team to consult and develop a modernised Heritage Service, there would not be active exhibitions from October 2017. Concerns about this decision were expressed by some Members who suggested that the retention of current arrangements should not be discounted and should be included as a consultation option.

It was emphasised that, once the consultation had concluded, a further report with proposals for a re-focused service would be considered by the Executive.

#### **RESOLVED**

- (i) to note that a consultation process seeking community opinion on what it would like from its Heritage service has commenced;**
- (ii) that, in order to allow staff to undertake a thorough consultation, no active exhibitions will take place during the consultation; and**
- (iii) a further report with proposals for a new re-focused service be brought to the Executive following the conclusion of the consultation.**

#### **21/E Statement of Community Involvement**

The Executive was reminded that, in October 2016, it had agreed the Local Development Scheme for the production of a new Local Plan. The Statement of Community Involvement (SCI), which set out how the Council would involve the community in both the preparation of the Local Plans and associated Development Plan Documents such as Area Action Plans, would form part of the Local Plan.

The SCI was an update to the 2012 SCI and took into account changes in legislation and guidance since 2012. The changes to the SCI related to Duty to Co-operate requirements, updated community contacts, and changes around Neighbourhood Planning.

Following a consultation, there had been two minor changes to the SCI, namely increased references to the use of social media in how the Council would consult with the community, and reference included in the introduction to the fact that the SCI contained a number of technical references.

**RESOLVED to adopt the Council's Statement of Community Involvement, as attached at Annex A to the agenda report.**

#### **22/E Response to Guildford Borough Council's Updated Draft Local Plan Consultation**

Guildford Borough Council had published an updated Draft Local Plan document for consultation. The consultation was being carried out between 9 June and 24 July 2017. The consultation sought comments on a number of changes to the Draft Local Plan, which had originally been consulted on in the summer of 2016.

Members considered the proposed consultation response as this Council's formal representation on the Proposed Submission Local Plan Document.

**RESOLVED that the letter contained in Annex 1 to the agenda report be agreed as the Council's formal representation to the updated Draft Local Plan Consultation.**

Note: In accordance with the Members' Code of Conduct Councillor Rodney Bates declared a pecuniary interest as he was employed by Guildford Borough Council and left the Council Chamber during the consideration of the item.

**23/E Response to Rushmoor Borough Council's Draft Submission Local Plan consultation**

The Executive was informed that Rushmoor Borough Council had published its "Draft Submission" Local Plan document for consultation. The Consultation was being carried out between 9 June and 21 July 2017.

Members considered a proposed consultation response as the Borough's formal representations on the "Draft Submission" Local Plan Document.

**RESOLVED that the letter contained in Annex 2 to the agenda report be agreed as the Council's formal representation to the Rushmoor "Draft Submission" Local Plan document.**

**24/E Exclusion of Press and Public**

In accordance with Section 100(A)(4) of the Local Government Act 1972, the press and public were excluded from the meeting for the following items of business on the ground that they involved the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A of the Act as set out below:

Minute	Paragraph(s)
25/E	3
26/E	3
27/E	3

Note: Minutes 25/E and 26/E are summaries of matters considered in Part II of the agenda, the minutes of which it is considered should remain confidential at the present time.

**25/E Leisure Facility Procurement Options**

The Executive made decisions in relation to the procurement route for future leisure provision within Surrey Heath.

**26/E Main Square Multi-Storey Car Park Capital Improvements**

The Executive made decisions and recommendations to the Council in relation to improvements to Main Square Multi-Storey Car Park and the consequential funding of these works.

**27/E Review of Exempt Items**

The Executive reviewed the reports which had been considered at the meeting following the exclusion of members of the press and public, as it involved the likely disclosure of exempt information.

**RESOLVED that minutes 25/E and 26/E and the associated agenda reports remain exempt for the present time, but the decisions be made public.**

Chairman



## Food Safety Service Plan 2017/18

### Summary

The Food Standards Agency requires all food authorities to have a Food Safety Service Plan to ensure that national priorities and standards are addressed and delivered locally. The Framework Agreement on Local Authority Food Law Enforcement which provides guidance on Food Safety Service Plans advises that they should be submitted to the relevant member forum for approval to ensure local transparency and accountability. This report presents the Food Safety Service Plan for 2017/18.

**Portfolio:** Community

**Date Portfolio Holder signed off report:** 29 June 2017

**Wards Affected:** All

### Recommendation

The Executive is advised to RESOLVE that the Food Safety Service Plan 2017/18 attached at Annex A to this report be approved.

#### 1. Resource Implications

- 1.1 There are no additional resource implications arising from this report.
- 1.2 The Council employs 2.25 FTE officers to enforce food safety in 632 food businesses.

#### 2. Key Issues

- 2.1 The Food Standards Agency requires all food authorities to have a Food Safety Service Plan to ensure that national priorities and standards are addressed and delivered locally. The Framework Agreement on Local Authority Food Law Enforcement which provides guidance on Food Service Plans advises that they should be submitted to the relevant member forum for approval to ensure local transparency and accountability.
- 2.2 The draft Food Safety Service Plan 2017/18 is attached at Annex A.
- 2.3 The headlines are as follows:
  - a. The number of Food Businesses in the Borough which are “Broadly Compliant” with food hygiene law remains high at 95.8%. This figure is particularly good as there were approximately 85 new businesses inspected over the course of the last year. Broadly compliant businesses are those which receive a rating of 3, 4 or 5 in the food hygiene rating scheme. The small percentage of 0,1 and 2 rated

businesses are subject to written warnings, hygiene improvement notices or voluntary / emergency closure depending on the severity of non-compliance. The number of broadly compliant businesses can vary from year to year depending on the inspection cycle as some premises require inspection only once every 18 months and therefore are not inspected every inspection year. Also businesses open and close, so the business profile and inspection programme can vary from year to year.

- b. Officers carried out 284 food safety interventions with 100% completed within the due date. All interventions completed were of the correct standard and quality.
- c. We continue to support our four Primary Authority Partnerships (PAPs) with Exclusive Hotels, the owners of Pennyhill Hotel & Spa, Krispy Kreme Ltd, Kerry Food Ltd and Manning Impex Ltd which is a food importer. The PAP scheme entitles businesses or organisations which operate across local authority boundaries to ask for a Partnership with a Local Authority (LA). Those businesses are expected to work closely with the LA to ensure they comply with the Regulations that apply to them. This is expected to lead to greater compliance by the business, but also greater consistency and co-ordination of regulatory enforcement by LAs.

- 2.4 In 2017/18 the Council intends to build on the success of the Food Hygiene Rating System and maintain the proportion of food businesses which are “Broadly Compliant” with food hygiene laws to at or above 95%.

The number and percentage of broadly compliant food businesses has increased consistently since 2009/10. In 2009/10 83% of food businesses were broadly compliant. Officers have done a significant amount of work with the non-broadly compliant businesses to achieve these improvements. Over the next year focus will be on sustaining the improvements in the businesses and continuing to take action in non-compliant businesses.

- 2.5 We will continue to focus on conducting the first inspection at premises within 28 days of registering and conducting programmed interventions within 14 day before or after the due date target.
- 2.6 Officers continue to regulate food hygiene standards consistently and in accordance with the Council’s Enforcement Policy.
- 2.7 The food sampling and environmental swabbing programme will continue in 2017/18 and will include imported foods from third country of animal origin and non-animal origin.

### **3. Options**

- 3.1 The options are to approve or to amend the attached Food Safety Service Plan for 2017/18.

#### **4. Proposals**

- 4.1 The proposal is for the Executive to approve the attached Food Safety Service Plan for 2017/18.

