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Monday, 29 November 2021

To: The Members of the **EXECUTIVE**
(Councillors: Alan McClafferty (Chairman), Colin Dougan, Shaun Garrett,
Rebecca Jennings-Evans, David Mansfield, Adrian Page and Robin Perry)

Dear Councillor,

A meeting of the **EXECUTIVE** will be held at Surrey Heath House and
www.youtube.com/user/SurreyHeathBC on Tuesday, 7 December 2021 at 6.00 pm. The
agenda will be set out as below.

Please note that this meeting will be recorded.

Yours sincerely

Damian Roberts

Chief Executive

AGENDA

Pages

Part 1 (Public)

- | | | |
|----|------------------------------|-------|
| 1. | Apologies for Absence | - |
| 2. | Minutes | 3 - 8 |

To confirm and sign the minutes of the meeting held on 16 November 2021 (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.

5.	Review of parking fees and charges	9 - 20
6.	The Publication of a First Homes Interim Guidance Note	21 - 36
7.	Calculation and setting of the Council Tax Base for 2022/23	37 - 54
8.	Mid-Year Performance Report - 2021/22	55 - 98
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10.	Capital Programme Monitoring 2021/22	115 - 122
11.	Urgent Action	123 - 130
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**Part 2
(Exempt)**

13.	Arrears Strategy	133 - 142
14.	Review of Exempt Items	143 - 144

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 16
November 2021**

+ Cllr Alan McClafferty (Chairman)

+ Cllr Colin Dougan	+ Cllr David Mansfield
+ Cllr Shaun Garrett	+ Cllr Adrian Page
+ Cllr Rebecca Jennings-Evans	+ Cllr Robin Perry

+ Present

In Attendance: Cllr Peter Barnett, Cllr Rodney Bates, Cllr Cliff Betton, Cllr Tim FitzGerald, Cllr Sharon Galliford, Cllr Emma-Jane McGrath, Cllr Sashi Mylvaganam, Cllr Pat Tedder, Cllr Victoria Wheeler and Cllr Valerie White

59/E Minutes

The minutes of the meeting held on 19 October 2021 were confirmed and signed by the Chairman.

60/E Questions by Members

The Environment & Health Portfolio Holder, Councillor David Mansfield, updated members on the current position concerning Garden Waste Scheme collections and the process undertaken for the disposal of food waste. Following discussion concerning the letter sent to Scheme members regarding refunds and a need to re-join the Scheme at a later date, the Leader undertook to discuss the matter further with Councillor Mansfield and thereafter advise whether he would take any further action.

61/E Designation of the Deepcut Neighbourhood Forum

The Executive was informed that the Council had received an application to designate a Neighbourhood Forum for the Deepcut Neighbourhood Area, under Regulation 8 of the Neighbourhood Planning (General) Regulations 2012. The previous Neighbourhood Forum designation for this area had expired in 2019. The same organisation had applied to be formally designated again, to enable it to continue preparation of a Neighbourhood Plan.

Members noted the conditions set out in Section 61F(5) of the Town and Country Planning Act (1990) (as amended), as introduced by Schedule 9 of the Localism Act 2011, which would need to be met in order for the Council to designate a Neighbourhood Forum. The outcomes of the public consultation on the on the application for the designation of the Deepcut Neighbourhood Forum were also noted.

RESOLVED that

- (i) the application to designate the Neighbourhood Forum for the Deepcut Neighbourhood Area be approved; and**

- (ii) **the designated Neighbourhood Forum be named the 'Deepcut Neighbourhood Forum'.**

62/E Collectively Camberley Levy

The Executive considered a request to make an advance payment of Business Improvement District (BID) levy due in respect of the 2021/22 BID year, to Collectively Camberley Limited. Collectively Camberley (CC), a not for profit company that managed the BID for Camberley Town Centre, had been re-elected for third 5-year term to run from 2021 to 2026.

The Council was responsible for maintaining a separate BID Revenue Account for each five-year BID term. Members were advised that the Council had been unable to commence billing procedures for the new BID term until certain steps had been taken, but the BID database would be fully tested and implemented to allow the annual bills to be issued for a 2 December 2021 instalment. As the bills would normally be issued in October, it was proposed to make an advance payment of £150,000 to CC. An undertaking would be required from CC to ensure that the advance could be retained by the Council, from BID levy monies collected, and that no levy beyond the £150,000 advance would be paid to CC until the full £150,000 had been collected.

RESOLVED that an advance payment of £150,000 in respect of the 2021/22 BID levy due be made to Collectively Camberley Limited.

