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Tuesday, 10 March 2020

To: The Members of the **Performance and Finance Scrutiny Committee**
(Councillors: Shaun Garrett (Vice Chairman), Dan Adams, Graham Alleway, Cliff Betton, Vivienne Chapman, Sarah Jane Croke, Sharon Galliford, Edward Hawkins, Sashi Mylvaganam, Darryl Ratiram, Graham Tapper, Victoria Wheeler and Kristian Wrenn)

In accordance with the Substitute Protocol at Part 4 of the Constitution, Members who are unable to attend this meeting should give their apologies and arrange for one of the appointed substitutes, as listed below, to attend. Members should also inform their group leader of the arrangements made.

Substitutes: Councillors Peter Barnett, Rodney Bates, Paul Deach, Tim FitzGerald, Morgan Rise, Pat Tedder and Valerie White

Dear Councillor,

A meeting of the **Performance and Finance Scrutiny Committee** will be held at Council Chamber, Surrey Heath House, Knoll Road, Camberley, GU15 3HD on **Wednesday, 18 March 2020 at 7.00 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
1 Election of Chairman	
2 Apologies for Absence	
To receive apologies for absence and to note the attendance of any substitute members.	
3 Minutes of Previous Meeting	3 - 8
To confirm and sign the minutes of the meeting held on 29 th January 2020.	

4 Declarations of Interest

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

5 Portfolio Holder Update: Support and Safeguarding 9 - 22

To receive an update from Councillor Josephine Hawkins on her work during 2019/20 in her capacity as Portfolio Holder for Support and Safeguarding.

6 Council Finances 23 - 26

To consider a report providing an update on the Council's finances as at 31st December 2019.

7 Work Programme 27 - 30

To consider a proposed work programme for the Performance and Finance Scrutiny Committee for the 2020/21 municipal year.

8 Dates of Future Meetings

The Performance and Finance Scrutiny Committee is scheduled to meet on the following dates during the 2020/21 municipal year:

- 1st July 2020
- 9th September 2020
- 25th November 2020
- 27th January 2021
- 17th March 2021

Minutes of a Meeting of the Performance and Finance Scrutiny Committee held at Council Chamber, Surrey Heath House, Knoll Road, Camberley, GU15 3HD on 29 January 2020

+ Cllr David Lewis (Chairman)
 + Cllr Shaun Garrett (Vice Chairman)

+ Cllr Graham Alleway	+ Cllr David Mansfield
- Cllr Cliff Betton	+ Cllr Sashi Mylvaganam
+ Cllr Sarah Jane Croke	+ Cllr Darryl Ratiram
+ Cllr Colin Dougan	+ Cllr Kristian Wrenn
+ Cllr Edward Hawkins	+ Cllr Victoria Wheeler

+ Present
 - Apologies for absence presented

Non Committee Members in Attendance:

Cllr Peter Barnett, Cllr Tim FitzGerald, Cllr Sharon Galliford, Cllr Rebecca Jennings-Evans, Cllr Alan McClafferty, Cllr Robin Perry, Cllr Pat Tedder and Cllr Valerie White

Executive Portfolio Holders in Attendance:

Cllr Dan Adams, Executive Portfolio Holder: Places & Strategy
 Cllr Paul Deach, Executive Portfolio Holder: Customer Experience & Digital

Officers in Attendance;

Sarah Bainbridge, Senior Organisational Development Advisor
 Leshia Chetty, Investment and Development
 Andrew Edmeads, Venue & Operations Manager, Camberley Theatre
 Daniel Harrison, Executive Head: Business
 Teresa Hogsbjerg, Economic Development Officer
 Julia Hutley-Savage, Interim Head of Legal
 Louise Livingston, Executive Head: Transformation
 Kelvin Menon, Executive Head: Finance
 Richard Payne, Executive Head: Corporate
 Kate Noviss, Marketing & Communications Manager
 Lynn Smith, Customer Relations Manager

21/PF Minutes of Previous Meeting

RESOLVED that the minutes of the meeting of the Performance and Finance Scrutiny Committee held on 27th November 2019 be approved as a correct record and signed by the Chairman.

22/PF Portfolio Holder Update: Places and Strategy

Councillor Dan Adams presented an update on the work carried out to date during the 2019/20 municipal year in his capacity as Executive Portfolio Holder for Places and Strategy. The portfolio covered four main service areas:

- Recreation and Business
- Parking Services
- Commercial and Community Development

- Camberley Theatre

Analysis of theatre ticket sales showed that the majority of those visiting the theatre lived in the GU15 area however a number of recent show from national acts had brought visitors in from further afield. Whilst efforts were made to ensure that the price of theatre tickets was consistent, ticket prices were set by a visiting act's agent and there were limited opportunities for more flexible pricing. Discounts were available for those in receipt of Disability Living Allowance or Personal Independence Payments and the possibility of introducing other discount schemes for example a 'Pay what you like' scheme for certain performances was being explored.