#### **5. Supporting Information**

- 5.1 Further information on the requirement and contents of Food Safety Service Plans can be found at <http://www.food.gov.uk/multimedia/pdfs/frameworkjuly04.pdf>.

#### **6. Corporate Objectives And Key Priorities**

- 6.1 The food safety service helps meet the following Corporate Objectives in the Council's Five Year Strategy:

**Place** – continued focus on our vision to make Surrey Heath an even better place to live. Clean, green and safe. Where people enjoy and contribute to a high quality of life and a sustainable future.

**Prosperity** – to sustain and promote our local economy so people can work and do business across Surrey Heath, promoting an open for business approach that attracts investment and complements our place.

**People** – to build and encourage communities where people can live happily and healthily in an environment that the Community is proud to be part of.

**Performance** – to deliver effective and efficient services better and faster.

#### **7. Legal Issues**

- 7.1 In the United Kingdom Food Safety Law is enforced by officers employed by local authorities and port health authorities who are collectively known as Food Authorities. The enforcement of food safety law is one of the Council's statutory functions.
- 7.2 The Central Competent Authority for the arrangement of food official controls is the Food Standards Agency. Statutory guidance on the way that official controls should be carried out is provided in the Food Law Code of practice and this is supported by non-statutory guidance in the Food Law Practice Guidance. Further guidance is provided by the Food Standards Agency with respect to the delivery of official controls by food authorities in the Framework Agreement which also sets out the Agency's arrangements for food authorities.

7.3 The Food Standards Agency power to monitor and audit local authorities is contained in the Food Standards Act 1999. The Food Standards Agency follow-up action to Agency audits will depend on the level and type of non-conformance identified and the action plan produced by the local authority. Follow-up arrangements by the Agency will, in some circumstances, include re-visits to local authorities. Where these arrangements identify a local authority failing to implement all or part of their action plan, subsequent Agency action will be considered on a case by case basis.

## 8. Risk Management

8.1 Failure of the Authority to have an approved Food Law Enforcement Service Plan could result in criticism and even action by the Food Standards Agency and could have a detrimental effect on the reputation of the Council.

<b>Annexes</b>	Annex A – Food Safety Service Plan 2017/18
<b>Background Papers</b>	None
<b>Author/Contact Details</b>	Emma Bourne - Environmental Health Manager <a href="mailto:Emma.Bourne@surreyheath.gov.uk">Emma.Bourne@surreyheath.gov.uk</a>
<b>Head of Service</b>	Tim Pashen, Executive Head of Community

## Consultations, Implications and Issues Addressed

<b>Resources</b>	<b>Required</b>	<b>Consulted</b>
Revenue	✓	✓
Capital		
Human Resources		
Asset Management		
IT		
<b>Other Issues</b>	<b>Required</b>	<b>Consulted</b>
Corporate Objectives & Key Priorities	✓	✓
Policy Framework		
Legal	✓	✓
Governance		
Sustainability		
Risk Management	✓	✓
Equalities Impact Assessment	✓	✓
Community Safety		
Human Rights		
Consultation		
P R & Marketing		

# FOOD SAFETY SERVICE PLAN 2017-18

## ENVIRONMENTAL HEALTH COMMUNITY SERVICES SURREY HEATH BOROUGH COUNCIL

### Contents

Section		Page Number
1	Service Aims and Objectives	1
2	Background	4
3	Service Delivery	6
4	Resources	12
5	Quality Assessment	13
6	Review 2016 /17	14
7	Plan for 2017/18	15
Appendix 1	Organisational structure of the Environmental Health Department	17
Appendix 2	Committee Structure	18
Appendix 3	Summary of Broadly Compliant Statistics 2012-2016	19
Appendix 4	Glossary	20

## **Section 1 – Service Aims and Objectives**

### **1.0 Aims and Objectives**

- 1.1** The purpose of **Community Services is to build and encourage communities where people can live happily and healthily** in Surrey Heath. The food safety team significantly contribute to achieving this objective.
- 1.2** The overall aim of the food safety team is help ensure that food and drink intended for human consumption, which is produced, stored, distributed, handled or consumed within the Borough is without risk to the health or safety of the consumer. The aspiration will be met by the appropriate and proportionate enforcement of food safety legislation, carrying out inspection of food and food premises, sampling and analysis of foodstuffs, the investigation of complaints regarding food and food premises, including cases of food poisoning, and the provision of advice to businesses and the public on legislative requirements and good food hygiene practice.

The objectives are:

- To discharge food safety inspection and enforcement responsibilities in accordance with the Environmental Health Enforcement Policy.
- To meet statutory responsibilities in a cost effective manner in accordance with guidance from the Food Standards Agency.
- To investigate complaints about food premises.
- To investigate suspected and confirmed cases of food poisoning.
- To implement national and local food and environmental sampling programmes.
- To provide advice and guidance to businesses on food safety.

### **2.0 Links to corporate objectives and plans**

- 2.1** The aims of the Food Safety Plan can be clearly linked to the overall aims and objectives of the Council.

### **3.0 Annual Plan 2017 /18**

- 3.1** The Annual Plan sets out how the Council will deliver its objectives for 2017/18 as defined in its Five Year Strategy. Each objective breaks down into key priorities; key management projects and service specific milestones. The Council's Objectives and key priorities for 2017/18 are:

**Place** – continued focus on our vision to make Surrey Heath an even better place to live. Clean, green and safe. Where people enjoy and contribute to a high quality of life and a sustainable future.

**Prosperity** – to sustain and promote our local economy so people can work and do business across Surrey Heath, promoting an open for business approach that attracts investment and complements our place.

**People** – to build and encourage communities where people can live happily and healthily in an environment that the Community is proud to be part of.

**Performance** – to deliver effective and efficient services better and faster.

The percentage of food premises achieving a 3 rating or above is an additional success measure specifically outlined in the Annual Plan as an indicator which focuses on matters of particular interest to residents.

#### **4.0 Portfolio Holder Performance Meetings**

**4.1** The Executive Head of Community and the Community Portfolio Holder have meetings monthly to discuss progress with the targets set in the annual plan.

#### **5.0 Licensing Committee**

**5.1** The Environmental Health Manager reports annually to the Licensing Committee on the food safety activities that have taken place over the last year and on the plans for the forthcoming year.

#### **6.0 Annual Appraisals and Monthly one-to-one meetings**

**6.1** Targets from the annual plan are included as objectives in individual team member's annual appraisals and monitored throughout the year in one-to-one meetings.

#### **7.0 Equality Scheme**

**7.1** The Council's Equality Scheme demonstrates its commitment to equality internally and externally and ensures that all sections of the community are given an opportunity to contribute to the wellbeing of the community. An equality impact assessment has been carried out on this Policy and Procedure.

**7.2** The Council ensures that consultation is representative of the community and that consideration is given on how to consult hard to reach groups and will positively learn from responses.

## **Section 2 – Background**

### **8.0 Profile of the Borough**

- 8.1** Surrey Heath covers 36.5 square miles in North West Surrey. It is an attractive mix of urban and rural environments and is one of the safest districts in the safest county in England. Surrey Heath shares boundaries with other Surrey authorities as well as those in Hampshire and Berkshire.
- 8.2** Much of the rural part of the Borough is within the green belt and includes extensive areas of heath and woodland and includes habitats for endangered bird species.
- 8.3** Surrey Heath has a population of 83,400 with 20,900 under the age of 19 and 42,800 aged 40 and over. Surrey Heath has an ageing population which mirrors that of the country as a whole. Around 7% of the Borough's residents are from a range of ethnic minorities. Of the inflow of residents into Surrey Heath 21% are from overseas. The percentage of economically active disabled people in the Borough stands at 8.19%.
- 8.4** There are 34,499 homes with an average occupancy of 2.48. 80% of homes are 'owner occupied', significantly higher than the national average, with 9% social housing and 11% privately rented.