63/E Review of the Local Council Tax Support Scheme

The Executive considered a report proposing changes to the Local Council Tax Support Scheme (LCTSS). In 2013, the Government had abolished Council Tax Benefit and asked local councils to introduce their own scheme for working age residents who need help paying their Council Tax. This had become known as Local Council Tax Support.

The Community Support Working Group had reviewed the LCTSS and had recommended the adoption of a revised scheme, which had the overriding principles that it targeted households least able to pay their council tax and had a simplified process. A broad outline of the proposed scheme, along with worked examples, as detailed in the agenda report were noted.

Members were advised that transitional protection was proposed for those impacted by more than a £5 per week reduction in support in payments of Council Tax due to the introduction of the revised scheme from 1 April 2022. It was also proposed to give transitional protection from the new capital limit for those current vulnerable group claimants with over £6000 but less than £16,001 capital for the period 1 April 2022 to 30 September 2022.

A public consultation would be undertaken, including with precepting authorities, prior to the adoption of any new Scheme.

RESOLVED that a consultation be undertaken on the proposed a new Local Council Tax Support Scheme, with a view to adoption from 1 April 2022.

64/E Local Cycling and Walking Infrastructure Plan for Surrey Heath

The Executive was informed that Surrey County Council (SCC) was working with the borough and district authorities in Surrey to produce Local Cycling and Walking Infrastructure Plans (LCWIP). SCC had requested a total funding contribution of up to £190,000 to support the production of a LCWIP for Surrey Heath. The LCWIP would help to deliver significant benefits to walking and cycling routes in the Borough.

Members considered the report and emphasised the need to ensure appropriate governance arrangements for the final decision-making on routes. Members also identified the need, when drafting the LCWIP, to follow government requirements regarding direct routes, consider possibilities for routes that crossed into adjoining authority areas, and monitor where funding had already been agreed for specific routes.

RESOLVED that

- (i) funding of £20,000 for phase 1 of the Local Cycling and Walking Infrastructure Plans (LCWIP) be approved and that funding of up to £170,000 be approved to be reserved in the CIL main fund for phase 2 of the LCWIP, as the Council's contribution towards the costs of the production of a LCWIP for Surrey Heath; and**
- (ii) authority be delegated to the Head of Planning in consultation with the Portfolio Holder for Planning & People to agree the final funding amount for phase 2 of the LCWIP up to a limit of £170,000.**

65/E Community Infrastructure Levy

The Council had been collecting Community Infrastructure Levy (CIL) funding since the Charging Schedule had come into effect on 1 December 2014. The CIL Regulations required the Council, as the collecting authority, to pay money over to the parishes, decide how to use the Fund, and to publish details of its CIL income and expenditure. The Council had received a total of £1,577,871 for the reporting period between 1 April and 30 September 2021.

Members were advised that the Covid 19 pandemic and resulting national lockdown measures had affected the amount of CIL receipts collected by the Council. However, the latest reporting period had recorded a notable increase in CIL receipts in comparison to the two previous reporting periods.

RESOLVED to note

- (i) the income received in the period 1st April to 30th September 2021 as set out in Annex 1;
- (ii) the impacts of Covid19 on income; and
- (iii) the amended CIL regulations due to the impact of Covid19 on the development industry.

66/E Annual Report on the Treasury Management Service and Actual Prudential Indicators for 2020/21

The Executive noted the Treasury Management Service Performance for 2020/21 and the compliance with the Prudential Indicators for 2020/21.

RESOLVED to note the report on Treasury Management including compliance with the 2020/21 Prudential Indicators.

67/E Treasury Management Mid-Year Report for 2021/22

The Executive noted the Treasury Management Service performance for 2021/22, as at 30 September 2021. The report also illustrated the compliance to-date with the Treasury Management Indicators for 2021/22.

RESOLVED to note the Treasury Management Service performance for 2021/22 as at 30 September 2021.

68/E Exclusion of Press and Public

In accordance with Regulation 4 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, 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 Local Government Act 1972 as set out below:

Minute	Paragraph(s)
69/E	3
70/E	3

69/E Award of Contract

The Executive considered a report seeking authority to award a contract for refurbishment and sub division works for a Council owned property, which would enable an agreed letting at that property.

RESOLVED that the recommendations as set out in the agenda report be agreed, including the awarding of a contract to carry out refurbishment and sub-division works to enable an agreed letting at Theta.

70/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 the decision at minute 69/E be made public but any contractual and financial information remain exempt for the present time.

Chairman

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Surrey Heath Borough Council Executive

7 December 2021

Review of Parking Fees and Charges

Portfolio Holder:	Business & Transformation - Cllr Colin Dougan
Lead Officer	Daniel Harrison
Report Author:	Eugene Leal
Key Decision:	Yes
Wards Affected:	All

Summary and Purpose

Car parking tariffs have remained unchanged in the Council's multi-story car parks since 2014 and since 2009 in the borough wide pay and display car parks, falling significantly behind inflation and increasing pressure on council finances. This report puts forward proposals to bring pricing back in line with cost of living increases as well as a review of the structure and provision of parking season tickets.