The Theatre had benefited from the increased resourcing available from the Council's Communications and Marketing Team which had resulted in a significant reduction in the costs associated with producing high quality promotional materials.

The 2019 Pantomime had been the biggest selling pantomime in the theatre's history, generating ticket sales of £229,804.90. Analysis of those attending the pantomime had found that audience members were coming to Camberley Theatre's pantomime in preference to those performances at larger venues for example Woking. A new initiative in 2019, was the development of a special performance of the pantomime where sign language was taught to the cast and then fully integrated into the performance. The feedback from this performance had been overwhelmingly positive and it was hoped to be able to continue these special performances in future years.

Funding for the refurbishment of the theatre's frontage had been approved and the Council would shortly be going out to tender for a contractor to take this work forward. It was agreed that the possibility of extending this work to improve the appearance of the landscaping immediately outside the theatre would be explored.

It was clarified that the introduction of a new booking system for the Borough's publically owned tennis courts was part of a scheme to ensure that they became self-financing and sustainable in the future. Pricing had been set so that it was competitive with similar courts in neighbouring areas and the funds raised would be used to supplement the budget available for maintenance. A rolling programme of maintenance and upgrade work for all the Borough's public tennis courts was being developed and where courts had been identified as being under used alternative uses were being explored for example converting them for other sports.

It was acknowledged that the increase in traffic at Watchetts Recreation Ground had contributed to the breakdown of the access road and a funding request to cover the cost of resurfacing work would be considered by the Executive in the near future.

It was noted that it was too early to ascertain the impact that closing the High Street to vehicular traffic was having. However the one hour's free parking offer in the Knoll Road multi-storey car park was being monitored.

The Committee was informed that the cleaning of public toilets would be reviewed as part of work to retender the Grounds Maintenance Contract.

The Commercial and Community Development Team were commended for the development of the targeted health and well-being scheme and the expansion of the range of activities that were accessible to residents through the scheme.

The Committee thanked Councillor Adams for his update.

23/PF Portfolio Holder Update: Customer Experience and Digital

Councillor Paul Deach presented an update on the work carried out to date during the 2019/20 municipal year in his capacity as Portfolio Holder for Customer Experience and Digital. The Portfolio covered Digital and ICT, Communications and Marketing and the Contact Centre and Post Room and key highlights had included:

- The implementation of a new telephony system.
- Replacement of computers running Windows 7 with Windows 10.
- The development of a new CRM system which would be integrated into a number of platforms in use across the Council.
- The creation of more marketing material in-house
- The introduction of a new enquiry service for Councillors to help them expedite their ward work more efficiently and effectively.

It was agreed that the concerns raised by Councillors over the level of ICT support that they were receiving and the impact this was having on their ability to carry out their role as an elected member including: an inability to access emails offline, an inability to back up files on the iPads to iTunes accounts due to GDPR compliance issues, difficulties in accessing the internet in the Council Chamber, Mod.Gov not retaining annotations and ongoing difficulties with the planning portal would be followed up.

It was confirmed that the new CRM system would be a bespoke system that would provide greater flexibility and better integration with the range of programmes used across the Council. The new CRM system would also be more cost effective than the current one and the Council would own the licence for the software when it was completed.

The Committee commended the high quality of the art and design work developed by the Council's Communications and Marketing Team as part of the marketing work for the Town Centre.

The Committee thanked Councillor Deach for his update.

24/PF Draft Annual Plan 2020/21 Consultation

The Committee considered a report setting out the draft annual plan for 2020/21. The Annual Plan set out the Council's key projects and performance indicators for each service area over the 2020/21 financial year. A list of key projects to be delivered, or progressed, during 2020/21 and a series of key performance indicators was provided for each service area as well as key projects that cut across multiple service areas.

Arising from the Committee's questions and comments the following points were noted:

- It was clarified that the projects listed in the Annual Plan would be underpinned by more specific project plans.
- Specific milestone dates would be included in the Annual Plan before it was brought to the Executive for approval.
- It was requested that the development of an Asset Management and Investment Management Strategy be included in the annual plan.
- The Handyperson Service was currently being promoted through the Meals at Home and Community Transport services. Once the service had become established and the level of need had been ascertained it would be advertised more widely.

It was acknowledged that joined up thinking would enable the Council to make best use of resources and embed practice at an early date.

It was requested that any further comments or suggestions be forwarded to Sarah Bainbridge.

25/PF Economic Development Update

The Committee received a report providing an update on the work of the Council's Economic Development Team to support and develop Surrey Heath's economy.

It was reported that the Nomis Labour Market report from the Office for National Statistics reflecting the labour market in Surrey Heath in 2018 showed that there had been an increase in the number of jobs in the Borough from 52,000 in 2017 to 62,000. It was acknowledged that this was a significant increase and work was taking place to ascertain the reasons for the increase.