### **9.0 Organisational Structure**

- 9.1** Attached in Appendix 1 is a chart showing the organisational structure of the Environmental Health Department and Appendix 2 Committee Structure.
- 9.2** The Lead Officer for Food Safety is:  
Nathita Fleet - Senior Environmental Health Officer.
- 9.3** Consultant in Communicable Disease Control (CCDC):  
(Duty CCDC) Kent, Surrey and Sussex, Public Health England (PHE).
- 9.4** Public Analyst:  
Hampshire Scientific Services.
- 9.5** Food Examiner:  
Food Water and Environmental Microbiology Network (Porton Down Laboratory).

### **10.0 Scope of Food Service**

- 10.1** To fulfil statutory and implied obligations of the Authority in relation to food safety through:



- The conduct of the programmed intervention, approval and registration schemes.
  - The investigation of complaints relating to food items, premises or related illness, and food alerts.
  - The promotion of understanding, appreciation for, and application of high standards of hygiene and safety in connection with food provision and consumption through various advice, information and education activities.
  - The gathering and processing of information including the completion of official returns.
  - The sampling of foodstuffs and application of imported food controls.
  - The implementation of other orders, directions or duties as may be required or apply from time to time.
- 10.2** The food safety service is delivered by the Environmental Health team located within Community Services.
- 10.3** Responsibility for Food Standards enforcement including fertilizers, feeding stuffs, and Food Hygiene Standards for primary production, e.g. farms, rests with Surrey County Council Trading Standards department based at Redhill, with which there are established links.
- 10.4** Formal liaison takes place at the quarterly meetings of the Surrey Food Liaison Group, or on an ad hoc basis. Examples of the latter have included liaison on food alerts, food labelling issues and Eat Out, Eat Well Scheme.
- 11.0 Demands on the Food service**
- 11.1** The food safety service is based within the Environmental Health Team which covers all areas of Environmental Health except for private sector housing. The Environmental Health Team forms part of Community Services and is located at Surrey Heath House, Knoll Road, Camberley. The team can be accessed via the Council's Contact Centre during normal office hours. Individual officers can be contacted by direct dial or email.
- 11.2** The public can also e-mail general food related service enquiries to [environmental.health@surreyheath.gov.uk](mailto:environmental.health@surreyheath.gov.uk). Information regarding the Service is also available on the Environment section of the Council's website.
- 11.3** The Environmental Health Team provides a 24 hour, 365 days a year out of hours service which allows for dealing with emergency food poisoning outbreaks and contact with the PHE, if required.
- 11.4** In Surrey Heath, as of the 1<sup>st</sup> April 2017, there were 632 food businesses subject to inspection. These range from national fast food restaurants to residential care homes and a hospital kitchen producing hundreds of meals daily to a sandwich café run by an independent

trader. There are no specific local requirements associated with specialist or complex processes.

- 11.5 Separate regulations (Regulation (EC) 853/2004) lay down specific hygiene rules and approval requirements for businesses that conduct certain processes involving foods of animal origin. There is currently one such approved premises operating in the Borough: a cooked meats re-wrapping plant premises.
- 11.6 The majority of interventions are conducted during office hours however officers regularly carry out routine inspections in the evening when businesses are normally open.
- 11.7 The service continues to respond to requests for advice and guidance from persons who are interested in starting new food businesses, including those new food business operators who are taking over existing food businesses.

## 12.0 Enforcement Policy

- 12.1 All formal and informal enforcement actions taken against food businesses to comply with food hygiene legislation is in accordance with the Environmental Health Enforcement Policy.

## Section 3 – Service Delivery

This section provides details of how service will be delivered.

### 13.0 Food Premises Interventions

- 13.1 Food premises are inspected in accordance with the Food Law Code of Practice as published by the Food Standards Agency. The profile of Surrey Heath businesses as at 1<sup>st</sup> April 2017 is at Table 1, below:

**Table 1 – Profile of Food Businesses as at 1<sup>st</sup> April 2017**

Risk Category	Frequency of Inspection	Total
A	Every 6 months	0
B	Once a year	16
C	Every 18 months	88
D	Every 2 years	256
E	Alternative enforcement every 3 years – visit or self-assessment questionnaire	264

- 13.2** School kitchens that are managed by Surrey Commercial Services come under an alternative intervention strategy agreed across all Local Authorities in Surrey. It was agreed in 2010 by the Surrey Food Liaison Group that as the majority of the schools that are managed by Surrey Commercial Services are broadly compliant they would be a suitable group for an alternative intervention. Schools received a full inspection and then the following visit is a monitoring visit where a defined set of areas are examined and documented. There are standard forms to complete to ensure a consistent approach.
- 13.3** Child minders are initially inspected when they register as a food business and in most circumstances then come under the alternative enforcement strategy for low risk businesses.
- 13.4** Most E rated businesses are sent a self-assessment questionnaire when they are due for an intervention except those included in the food hygiene rating scheme who are inspected to allow the business to be rated. The returned questionnaires are reviewed, then risk assessed by officers and followed up by an intervention if necessary.
- 13.5** The food inspections due in 2017/18 are listed in Table 2 below. Revisits are conducted in a number of premises each year and are targeted at premises with a significant risk, vulnerable groups and non-broadly compliant premises. The Council employs 2.25 FTE staff work in food hygiene enforcement this covers all areas of the service from interventions to sampling to advice to complaint investigation.

**Table 2 Food Inspections Due in 2017 /2018**

Risk Category	Number of Inspections due
A	0
B	16
C	48
D	121
E	81
Total	266

- 13.6** The numbers above do not include new businesses registered during the year. The council has a statutory duty to inspect all newly registered food businesses within 28-days. In 2016/2017 the council inspected 85 new food businesses.
- 13.7** Currently 4 officers are authorised to approve premises that are subject to 853/2004. These regulations require that certain businesses who produce foods of animal origin require approval.

## **14.0 Food Complaints**

- 14.1** The Council has a written policy for the investigation of all complaints about food or a food premises.
- 14.2** In 2016/17, 81 complaints were received from the public. Of these 42 related to food and 39 related to hygiene in premises. All complaints were investigated.
- 14.3** It is expected that a similar number of complaints will be received during 2017 /2018. It is not possible to estimate the resource required as the nature and type of investigation vary greatly on a case by case basis however during 2016/17 approximately 40 officer days were spent investigating complaints.

## **15.0 Primary Authority Partnership Scheme**

- 15.1** We participate in the Primary Authority Partnership Scheme (PAPS) as supported and regulated by RD (Regulatory Delivery). The PA Scheme entitles businesses or organisations which operate across local authority boundaries to ask for a Partnership with a Local Authority (LA). Those businesses are expected to work closely with the LA to ensure they comply with the Regulations that apply to them. This is expected to lead to greater compliance by the business, but also greater consistency and co-ordination of regulatory enforcement by LAs.
- 15.2** Officers contact Primary Authorities when investigating food complaints and if there are matters of policy and procedures following interventions. Officers have received training in Primary Authority and are aware of the legal framework of the scheme. For example Primary Authorities have to authorise the service of Hygiene Improvement Notices and Prosecutions and follow inspection plans if they have been produced.
- 15.3** All Officers have access to the Primary Authority Register and check the database for Primary Authority partnerships and relevant inspection plans.
- 15.4** The Council is Primary Authority to Krispy Kreme, Exclusive Hotels who own Pennyhill Park Hotel, Manning Impex (a food importer) and, Kerry Foods, who are large multi-national food manufacturer. Activity includes meetings with representatives and providing advice and assistance to other Local Authorities who have queries following inspections and when investigating food complaints.
- 15.5** Approximately 15 days per year is currently spent on this activity, where Surrey Heath can recharge the business.