Recommendation

The Executive is advised to RESOLVE that

- (i) car parking tariffs, as set out in Annex 1, be agreed to come into effect as soon as the statutory Traffic Regulatory Order process is complete and after review and consideration of any feedback received;
- (ii) the temporary NHS/Carers permit be extended until 1 May 2022;
- (iii) pay and display parking tariffs be introduced at Wharf Road car park, Frimley Green once the statutory Traffic Regulatory Order process is complete and after review and consideration of any feedback received;
- (iv) local residents season tickets for Deepcut car park be introduced once the Traffic Regulatory Order process is complete and after review and consideration of any feedback received; and
- (v) authority be delegated to the Executive Head of Business to reinstate charging for the first two hours of parking in Knoll Road car park that had been suspended while the public realm works in the High Street were being undertaken. This will follow a statutory 3 week notice process, coming into effect on Monday 10 January 2022.

1. Background

- 1.1. The Council's parking service operates 17 off-street car parks across the borough's town and village centres to meet economic and community need. Parking charges help pay for the costs of operating car parks and the capital investment required to maintain and improve them.
- 1.2. Parking tariffs in the two Council operated multi-story car parks have remained unchanged since 2014 and in the borough wide pay and display car parks since 2009. This means that while costs of operating the car parks have continued to increase over this period, income has fallen significantly in real terms.
- 1.3. Since the end of March 2019, three neighbouring local competitor town centres (Basingstoke, Guildford and Woking) have increased their parking tariffs. Tables showing local competitor and comparator town centres and village centre parking charges are shown in Annex 2 to this report.
- 1.4. The Council's annual budget for the 2021/22 financial year assumes that car parks generate £1,623,000 from fees and charges income to fund the costs associated with the car parks and support essential front line services. This year's parking fees and charges income is projected to be only circa £1,163,000.

2. Principles

- 2.1. The following five principles are proposed have been identified to assist with determining the right level of parking charges in Council car parks:

Fair and reasonable charges	Each car park managed by the Council should generate sufficient income to cover its operational costs. Car parking charges should keep pace with cost of living increases. The total income collected across all car parks will remain at or below pre-pandemic levels.
Safe and well maintained car parking facilities	Car parking income will fund the operation of the car parks, as well as help provide a programme of repairs and maintenance and respond to resident priorities regarding safety including lighting and security measures and help support the introduction of electric charging points for public use
Responding to Climate Change	Where ever possible car parking charges will encourage effective traffic management to minimise congestion and queuing/idling, promoting greater use of sustainable travel options including

	cycling and supporting a switch to electric vehicles and use of cashless payment options
Responding to customer needs	Recognising the different uses customers have for car parks (e.g. shopping, commuter, worker etc and changing patterns of work post Covid. Demonstrating that Surrey Heath carparks are competitive with equivalent areas outside the borough. Investment in installation of electrical charging points. Ensure sufficient churn in car parks to enable all customers to find a car parking space available when they need one. Recognising that Sundays has become increasingly popular for shoppers.
Consistent and easy to follow charging structure	Straightforward and easy to follow tariffs with consistency applied across similar car parks and tariff structures in Surrey Heath.

3. Detailed Proposals

Knoll Road Car Park

- 3.1. The temporary free parking at Knoll Road was introduced in August 2020 to support the town during the High Street redevelopment works and was extended to 2 hours free until January 2021. The free parking remained in place until the High Street works were completed and the new on-street parking orders were put in place by Surrey County Council. Ending free parking in Knoll Road will reinstate up to £33k of lost income per annum.

Rural Car Parks

- 3.2. Bagshot, Chobham, Burrell Road Frimley and Watchetts Road car parks all currently run at a loss so introducing a charge of 50p per hour Mon – Sat and £1 all day on Sunday could generate up to £190,000 additional income based on current parking behaviour.
- 3.3. These car parks are well used and between Monday to Friday attract 256,682 customers. At present 92% of all visitors to these car parks do so free of charge.
- 3.4. The Parking Subsidy Season Ticket will remain available which provides subsidised parking for low paid workers (£10 per month).
- 3.5. School permits will be introduced free of charge to parents who use council pay and display car parks for the school run. Schools will issue permits to

parents, to be displayed in the windscreen which will allow free parking for up to 30 minutes.