The Kevin Cantlon Shop Front Improvement Scheme had been reviewed and the conditions updated to ensure that they were not considered onerous by business owners. Promotion of the scheme was taking place through a range of channels including commercial lettings agents, business newsletters and business support organisations.

To support start up businesses, the Economic Development Team had developed links with regional business development staff in banks and was working with the Surrey Chambers of Commerce to explore the possibility of cross boundary business space.

The Committee noted the update.

26/PF Surrey Pension Fund Update

The Committee received a report providing an update on the performance of the Surrey Pension Fund.

The Fund was managed and administered by Surrey County Council on behalf of all the district councils, the county council and a number of other organisations. At the end of March 2019, there were 110,195 members in the fund of which 34,292 were active, 25,929 were pensioners and 49,974 were deferred members. Investments were performing well and as of the 30 September 2019, the fund had approximately £45 billion of assets under its control and the fund was currently fully funded.

The Committee noted the report.

27/PF Corporate Risk Register

The Committee considered a report setting out the Council's Corporate Risk Register. It was noted that the Risk Register summarised the main risks faced by the Council in relation to achieving the objectives and priorities defined in the corporate plan, set out the mitigating steps currently being taken to reduce the level of risk and identifying any further actions required. It was clarified that the initial risk rating was the rating that would be associated with the identified risk if no control measures were put in place.

The Committee noted the report.

28/PF Work Programme

The Committee received and noted a report setting out the draft work programme for the Performance and Finance Scrutiny Committee for the remainder of the 2019/20 municipal year.

29/PF Date of Next Meeting

It was noted that the next scheduled meeting of the Performance and Finance Scrutiny Committee would take place on Wednesday 18th March 2020 at 7pm.

Chairman

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PERFORMANCE AND FINANCE SCRUTINY COMMITTEE

Portfolio Holder Update: Support and Safeguarding

Portfolio	Support and Safeguarding
Ward(s) Affected:	All

Purpose

To consider a progress report on the Support and Safeguarding Portfolio

1. Background

1.1 Within the Regulatory Service, the Support and Safeguarding Portfolio covers the following areas:

- Community & Revenue Grants
- Community Safety
- Children’s Champion
- Equalities
- Information Management
- Voluntary Sector & Community Partnerships – The Lottery
- Private Sector Housing and Disabled Facilities Grants
- Housing and Homelessness

2. Community and Revenue Grants

2.1 The Council values the work undertaken by our voluntary organisations enormously and there are two grant schemes available to help facilitate local services supporting those in need. All applicants are charitable not for profit organisations.

2.2 The Council funds a number of voluntary organisations which either work in partnership with the Council or perform functions on the Council’s behalf.

2.3 In January 2019 the Council Executive agreed that a full review of the existing Revenue Grant scheme would be undertaken with the outcomes becoming effective from the 1st April 2020. The review looked at whether grants were being made at the correct levels, to the right organisations, and the value for money the revenue grants realised. Additionally we were able to increase the sum available with the Council increasing the cash budget to £200,000 which represents an increase of around £40,000.

2.4 The scheme is now open and accepts applications from any not for profit organisation who delivers services within Surrey Heath and is fully compliant and helps the Council to meet its long and short term strategy as outlined within our 5 year plan.

2.5 This is a clear demonstration of the Council’s ongoing community commitment to local organisations who provide crucial services within Surrey Heath. Part of the review has introduced ring fencing to 3 organisations who work with the Council: Citizens Advice Surrey Heath, Blackwater Valley Partnership and the Basingstoke Canal Authority, other organisations are attached in annex A.

3. Community Safety

- 3.1 The Crime and Disorder Act was enacted in 1998 and places a statutory duty on all local authorities together with their partnership agencies to develop and deliver a Community Safety Strategy. The original legislation has seen changes and some of the most recent is the Crime and Policing Anti-Social Behaviour Act 2014, which saw the Council lead a multi-agency partnership project group that introduced from October 2017 an all-encompassing Public Space Protection Orders in Surrey Heath. This gives proportionate powers to both the Council and Surrey Police to be able to deal effectively with low level anti-social behaviour.
- 3.2 The Surrey Heath Partnership is chaired by the Leader of the Council, and sets the strategic direction supported by both statutory and voluntary partners, and the support of the Partnership Officer Group. The CHaRMM (Community Harm and Risk Management Meeting) and the JAG (Joint Action Group) has the operational responsibility in managing the day to day incidents and risks of both people and places.
- 3.3 The Annual Plan agreed at the Surrey Heath Partnership meeting on the 26th February is provided as annex B and provides specifics as to where the local focus is for the year 2020/21.