## **16.0 Advice to Business**

- 16.1** The service provides free advice to potential and existing food business operators via information on the website, verbal advice at premises and in the Council offices or on the telephone. In 2016/17, 83 food enquiries were received and responded to.
- 16.2** Advice and guidance is given in a number of areas to help food business operators comply with food safety law. We encourage and facilitate meetings with food business operators prior to a premises opening also occur to help ensure that the design, layout and equipment complies with food safety legislation.
- 16.3** In 2016/17 there were 2 visits to Food Businesses where officers provided advice and education.
- 16.4** The service has a link to the three pub watch groups across the Borough and Surrey Chamber of Commerce.

## **17.0 Food Inspection and Sampling**

- 17.1** The Council takes part in routine sampling and swabbing of food premises based on local intelligence and as part of county and national sampling programmes. Sampling and swabbing also takes place during food complaint and outbreak investigations.
- 17.2** Samples for examination are submitted to the Public Health England laboratory in Porton Down. The laboratories currently hold UKAS accreditation for microbiological examination of food samples.
- 17.3** Samples for analysis are submitted to, UKAS accredited, Hampshire Scientific Services located at Portsmouth. A courier service is employed to take these samples to the laboratory when required.
- 17.4** During 2016/17, samples were collected from 14 food businesses. A total of 50 samples were taken for microbiological examination. The results showed that 44% of the samples were classified as unacceptable or unsatisfactory. Sampling was targeted at our non-compliant businesses, rated 0,1 or 2, and therefore these results reflect the poor level of general hygiene and cleanliness observed during previous inspections. Scientific results are a useful tool to show food business operators the seriousness of not complying with food regulations and to encourage an improvement of standards. All unacceptable/unsatisfactory results are followed up with advice by letter or visit. An estimated 17 days are allocated to this activity.
- 17.5** Public Health England provided Surrey Heath BC with a sampling credit allocation of £3,386 for 2017/18 and a courier service for delivering samples to the laboratory.

## **18.0 Control and Investigation of Outbreaks and Food Related Infectious Diseases**

**18.1** The Service works in partnership with Public Health England (PHE) to investigate cases of food poisoning and related illnesses. Our aim is to try to locate the source and ensure infection is contained.

**18.2** On receipt of a notification of a food poisoning case, a risk-based approach is adopted when carrying out investigations to decide whether further information is required. Officers aim to identify cases involving high-risk groups or occupations such as food handlers or children attending playgroups. Relevant statutory powers are used, where necessary, to exclude patients from work or playgroups, to prevent the spread of the disease within the community. In 2016/17 Surrey Heath was notified of 91 cases of infectious disease which Officers spent approximately 25 days investigating. In 2015/16, 98 cases were notified and a similar number are expected next year.

**18.3** In 2016/17 we also investigated an outbreak of norovirus which had originated in one of the food businesses in the Borough. Customers affected were residents of neighbouring Boroughs as well as our own and therefore co-ordination of samples and analysis of results formed part of this investigation.

**18.4** Officers attend the Surrey Infection and Environmental Health Group, which include representatives from other Local Authorities, PHE and water utilities. There are four half day meetings a year which can take up to six days of officer time including travel and preparation. Officers attend meetings if there are matters of interest. The meetings allow officers to share best practice and changes to legislation plus discuss cases of interest and investigations that involve multiple Local Authorities.

## **19.0 Food Safety Incidents**

**19.1** The Service has a procedure for the implementation of the Food Law Code of Practice in respect of product withdrawal notices, product recall notices and food alerts for action.

**19.2** The Food Standards Agency from time to time issue Food Alerts via email. Actions vary from circulation to staff for information, issuing press releases, to sending information to business or visiting premises and removing items from sale.

**19.3** The time taken to action food alerts varies on a case by case basis depending on the nature of the alert. In 2016/17 there were 41 reported incidents by the FSA and approximately 4 to 5 days of officer time. A similar number are expected during 2017/18.

## **20.0 Liaison with Other Organisations**

**20.1** The Council takes steps to help ensure consistency of enforcement with other Food Authorities in Surrey.

**20.2** Actions to promote consistent enforcement, facilitate best practice, exchange information and coordinate activity are achieved through the following:

- Representation on the Surrey Food Liaison Group
- Representation on the Surrey Environmental Health Managers Group
- Representation on the Surrey Infection & Environmental Health Group
- Contact with the Consultant in Communicable Disease Control
- Contact with the FSA nationally and via the regional office representative office
- Contact with Surrey County Council Trading Standards
- Representation at Pub Watch Groups across the Borough when necessary
- Liaison and joint visits with the Fire Safety Officer from Surrey Fire and Rescue
- Liaison and joint visits with the Private Sector Housing team within the Authority regarding housing above food premises
- Notification and liaison with planning and building control within Council on applications
- Liaison with Licensing service within Council
- Liaison when necessary with the Approvals team at FSA, egg marketing inspectorate (DEFRA), plant and seed inspectorate (DEFRA)
- Liaison and referrals with the UK Border Agency on immigration
- Access to EHCnet, EHMS, FSA, LGR, CIEH, LBRO and other, similar interest websites
- Notification from Veolia when commercial water supply is to be disconnected at businesses within the Borough.

**20.3** In order to maintain such necessary links some officer time is given to attendance at meetings and any support work or activity that results. An estimated 10 days are allocated to these activities.

## **21.0 Food Safety Promotion**

**21.1** Food Safety promotion is a small area of work due to limited staff resources available. In 2016/17 our focus was on promotion of 5 rated food businesses. This led to a number of social media and press release publications. We also sent 5 rated businesses a promotional leaflet with their food hygiene rating sticker which was found to be a positive and successful exercise, warmly received by the food business operators.

**21.2** The Service participates in a Surrey County Council Trading Standards led initiative 'Eat Out, Eat Well' enabling customers to make healthier

choices when eating out. Officers refer businesses for the scheme and one officer has been on nutrition training and is able to assess applications. One officer represents the Environmental Health team at the quarterly meeting.

- 21.3** Advice to businesses is available on the website and at certain times of the year advice is provided on the website to consumers about food safety at home. For example barbecue safety and Christmas dinner cooking.

## **Section 4 – Resources**

### **22.0 Financial Allocation**

2017/18

The total budget for the food safety service, including salaries, support services, equipment, etc. is £387,000.

### **23.0 Staffing Allocation**

- 23.1** Currently there are 5 members of the team authorised and competent in food safety. The time dedicated by officers in the area of food safety equates to 2.25 FTE. In addition there is 0.2 FTE available in administration. The Council also has a contact centre which receives all the initial telephone calls, emails and other correspondence for the service. The current resource allocation is adequate to deliver the Council's statutory food service for 2017/18.

- 23.2** All officers are authorised to inspect all categories of food businesses as well being authorised to serve hygiene improvement notices. However, where there is imminent risk of safety four officers are authorised to serve hygiene emergency prohibition notices.

- 23.3** All food officers are authorised to investigate complaints, enter premises and take samples.

- 23.4** The Environmental Health Manager is responsible for assessing the quality of inspections and monitoring competency through the monitoring policy and recommending levels of authorisation to the Executive Head of Community in line with the authorisation policy.