4. Safeguarding

- 4.1 The Surrey Heath team work hard to comply with the responsibilities relating to safe guarding. This is managed by the Executive Head of Transformation, Louise Livingston and the officers who are the safeguarding champions which comprises of representatives from services across SHBC. The Council is represented at both the officer and member Children's and Adult Safeguarding Boards.
- 4.2 From the Ofsted review in May 2018, where Children's Services were judged to be in a critical state, Surrey County Council have embarked upon a comprehensive transformation programme with a major restructure of the children's services to support the shift to a model based upon early support and prevention.
- 4.3 It is important to remember that all Councils have responsibilities to safeguard children and for us to provide the best services possible, a collaborative approach is essential. In 2019, Ofsted acknowledged the rapid and solid progress of the Surrey County Council changes.
- 4.4 The next Surrey Heath Section 11 Audit is scheduled to take place later in 2020. Our Safeguarding e-learning platform – covering safeguarding for both adults and children - is part of mandatory induction for all new starters and all existing staff who have not completed safeguarding training in the last three years are also completing this module. In addition, around 40 staff in relevant roles have attended greater in-depth safeguarding training over the last 18 months.

5. Children's Champion

- 5.1 My role as Surrey Heath's Children's champion involves working with the Council's lead officer in Safeguarding, Louise Livingston and we work with Surrey County Council and the Safeguarding Children's Board who lead in this area. It is important that our own practice and policies are up to date and fit for purpose.
- 5.2 I attended the Safe Drive Stay Alive Surrey event on the 7th November 2019 at Dorking Halls, this is always a really thought provoking event, aimed at our young people who are either newly qualified drivers, or in the process of becoming one, or a passenger. The event is delivered via a series of live education performances with a sequence of short films and live speakers from Fire, Police, Ambulance, and former (young people) patients who have been involved with dealing with the at the scene accidents. The aim is to increase awareness of the risk and responsibilities of young drivers and passengers, and to positively influence their attitude.
- 5.3 For Local Democracy week in October 2019, a workshop was hosted by the Surrey Heath Museum where local schools were invited to come along and attend a mock Council meeting in the Chamber, students from: Frimley C of E, and Lakeside Primary, schools attended.
- 5.4 I also supported the continuation of the Surrey Heath Young Citizen event which was hosted at Collingwood College in November 2019, this is a unique event aimed at year 7 pupils and is designed to build awareness around healthy relationships, through delivery of a drama production from Solomon Theatre entitled 'last orders' over the two day period an average of 335 pupils attended.

6. Equalities

Internal

- 6.1 The Member Equality Working group met in January, where the equality impact assessment form was reviewed and it was generally acknowledged that this process ensured that officers fully considered the impact of their policies upon different groups. Members supported the recent Hate Crime Policy introduction, and would like to see further publicity in this area by the Council with the aim of increasing awareness.
- 6.2 On the 27th January the Council commemorated the 75 Holocaust Memorial Day, jointly with the Surrey Heath Faith Forum. The Member Working group have resolved to ask the Executive to recommend to Council to adopt a pledge against antisemitism and discrimination.
- 6.3 At the Full Council meeting on the 26th February Cllr Morgan Rise, asked the Council to note the increase in hate crimes against LGBTQ+ people across the country, and how this group are more likely to suffer from problems including mental illness, homelessness and violence. The Council committed to an annual pride flag raising at Surrey Heath House and to fly the Pride flag for all of Pride month in Surrey (August) to show visible support from the Council for the LGBTQ+ community.

- 6.4 The Council reconfirmed its commitment to the Equality Act 2010 in promoting equality and eliminating discrimination for all minority groups within Surrey Heath with the Member Equality Group to develop an annual plan that considers the characteristics in the equality groups.

External

- 6.5 The Surrey Heath Faith Forum (SHFF) is a local constituted not for profit group with a core membership of around 10 people who represent the range of faith groups that operate and are based within Surrey Heath. The group is chaired by Foad Rahimi who represents the Baha'i faith and Ray Wicksman who represents the Jewish Faith.
- 6.6 The group continue to deliver educational interfaith assemblies in Surrey Heath Schools sharing our message of 'Mutual Respect – Unity in Diversity', this has been delivered to eight primary schools benefitting a total of over 1200 children, and in February this presentation was altered to appeal to older young people, with Kings International students being the first to receive this.
- 6.7 The SHFF have also been invited to come along and help with the Great British Spring Clean on Friday 20th March, and are working towards launching a colouring competition to schools, using the title 'how can people of faith unite to tackle climate change' this will culminate with a prize giving event during Interfaith week on Saturday 14th November.
- 6.8 The Council will be applying for re- accreditation of the Disability Confident Committed certificate in April 2020.

7. Information Management

Freedom of Information

- 7.1 The last three years of Freedom of Information (FOI) and Environmental Regulation (EIR) requests shows a steady increase year on year with 2019 figure increasing regardless of the go live of the Building Control Database in October 2019 which has seen a sharp decrease in the amount of EIR requests.

Year	2017	2018	2019
FOI/EIR total	1111	1133	1211

- 7.2 FOI's have increased in complexity taking longer to source information or apply relevant exemptions. Examples of FOI requests by subject area include:
- CEO expenses/investigation
 - Planning application/permission correspondence
 - Business rates data
 - Council spend – office move/toilets
 - Air quality / energy efficiency
 - Data security /cyber security breaches, procedures, policy
 - Fixed penalty notice data
 - Recovery of unpaid council tax
 - Council tax & disability reductions

8. Voluntary Sector and Community Partnerships - The Surrey Heath Lottery

- 8.1 The Council has enabled and supported local Community development within Surrey Heath for over 20 years and there are many examples of the initiatives, such as The Surrey Heath Lottery, which exemplifies the good practice of community development, in supporting local for local at its best.
- 8.2 It was launched on the 13th July 2019, and is a great way to raise funds for both the participating organisations and the clients who buy the tickets, with a top prize of £25,000.
- 8.3 The Surrey Heath Annual Community Lottery Award Scheme' will be accepting funding bids from the 1st – 30th April, and this will be accessible to all not for profit organisations to apply for funding, without being part of the Surrey Heath Lottery organisations, it is expected that the funds to be awarded will be in the region of £6-£8,000: The awards will be announced around the time of the lottery 1st birthday on the 13th July.

9. Private Sector Housing and Disabled Facilities Grants

- 9.1 The housing stock within the Borough is generally in good condition and there have been no prosecutions this year.
- 9.2 The Team deal with disrepair in resident's homes and manage standards in the private rented sector, including the licensing of Houses in Multiple occupation (HMOs). Between January 2019 and January 2020 the Team responded to 89 housing complaints relating to repairs and disrepair issues and licensed 12 HMOs after ensuring that they met the required standards.
- 9.3 There have been no clearances of housing due to hoarding in 2019. The team undertook 131 housing inspections in 2019. They also provided 3 public health funerals.
- 9.4 This team also acts as the Council's Home Improvement Agency and delivers the Council's mandatory and discretionary grants programme, including Disabled Facilities Grant, used to adapt and improve the homes of disabled and vulnerable residents. This works supports independence, keeps people in their homes in the community and delays moves to care. By adapting and improving the home environment the work seeks to reduce hospital admissions and, when residents have been ill, support re-enablement.
- 9.5 In 2019 the team has agreed 109 grants and between April 2019 and January 2020 the Home Improvement Agency oversaw completion of works on 81 homes. Types of works agreed include stair lifts, shower rooms/bathroom adaptations, access issues (e.g. doors, ramps, etc.), scooter stores and vehicular access. This complements the work of the Community Services Team who deliver adaptations such as key safes and the Home Handyman Service.

9. Housing and Homelessness

- 9.1 This team deals with homelessness in the Borough and seeks to deliver solutions for those who are at risk of or are homeless. Between April 2019 and January 2020 the Housing Solutions Team received 334 homeless applications.
- 9.2 These applications were from households who were either threatened with homelessness (i.e. would be homeless in the next 56 days) or actually homeless at the time they approached the Council. In 2018/19 the Council received 355 applications.
- 9.3 When a household is homeless the Council has a duty to assess their needs and produce a Personal Housing Plan, setting out the action the household and the Council will take. If someone has a priority need, i.e. they have children or are vulnerable in some way, there is a duty to provide temporary accommodation during this relief period.
- 9.4 Of the 334 applications received, 34 households were found to have the main housing duty owed to them, which means they had priority need and the Council were not able to relieve their homelessness. This gives rise to a duty to provide them with temporary accommodation until settled housing can be found. At the time of writing there were 47 households in temporary accommodation and 4 in Bed and Breakfast. There was also one person housed in Bed and Breakfast under the Severe Weather Emergency Protocol (SWEP).
- 9.5 A further 75 households had their homelessness prevented which is why numbers in temporary accommodation and Bed and Breakfast remain at low levels compared to other areas
- 9.6 Of the remaining 225 these are either open cases, have secured their own housing or have stopped engaging with the service.
- 9.7 The main cause of homelessness continues to be loss of accommodation in the private rented sector. Often households who approach would have previously secured another tenancy but are having difficulty in finding a property they can afford. Rents in the private sector continue to outstrip the help available through the benefits system, as demonstrated in the table below.

Table: Snapshot of rents in Camberley January 2020

Property size	Average rent p.c.m	Local Housing allowance p.c.m
1 bedroom	£843	£612
2 bedroom	£1026	£765
3 bedroom	£1258	£913

- 9.8 The number of single homeless residents continues to be high with the most visible cases being those who are rough sleeping. The Council is required to do an annual count or estimate of the number of rough sleepers out on a given night in November. In 2019 the count identified 12 individuals, this is up from 6 in 2018. Whilst some of these might be from out of area attracted

by the All Night Café, however, the Council's own figures demonstrate a clear local need:

- 60% of the Housing Solutions Team's Homelessness Reduction Act case load is single people.
- The Housing Register, which has a strict local connection criterion to the Borough, currently has 16 households who are registered as being of no fixed abode.