### **24.0 Staff Development Plan**

- 24.1** All officers receive annual appraisals which highlight the specific development training and training needs of each officer. The Environmental Health Manager monitors to ensure that the training and development needs are completed during the six month appraisal review and monthly one to one meetings.



- 24.2** The training and development of staff is achieved through attending training courses, on-line training, information updates in monthly team meetings and mentoring. The Lead Food Officer maintains a training log for all officers and ensure that they achieve the required 20 hours a year CPD in food safety.
- 24.3** The monitoring policy ensures that all officers are following the intervention policy and enforcement policy.
- 24.4** Corporate training is also provided for general subjects such as IT skills, health and safety, and customer skills.
- 24.5** EHOs are encouraged to become Chartered Members of the CIEH, in order to demonstrate competence and professional accreditation.

## **Section 5 – Quality Assessment**

### **25.0 Quality Assessment**

- 25.1** The Authority was subject to a Food Standards Agency audit in June 2015. The audit covered:
- service planning
  - documented policies and procedures for incidents and alerts
  - qualifications, training and authorisation of officers
  - interventions
  - enforcement
  - internal monitoring
- 25.2** The Food Standards Agency was generally happy with the findings of the audit and made very few recommendations to improve the service. These have now been implemented, and the audit signed off by the FSA as completed.
- 25.3** The food premises database used to record all activities in food enforcement is regularly updated and systems are in place to check data to ensure that is correct. A number of reports can be produced electronically to regularly monitor actions in relation to interventions, complaints, queries and enforcement action.
- 25.4** The EH Manager monitors activity in food safety and reports activity to the Executive Head of Community, the Community Services Scrutiny Committee and annually to the FSA via the LAEMS report.
- 25.5** There is the ability for Surrey Local Authorities to exchange statistics annually to benchmark food safety resources and activities and these statistics are discussed at the Surrey Food Study Group and Surrey Environmental Health Manager's Group. There are also national and regional data.

- 25.6** There is an authorisation and monitoring procedure in place to ensure consistency and staff competency.
- 25.7** Newly qualified officers, students training and officers who are returning to work in food safety undergo a monitoring procedure which is supervised by the Environmental Health Manager.
- 25.8** The EH Manager is responsible for the implementation of an Authorisation Policy and Monitoring of Interventions Policy which ensures that officers are only authorised for tasks that they have the necessary qualifications and experience to perform.
- 25.9** Staff performance is monitored in monthly one-to-one meetings when current work load is discussed and case management. Also, monitoring inspections are carried out by the Lead Food Officer quarterly, while food complaint and infectious disease investigations are monitored every 6 months.
- 25.10** Satisfaction of businesses with local authority regulatory services is monitored on a quarterly basis. The results are monitored by the Environmental Health Manager and any negative feedback is investigated.

## **Section 6 – Review of 2016 / 2017**

### **26.0 Review of Performance**

- 26.1** Performance for 2016/17 has been monitored by the Executive Head of Community, the Community Portfolio Holder and the Licensing Committee. In 2016/17 the team completed 284 interventions which included 269 food hygiene inspections/audits and the remainder were food hygiene revisits, sampling and advisory visits. Warning notices and letters were issued to businesses and 3 hygiene improvement notices were served. There was 1 voluntary closure. In total there were 81 complaints during the year; 39 complaints were regarding hygiene in premises and 42 were concerning a specific food product.
- 26.2** The proportion of food businesses broadly compliant with food hygiene laws as at 31<sup>st</sup> March 2017 was 95.8%.

There has been a steady increase in the proportion of broadly compliant from 2010 when there were 87% broadly compliant food businesses in the Borough. Broadly compliant businesses are those which receive a rating of 3, 4 or 5 in the food hygiene rating scheme. The small percentage of 0,1 and 2 rated businesses are subject to written warnings, hygiene improvement notices or voluntary / emergency closure depending on the severity of non-compliance. The number of broadly compliant businesses can vary from year to year

depending on the inspection cycle as some premises require inspection only once every 18 months and therefore are not inspected every inspection year. Also businesses open and close, so the business profile and inspection programme can vary from year to year.

**26.3** All food businesses should be inspected no later than 28 days after the due date. During 2016/17 there was a 100% compliance with this target.

### **27.0 Identification of any Variation from the Service Plan**

**27.1** The number of interventions due and completed is 100%, which is the position the Local Authority aspires to be.

**27.2** Procedures are provided by RIAMS which we have subscribed to for the next 3 years. RIAMS provide a wealth of policy and procedures, as well as guidance notes and technical information which can be adapted to reflect the policy and procedures at Surrey Heath. Documentation is automatically updated and version controlled so that officers always have access to the most up to date information and legal references.

### **28.0 Areas of Improvement**

**28.1** We will continue to focus on conducting the first inspection at premises within 28 days of registering and conducting programmed interventions within 14 days before or after the due date target. Agency staff will be appointed to complete the outstanding inspections, where necessary.

**28.2** We will continue to maintain and if possible increase the number of broadly compliant premises from 95.8%

## **Section 7 - Plan for 2017/18**

### **29.0 Interventions**

**29.1** All inspections will be carried out within 28 days after the due date as stipulated in the Food Law Code of Practice. Priority will be given to High Risk A and B category food businesses.

**29.2** Agency staff will be appointed to aid us if targets are likely to be missed.

### **30.0 Non- Broadly Compliant**

**30.1** The aim will be to maintain and if possible increase the proportion of broadly compliant food businesses at 95.8% which is well above the national average.

**30.2** The Food Hygiene Rating Scheme is a motivation for some businesses to maintain or improve food hygiene standards however more intervention is required in other businesses. During 2016/17 Environmental Health focused on improving the standards in non-broadly compliant premises in an attempt to move them into the broadly compliant category. Increased interventions and the use of informal and formal methods such as written warnings, hygiene improvement notices, voluntary and emergency closure, will continue to be used in 2017/18.

### **31.0 Review of Procedures and Implement**

**31.1** The food service procedures are now provided via RIAMS and as such are automatically updated in line with any legislation or guidance changes. Staff training is provided in accordance with CPD requirements to help ensure that they are fully implemented.

### **32.0 Eat Out Eat Well**

**32.1** Surrey Trading Standards is the lead agency of the Eat Out Eat Well scheme and Borough Councils are a partner agency. Officers promote broadly compliant businesses to apply for the award where possible and applicable.

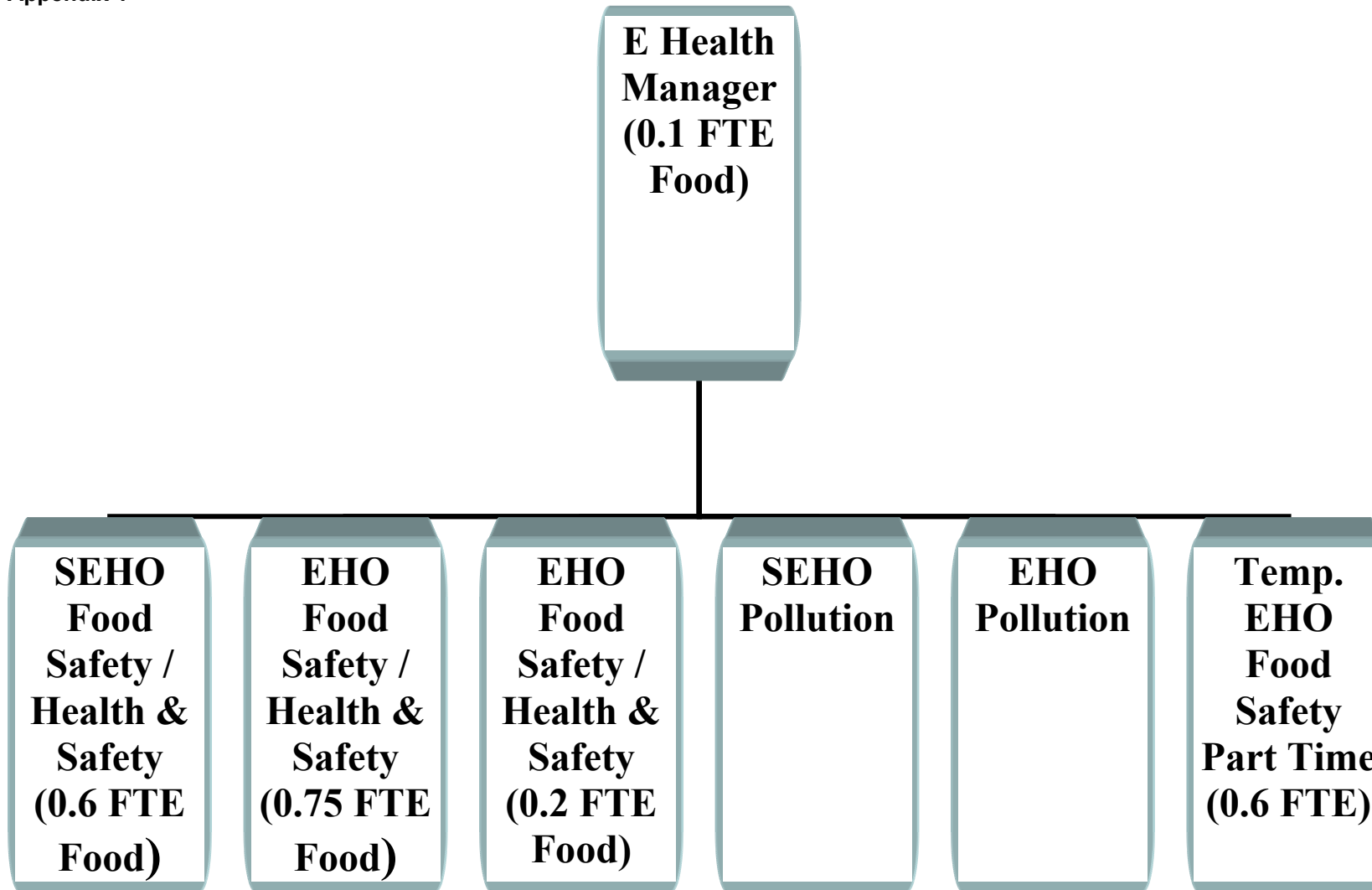
### **33.0 Sampling and swabbing**

**33.1** The sampling and environmental swabbing programme will continue in 2017/18 and will include foods of animal origin or non-animal origin and hand / food contact surfaces within food businesses. It is intended that we take part in the national sampling protocol as consulted on and agreed by the Surrey Food Study Group.

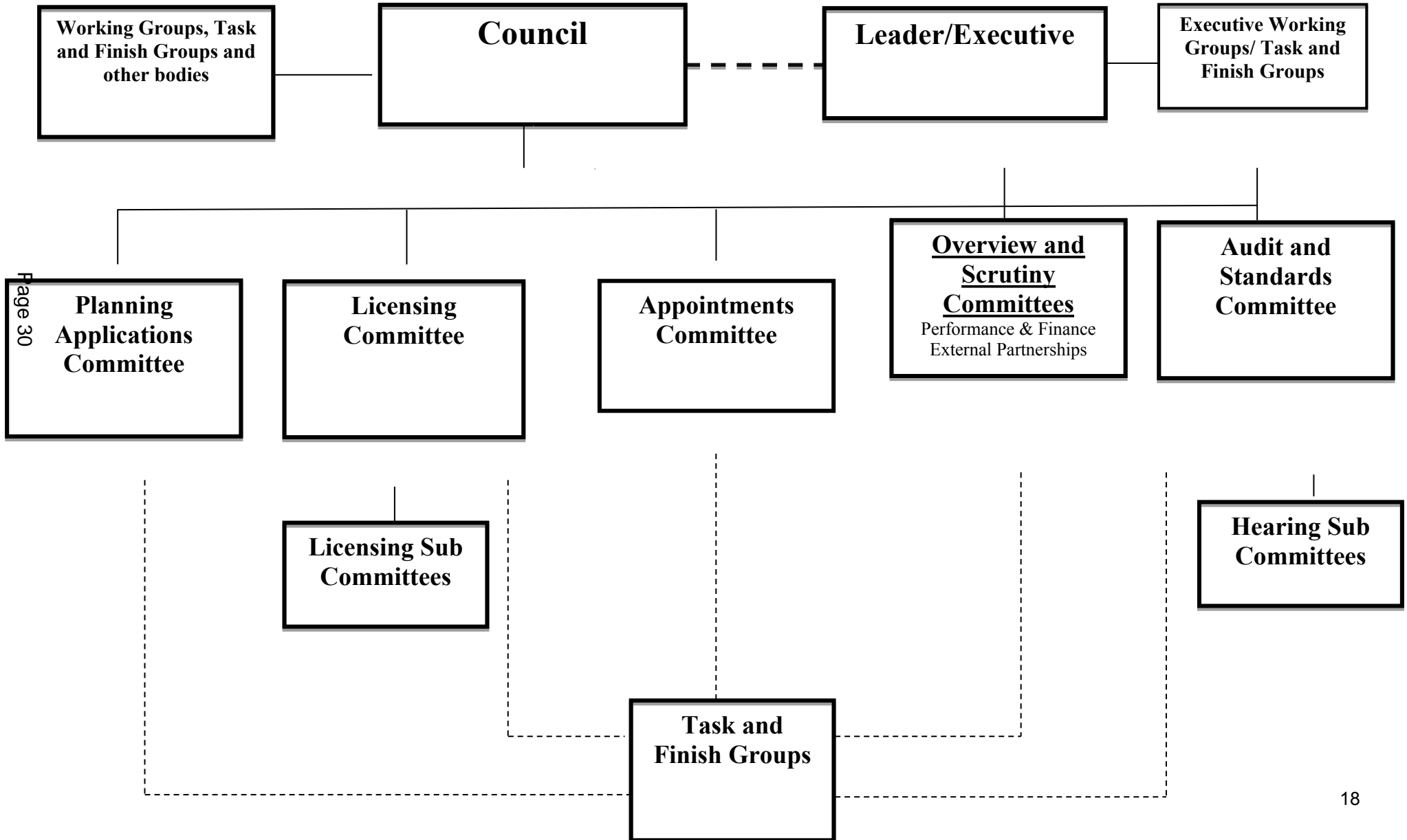
### **34.0 Officer Competency and Consistency Training**

**34.1** All food officers must receive 20 hours of CPD over the year, 10 of which must be on relevant core food matters, to retain their competency. The EH Manager will ensure that all staff complete the required CPD in 2017/2018.