9.9 The Team are monitoring the impact of the roll out of Universal Credit (UC). Evidence to date is anecdotal but early impacts noted include:

- increased rent arrears reported amongst housing association tenants;
- a reluctance of private landlords to take households on UC where the Council has lost the ability to pay Housing Benefit direct; and,
- Reported hardship from resident's subject to delays in payment and/or sanctions.

Annexes:

- a. Revenue Grants Offered 20/21
- b. SHP Annual Plan 20/21

Background Papers:

None

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Revenue Grant Application, Summary & Proposals

Organisation	Grant Use	2019/20 Grant Awarded	Grant Request 20/21	% of Annual Overall Running Costs	2020/21 Proposal	Other Council in-kind benefits for the year ending 31/03/19
Surrey Heath Citizens Advice (CASH)	Helps people from within the community to resolve their legal, money and other problems.	80,000	80,000	46.0%	80,000	Offices £25,000 & Car parking no specific cost
Voluntary Support North Surrey	The service has a number of roles including developing volunteering, providing advice on governance and funding for voluntary organisations.	30,000	31,000	8.0%	30,000	Office subsidy £8,400 Car parking £2,350
Surrey Heath Age Concern	Provides a coffee shop in Camberley for use by the 50+ age group, a visiting and befriending service and an information signposting and support service.	10,000	10,000	17.8%	10,000	Tea room 10,000 Car parking £2,850
Tringhams, West End	Transport to and from lunch and activities for 60+ in Bisley, West End, Chobham, Lightwater & Windlesham	13,000	10,000	28.5%	7,000 delegated	Not applicable

Organisation	Grant Use	2019/20 Grant Awarded	Grant Request 20/21	% of Annual Overall Running Costs	2020/21 Proposal	Other Council in-kind benefits for the year ending 31/03/19
Camberley Central Job Club	Provision a Job Club facility within Camberley that includes a dedicated course helping clients return to work	7,000	9,984	90%	6,000 Delegated	N/A
Catalyst support	Provision of a community football team to help with mental health and health and wellbeing	N/A	4,000	100%	4,000	N/A
Camfest	Arts and craft event in our communities during 2020/21	N/A	700	7%	Divert to Lottery Fund	N/A
Mustard Seed Autism Trust	Offer a service to individuals and families with children who are on the ASD	N/A	10,000	11.1%	Defer for a year as scheme closed to new referrals	N/A
The Autism Trust	To offer ASDAN and individual learning to those on the ASD aged 16+	N/A	10,000	18.4%	10,000	N/A

Organisation	Grant Use	2019/20 Grant Awarded	Grant Request 20/21	% of Annual Overall Running Costs	2020/21 Proposal	Other Council in-kind benefits for the year ending 31/03/19
The Hope Hub	To provide a service to those who are homeless or preventing homeless, and a crisis care fund.	N/A	17,000	12.9%	17,000	£18,500 office subsidy
VSNS	To provide a visiting and befriending service 'time to talk'	N/A	10,000	22.2%	10,000	N/A
Sub Total (Page 1)		£140,000	192,684		£174,000	£67,100

Organisation	Grant Use	2019/20 GRANT AWARD £	Grant Request 20/21	% of Annual Overall Running Costs	2020/21 PROPOSALS £	Other Council in-kind benefits for the year ending 31/03/19
Basingstoke Canal Authority	Revenue support in maintaining facilities.	10,000	10,000	3.5%	10,000	Not Applicable
Blackwater Valley Countryside Partnership	Revenue support in maintaining the facilities offered to residents and visitors to the Blackwater Valley	10,000	10,000	3.9%	10,000	Not Applicable
Surrey Heath Sports Council	Distribution of small grants locally to gifted and talented athletes and coaches	3,500	3,500	100%	3,500	Not Applicable
Surrey Heath Arts Council	Distribution of grant aid to promote the arts in the borough	1,400	2,000	100%	1,500	Not applicable
Sub – total (page 2)		£24,900	£25,500		£25,000	
TOTAL (Page 1 & 2)		£164,900	£218,200		£199,000	

Surrey Heath Community Safety Partnership Plan on a Page 2020-21

Safeguarding and Health

Business

Crime

Shared Policies and Procedures

Working with all partners on targeted interventions to make Surrey Heath a safer place to live and work

Working with all statutory partners, business and the voluntary sector to ensure a joined up approach

- Undertake training for GP's using PLT time to focus on domestic abuse signs and symptoms. April 2020.
- Support the 'No More' week campaign 19 - 26th May 2020 to increase domestic abuse awareness in Surrey Heath to coincide with Euro 2020.
- For partners to use the 'see the bigger picture' Serious Organised Crime videos for training purposes to build awareness.