Appendix 1

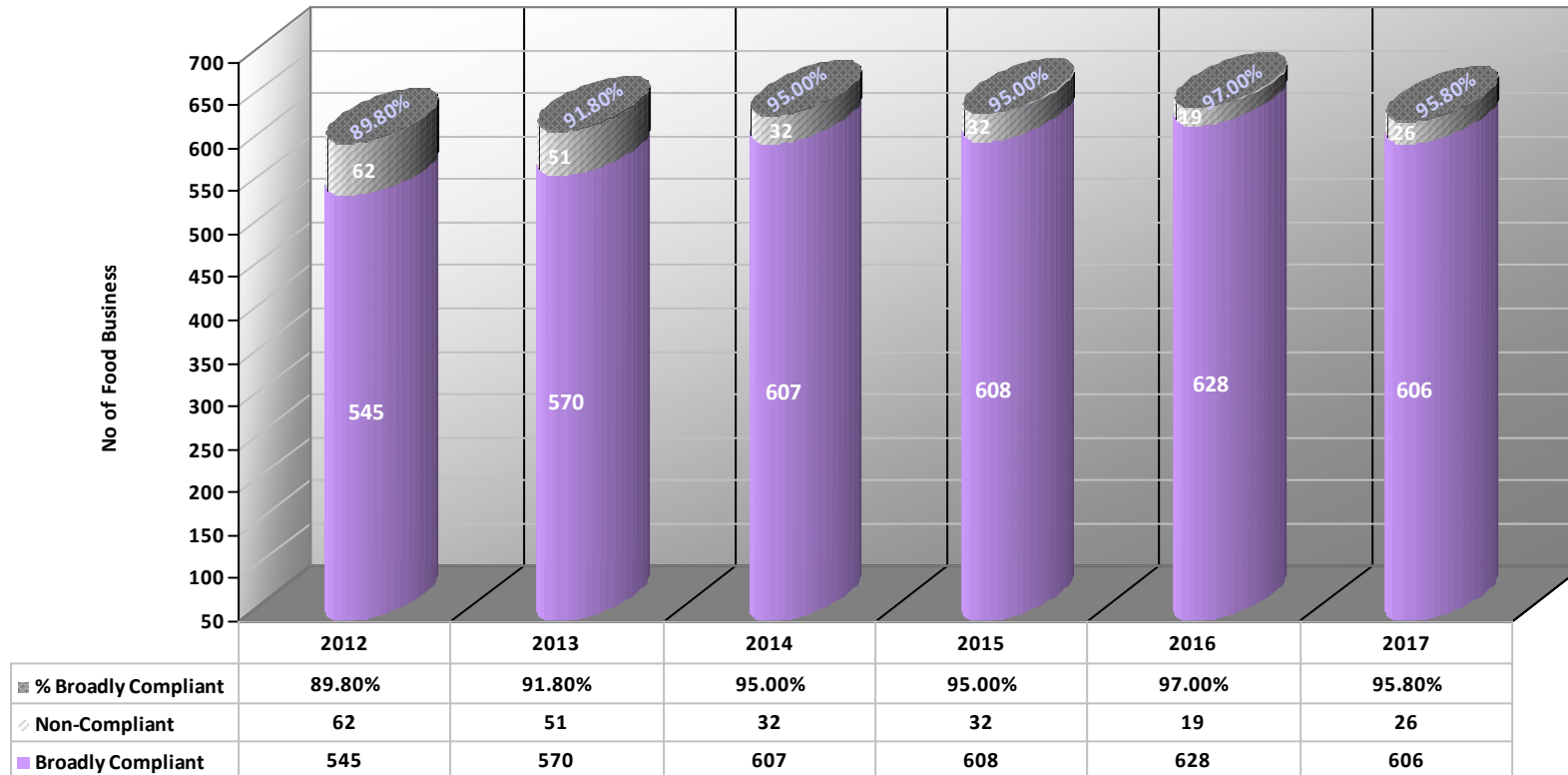


**Appendix 2 –Committee Structure**



### Appendix 3

#### Premises in Broadly Compliance



## **Appendix 4**

### **Glossary**

CIEH Chartered Institute of Environmental Health  
COP Food Law Code of Practice  
CPD Continuing Professional Development  
EC European Communities  
EHO Environmental Health Officer  
FSA Food Standards Agency  
FTE Full-time equivalent  
LA Local authority  
LAEMS Local authority enforcement monitoring system  
LBRO Local Better Regulation Office  
PHE Public Health England  
SCC Surrey County Council  
UKAS United Kingdom Accreditation Service



## **Review of the Corporate Capital Programme and Capital Prudential Indicators for 2016/17**

### **Summary**

To report on the capital outturn for 2016/17 and to approve any carry forward of budgets into the 2017/18 Capital Programme and report on the actual performance against the 2016/17 capital prudential indicators.

### **Portfolio - Finance**

Date signed off : 11 June 2017

**Wards affected – n/a**

### **Recommendation**

**The Executive is advised to RECOMMEND to Full Council that**

- (i) the carry forward budget provision of £1.261 million from 2016/17 into 2017/18 be approved;**
- (ii) the revised 2017/18 Capital Programme of £44.567 million be noted; and**
- (iii) the final capital prudential indicators for 2016/17 be noted.**

### **1. Resource Implications**

- 1.1 The Prudential Code for Capital Finance in Local Authorities requires that actual capital expenditure during the year is reported to members. For 2016/17 this was £122.850 million.
- 1.2 The budget impact of these schemes was considered and approved when the schemes were incorporated into the capital programme.
- 1.3 If the recommendation is approved, the loss of investment interest on the £1.261m carry forward sum at current rates would be c£25,000 per annum.
- 1.4 The Capital Reserves available for capital expenditure amounted to £243k at 31<sup>st</sup> March 2017. An additional £9.5 m is held in the revenue capital fund, which could be used to support capital expenditure, as well as supporting revenue expenditure in the future. Some of the expenditure is also funded by grant and external contributions
- 1.5 The Council will borrow to acquire assets, to assist with economic development and regeneration, provided that the assets generate a

return adequate to service the loan and any Minimum Revenue Payment.

## 2. Key Issues

- 2.1 The schemes detailed in Annex A reflect a number of larger projects agreed by the Council throughout the year and Annex B sets out the reasons for the carry forwards.
- 2.2 The Council, in accordance with the Prudential Code, is required to report its performance against the actual capital prudential indicators for 2016/17 (set in February 2015) and these are detailed in Annex C.

## 3. Options

- 3.1 The Executive, where no contractual commitments are identified, has the option of agreeing all of these carry forwards, amending them or rejecting them.

## 4. Proposals

- 4.1 It is proposed that Executive RECOMMENDS to Full Council that
- (i) the carry forward budget provision of £1.261 million from 2016/17 into 2017/18 be approved;
  - (ii) the revised 2017/18 Capital Programme of £44.567million be noted; and
  - (iii) the final capital prudential indicators for 2016/17 be noted.

## 5. Corporate Objectives and Key Priorities

- 5.1 Corporate Objective – Providing services better, faster and cheaper.

<b>Annexes</b>	Annex A – Monitoring statement. Annex B – Background notes on carried forward capital schemes Annex C - Capital Prudential Indicators.
<b>Background papers</b>	None
<b>Author/contact details</b>	Kelvin Menon – Executive Head of Finance <a href="mailto:Kelvin.menon@surreyheath.gov.uk">Kelvin.menon@surreyheath.gov.uk</a>
<b>Head of service</b>	Kelvin Menon – Executive Head of Finance

## CONSULTATIONS, IMPLICATIONS AND ISSUES ADDRESSED

	Required	Consulted	
<b>Resources</b>			
Revenue	✓	✓	
Capital	✓	✓	
Human Resources	n/a		
Asset Management	n/a		
IT	n/a		
<b>Other Issues</b>			
Corporate Objectives & Key Priorities	✓	✓	
Policy Framework	n/a		
Legal	<u>n/a</u>		
Governance	<u>n/a</u>		
Sustainability	<u>n/a</u>		
Risk Management	<u>n/a</u>		
Equalities Impact Assessment	<u>n/a</u>		
Community Safety	<u>n/a</u>		
Human Rights	<u>n/a</u>		
Consultation	<u>n/a</u>		
P R & Marketing	<u>n/a</u>		

## CAPITAL OUTTURN 2016/17 AND CAPITAL ESTIMATES 2017/18

	B/Fwd From 2015/16	General Fund Adjustments	Approved Bids 2016/17	Total 2016/17 Programme	Current Spend & Commitments	Funds Available	C/Fwd 17/18 Budgets	Approved Budget 17/18	Revised approved Budget 2017/18
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<b>Legal and Property</b>									
Property Acquisition Strategy	1,035	-	-	1,035	370	666	666	-	666
Schemes approved by Council In June 2017								38,200	38,200
Ashwood House	47	-	375	422	407	15	15	-	15
C & R Camberley TC	-	-	86,336	86,336	86,336	0	-	-	-
House of Fraser	-	-	18,754	18,754	18,754	0	-	-	-
Doman Road	-	-	-	-	57	57	-	512	512
Albany Park	-	-	16,075	16,075	16,075	0	-	-	-
<b>Sub Total</b>	<b>1,082</b>	<b>-</b>	<b>121,540</b>	<b>122,622</b>	<b>121,998</b>	<b>624</b>	<b>681</b>	<b>38,712</b>	<b>39,393</b>
<b>Transformation</b>									
Civica Financial System	30	-	-	30	2	28	28	-	28
Wifi Surrey Heath House	-	-	35	35	-	35	35	-	35
Cloud	-	37	75	112	34	78	78	-	78
<b>Sub Total</b>	<b>30</b>	<b>37</b>	<b>110</b>	<b>177</b>	<b>36</b>	<b>141</b>	<b>141</b>	<b>-</b>	<b>141</b>
<b>Business</b>									
Main Square Refurbishments	-	-	165	165	106	59	59	-	59
Knoll Road Lifts	-	-	-	-	-	-	-	80	80
PIC Monies	127	-	-	127	30	97	97	613	710
Camberley Park & Obelisk	42	-	-	42	-	42	42	-	42
Wellington Park	20	-	-	20	-	20	20	-	20
Deanside Diamond Ridge Woods Picnic Area	35	-	-	35	-	35	35	-	35
Lightwater CP Visitor Centre	29	-	-	29	22	7	7	-	7
Theatre Seating	-	-	90	90	92	2	-	-	-
Deepcut Community Centre	-	-	40	40	40	0	0	-	0
London Rd Rec Disabled Access	-	-	-	-	-	-	-	21	21
<b>Sub Total</b>	<b>253</b>	<b>-</b>	<b>295</b>	<b>548</b>	<b>290</b>	<b>258</b>	<b>260</b>	<b>714</b>	<b>974</b>
<b>Community</b>									
Disabled Grants	-	-	600	600	509	91	-	604	604
Maintenance	-	-	20	20	23	3	-	23	23
Adaptions	-	-	5	5	3	2	-	3	3
Purchase of Refuse vehicles	-	-	-	-	-	-	-	3,200	3,200
Dog Warden Van	-	-	-	-	-	-	-	10	10
Community Bus	-	-	-	-	-	-	-	40	40
<b>Sub Total</b>	<b>-</b>	<b>-</b>	<b>625</b>	<b>625</b>	<b>536</b>	<b>89</b>	<b>-</b>	<b>3,880</b>	<b>3,880</b>
<b>Corporate</b>									
Public Web Portal	12	-	-	12	5	7	-	-	-
Telephone System	25	-	-	25	-	25	25	-	25
<b>Sub Total</b>	<b>37</b>	<b>-</b>	<b>-</b>	<b>37</b>	<b>5</b>	<b>32</b>	<b>25</b>	<b>-</b>	<b>25</b>
<b>Regulatory</b>									
Openspace works	259	-	-	259	105	154	154	-	154
<b>Sub Total</b>	<b>259</b>	<b>-</b>	<b>-</b>	<b>259</b>	<b>105</b>	<b>154</b>	<b>154</b>	<b>-</b>	<b>154</b>
<b>GRAND TOTAL OF ALL SCHEMES</b>	<b>1,661</b>	<b>37</b>	<b>122,570</b>	<b>124,268</b>	<b>122,970</b>	<b>1,298</b>	<b>1,261</b>	<b>43,306</b>	<b>44,567</b>

## Background notes on carry forward Capital Schemes

<b>Capital Scheme</b>	<b>Purpose</b>	<b>Reason for carry forward</b>
<b>Investment Property Acquisition</b>	To acquire property in accordance with the property acquisition strategy	Council is seeking to acquire further property in 2017/18
<b>Commercial property development</b>	To pay for redevelopment of Pembroke and Ashwood House	Scheme to continue in 2017/18
<b>Civica Financial System</b>	New financial system	Additional modules to be installed in 2017/18
<b>WiFi Surrey Heath House</b>	To upgrade WiFi in Surrey Heath House	Works started and will be completed in 2017/18
<b>Main Square Car Park</b>	Multi Storey car park deck coating	Work started and to be completed in 2017/18
<b>Planning Infrastructure contributions capital schemes</b>	Upgrading play equipment and community facilities	Works to be commenced in year
<b>Camberley Park</b>	Renovation of obelisk	Linked to a wider LEKR objectives
<b>Wellington Park</b>	Playground improvements	To be completed in 2017/18 – works scheduled for July 17
<b>Lightwater visitors centre</b>	Café and education centre	Further upgrade required to the visitors centre that are to be completed in 2017/18
<b>Deanside Diamond ridge</b>	Tree works and picnic area	Works are scheduled for completion during 2017/18
<b>Telephone System</b>	Upgrade telephone system	Works to be completed in 2017/18 to tie in with mobile upgrade
<b>SANGS capital works</b>	Upgrade to land purchased to make it in to a SANGS	Some works done in 2016/17 and more being completed in 2017/18

## PRUDENTIAL INDICATORS - CAPITAL ACTUALS 2016/17

## Financing and Capital Prudential Indicators

	2015/16 Actual	2016/17 Original Budget	2016/17 Actual	
Capital Expenditure	£17.581m	£1.045m	£122.970m	The Council acquired additional investment property over the year which was not envisaged when the original programme was set.
Capital Financing Requirement as at 31 <sup>st</sup> March	£18.101m	£20.357m	£140.191m	The Council's underlying need to borrow is called the Capital Financing Requirement (CFR). This figure is a measure of the Council's debt position. The council invested heavily in property during the year thereby increasing its CFR substantially.
Ratio of Financing Costs to Net Revenue Stream	0.05%	4.29%	-9.79%	This is an indicator of affordability and is the ratio of the Council's General Fund capital financing costs to its net revenue budget in percentage terms. The Council invested heavily in income generating property during the year which meant that its financing costs were less than the revenue these assets generated giving a negative %age.
Impact of Capital Investment Decisions on Council Tax (Band D)	£1.17	£11.46	-£18.14	This indicator sets out the estimated impact on Council Tax at band D of the loss of investment interest as a consequence of funding the capital programme. It turned to negative as the return from the assets purchased is greater than the costs of finance.

**EXCLUSION OF PRESS AND PUBLIC**

**RECOMMENDATION**

The Executive is advised to **RESOLVE** that, under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the ground that they involve the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A of the Act, as set out below:

<u>Item</u>	<u>Paragraph(s)</u>
8	3
9	7
10	3
11	3 & 7

This page is intentionally left blank



By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Agenda Item 8.

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank



By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank



Document is Restricted

This page is intentionally left blank