- To improve the community awareness and impact of alcohol and substance misuse, buy sharing information with at breakfast business event in Sept 2020.
- Develop stronger links between the partnership and Camberley BID.
- Develop stronger relationships with Frimley Business Association by extending an invitation to become a SHP member.

- Annual delivery of a partnership intelligence awareness raising workshop for SH partners in January 2020.
- Ensure effective information sharing, e.g. using all data serious youth violence to help joint problem solving to improve community safety via CHaRMM, and SOC-JAG group. Review the Eikon school holiday scheme.
- Review/extent the Surrey Heath PSPO in October 2020 for 3 years.

- Share all learning and best practice, nationally and locally in undertaking all Domestic Homicide Reviews.
- Participate in the prevent process when required aimed at preventing people from being drawn into terrorism and ensuring they are given appropriate advice and support.
- Support the merge of the CSB /HWBB and integrate meetings and policies where there is a local relevance.

Reducing inequality, stigma and discrimination

Contributing to the local Economy and Wellbeing of the local population

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**PERFORMANCE AND FINANCE SCRUTINY
COMMITTEE****Council Finances as at the 31st December 2019**

Portfolio:	Finance
Wards Affected:	All

SUMMARY

To provide the Performance and Finance Scrutiny Committee with a high-level view as to the Council's Financial Performance for the period to 31st December 2019.

1. KEY ISSUES

- 1.1 This report covers the first nine months of the financial year to the 31st December 2019. Its purpose is to give members a high-level view of the financial performance of services for the period, highlighting any significant variances against 2019/20 approved budget, which may influence the year-end outturn. It also provides an update on the Capital budget position as well as Debtors and Treasury as at the 31st December 2019.
- 1.2 We are now 9 months into the financial year, which allows us to provide a more accurate forecast as to the outturn at year-end. Services are forecasting that they will be underspent on the budget overall at the end of the financial year. Income for garden waste and parking are currently falling behind budget and so these areas are being monitored closely to see whether there is likely to be any impact as the year progresses.

2. RESOURCE IMPLICATIONSRevenue Budget

- 2.1 Actuals against Budget for the first nine months are shown in the attached Annex A. Overall corporately, it is forecast that spending will be under budget at the end of the financial year.

Capital Budget

- 2.2 As at the 31st December 2019, £4.1m had been spent on capital projects. This included £2.2m on the new Arena project, £442k for the London Road Block, £663k on renovation grants, £183k on the high street public realm improvements, £288k on Playgrounds, £101k on main square car park refurbishment and £52k on IT related projects.

Treasury Investments

- 2.3 The Council currently has £18M in cash investments and £151m in borrowings. Based on the advice of our Treasury advisers, £57m is made up of longer-term loans from the Public Works Loans Board with the remainder being shorter-term loans from the other local authorities.

3. Debtors

Sundry Debts

- 3.1 Sundry debts include all debts except those relating to housing benefits. At the 31st December 2019, these amounted to £3.8m compared with £9.9m for the same period last year. The reduction of £6.1m relates mainly to a large invoice of 6m that was raised in December 2018, but paid in January 2019. Once this invoice is stripped out, the debt situation has remained fairly static over the period in question.

4. *Housing Benefit Debts*

- 4.1 These debts arise when an overpayment in housing benefit has been made and thus have to be recovered. At the 31st December 2019, the balance was £583k compared with £577k at the end of July 2019. During the last 3 months, £100k was collected and £106k of new debts was raised. 24 debtors, or around 9% of the total, account for over half of the debt.

5. OFFICER COMMENTS

- 5.1 The performance of the first nine months has been encouraging however, a number of income streams will need to be monitored as the year progresses.

6. RECOMMENDATIONS

- 6.1 It is proposed that the Performance and Finance Scrutiny Committee note the report.

7. SUPPORTING INFORMATION

- 7.1 None

8. CORPORATE OBJECTIVES AND KEY PRIORITIES

- 8.1 This item addresses the Council's Objective of delivering services efficiently, effectively and economically.

9. RISK MANAGEMENT

- 10.1 Regular financial monitoring enables risks to be highlighted at an early stage so that mitigating actions can be taken.

Background Papers	None
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Summary Information on the Revenue Budget Position at 31 December 2019

Services are asked to explain significant variances between their profiled budget and actual expenditure to date and comment on areas of concern.

The statements below show the actual position against profiled budget as at the 31st December 2019 excluding pensions, redundancy and asset recharges, as these are not in control of the services themselves.

Finance

At the end of the third quarter, there are no issues to report and all areas are on track to meet budget targets at the year-end.

Interest received, is expected to be ahead of the budget forecast at year-end, based on the returns received to the 31 December 2019.

Transformation

All budgets are on track to meet their year-end targets except for telephones which is forecasting an overspend relating to both landline and mobile charges and software licences. The software variance is caused in part by the changeover to the cloud and how licences are now calculated for cloud based systems, which is based more on users, rather than just the system itself as in the past.

The Kevin Cantlon Fund will be underspent at the year-end due to low take up and the fund is currently being rebranded to allow a wider range of applicants to apply. It is expected that a carry forward request will be made at the end of the financial year.

Corporate

Corporate expenditure budgets are forecast to be under budget at year-end. The majority of this underspend relates to Government grants that have being received not just in the current year but also in previous years.

Business

The vast majority of the expenditure budgets are on track to be on or around budget at year-end, but there are a couple of matter's that may cause issues as the year progresses.

Car Parking Income is below budget at present due to a decrease in the town centre footfall compared to last year. In addition, there has been no increase in charges. The town centre working group are currently looking into car parking provision in the town centre including fees and charges.

In respect of the Theatre, sales and room hire income are forecasted to be above budget at year-end based on activity so far. Artists fees have exceeded the budget and so may result in an overspend. The theatre is working to ensure that this is managed during the year but the overall performance of the theatre has improved significantly.

Regulatory

The majority of budgets are forecast to be on track to meet budget targets at year-end, planning income is well above budget due to a number of large applications received to date but is expected that activity will reduce for the rest of 2019/20 and into the 2020/21 financial year. Housing, Chobham flood alleviation scheme have also received large government grants during the period, however it is anticipated that these will be requested to be carried forward at year end.

Legal and Property

As the purchase of Theta did not take place until the year-end, the net rental income was not included in the 2019/20 budget. Some of this income will be used to offset increased expenditure in business rates, service charges and planned maintenance costs but will still generate a surplus at the year-end to offset other budget pressures elsewhere.

Investment & Development

Our town centre investments are under pressure due to rent renewals and CVAs. The Council's retail agents are working hard in order to minimise the impact of any shortfall on the year-end outturn.

Community

All budgets are on track to meet budget targets at year-end, other than the variable element of the waste contract, which may report an adverse variance due to issues with Amey around garden waste income. There is a considerable amount of uncertainty with this figure until the dispute has been resolved.

**Performance and Finance Scrutiny Committee
Work Programme 2020/21**

Portfolio: Corporate

Ward(s) Affected: n/a

Purpose

To consider the Performance and Finance Scrutiny Committee’s work programme for the 2020/21 Municipal Year.

1 Background

- 1.1 The Performance and Finance Scrutiny Committee was appointed by the Council at its Annual Meeting on 15 May 2019. A new Committee will be appointed at the Annual Council meeting scheduled for 20th May 2020.
- 1.2 The Council’s Constitution sets out the terms of reference for the Performance and Finance Scrutiny Committee and these can be found in Part 3 Section E of the Constitution.
- 1.3 The Council’s Constitution, Part 4, Section C paragraph 6, requires the Performance and Finance Scrutiny Committee to approve a work programme on an annual basis. The work programme is developed through the year, to meet new demands and changing circumstances and the Committee will be expected to review its work programme regularly and make amendments as required.
- 1.5 At its meeting on 6 July 2016 (minute 9/PF refers) the Committee agreed that reports at each meeting would, where possible, be themed to the areas covered by the Portfolio Holder attending that meeting.
- 1.6 A draft Work Programme has been developed to take into account items that are regularly reported on to the Committee and this has been attached to this report for the Committee’s consideration.

2 Resource Implications

- 2.1 Subject to any decisions relating the work programme, there are no resource implications which have not already been factored in, with those mainly involving officer time.

3 Recommendations

- 3.1 The Performance and Finance Scrutiny Committee is advised to:
 - i. Consider the draft work programme for the 2020/21 municipal year, attached at Annex A;
 - ii. Make suggestions as to any other matters they would like to add to the work programme.

Background Papers: None

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Performance and Finance Scrutiny Committee
Work Programme 2020-21

Date	Topic	Lead
1 July 2020		
1.	Performance Report 2018/19	
2.	End of Year Finance Report	
3.	Half Yearly Property Portfolio Performance	
4.	Portfolio Holder Update: Business & Transformation	
5.	Committee Work Programme	
9 September 2020		
1.	Annual Report on Treasury Management	
2.	Portfolio Holder Update: Environment & Health	
3.	Portfolio Holder Update: Planning & People	
4.	Committee Work Programme	
25 November 2020		
1.	Half Year Treasury Management Report	
2.	Half Year Finance Report	
3.	Half Year Performance Report	
4.	Portfolio Holder Update: Finance	
5.	Update on Investment Properties	
6.	Committee Work Programme	
27 January 2021		
1.	Corporate Risk	
2.	Portfolio Holder Update: Places & Strategy	
3.	Committee Work Programme	
17 March 2021		
1.	3 rd Quarter Finance Report	
2.	Portfolio Holder Update: Support & Safeguarding	
3.	Committee Work Programme	

Potential Additional Items to be scheduled:

- Medium Term Financial Strategy
- Zero Budgeting
- Land & Property Board
- Expenditure on Legal & Professional Services

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