Extending temporary NHS/Carers Permits

- 3.6. The Council introduced temporary NHS /Carers permits in April 2020 in line with Government advice. While the Government withdrew the need for these permits in June 2021 the Council has continued this arrangement for a further 6 months. As the NHS staff and carers face another challenging winter, extending the current scheme until 1 May 2022 would provide further support to this group of customers. At present there are 81 NHS/Carer permit holders.

Wharf Road Car Park

- 3.7. Introducing parking charges in Wharf Road car park, Frimley Green in line with Watchetts Road car park, would encourage greater churn and deter all day parking, while providing circa £8,000 in additional income (based on current parking behaviour).

Residents Season Tickets in Deepcut Car Park

- 3.8. Introducing Residents season tickets in Deepcut car park on Woodend Road, Deepcut would enable residents to park in this car park overnight without risk of receiving a parking ticket

Potential impact of changes

- 3.9. The table below compares the income expected in 2022/23 if no tariff changes were agreed against all tariff changes being agreed:

2022/23 Potential Income from fees and season tickets

No changes	circa £1,195,066
All changes	circa £1,544,491
Net increase	circa £349,425*

* Based on current parking behaviours

- 3.10. Consumer Price Index (CPI) increases from the date of the last review of charges are as follows:

Main Square car park	23 June 2014	CPI 11%
Knoll Road car park	23 June 2014	CPI 11%
Yorktown car park	1 April 2010	CPI 25%
Surrey Heath House	1 April 2010	CPI 25%
Rural car parks	1 October 2009	CPI 28%

4. Reasons for Recommendation

- 4.1. Tariffs have not increased for a number of years and the proposed tariffs increases aim to make all car parks financially viable with increases in line with inflation.
- 4.2. Removing the free parking and charging a small fee will help reduce the very short journeys that are undertaken by car that could be carried out on foot, cycle etc and increase revenue with the least inconvenience to customers and ensuring each car park contributes meaningfully towards its costs.
- 4.3. All council car parks are subject to Non-Domestic Rates, which for 2021/22 totalled £539,286, with additional costs for maintenance, daily cleaning, inspection, capital works, enforcement, car parking ticket machines, cash collection and staffing.
- 4.4. Even with the proposed increases, the cost of parking in Surrey Heath would remain competitive when benchmarked against similar local commercial centres and villages in other boroughs that charge for their parking (see Annex 2).
- 4.5. Wharf Road car park, Frimley Green is a small car park with 23 spaces, 2 disabled spaces that provides parking for all customers working and visiting Frimley Green. This car park is regularly oversubscribed, with a lot of all-day parking which reduces the available parking for customers wishing to access village businesses.
- 4.6. Deepcut car park has 40 spaces, 3 disabled spaces with an 18 hour maximum stay designed to stop overnight parking. Providing Residents season tickets will enable local residents to park in this car park overnight, as there is limited on-street parking in the local area.
- 4.7. There are two local garages that use this car park to store vehicles, sometimes overnight. When enforcement action was undertaken in accordance with our parking regulations, local residents are also issued penalty charge notices, which has prompted a request to provide residents parking season tickets for this car park.

5. Proposal and Alternative Options

- a. To agree the recommendations set out above
- b. Agree to some but not all of the recommendations
- c. Suggest revised or additional recommendations
- d. Reject all of the recommendations

6. Contribution to the Council's Five Year Strategy

- a. **Environment:** maintaining income levels will allow for future investment into electric vehicle charging bays and other

improvements to infrastructure that support reduction in carbon and climate change

- b. **Health & Quality of Life:** supporting the local community by ensuring that quality, convenient and safe parking is provided in our towns and villages
- c. **Economy:** supporting the local economy by ensuring customers have access to quality facilities across the borough and paying customers have access to a car parking space when and where they need it.
- d. **Effective & Responsive Council:** Parking Services carries out regular consultations with the public to seek their views on how to improve our parking provision and we will continue to invest in new technology and maintenance to meet the requirements of our customers.

7. Resource Implications

- 7.1. If agreed, the proposals could increase revenue by up to circa £349,000 (based on current parking behaviours), which will help redress the current budget shortfall which is estimated at £1.6 million in the current year.
- 7.2. To amend the tariffs will require a Notice of Variation to be published in the local paper at a cost of approximately £1,200, depending on the size of the advert.
- 7.3. Where new tariffs and season tickets are proposed a notice must be published for 28 days advertising the change and the public will be able to comment or object. Following approval of any changes a further notice must be published advertising the making of the order. Together the costs would be £2,400.

7.4. Section 151 Officer Comments:

These proposals allow for continued investment in the Council's parking services and takes into account the rising costs of delivering the service. The additional income achieved will restore income towards existing budgeted levels, which would avoid placing additional budgetary strain on other services.

8. Legal and Governance Issues

- 8.1. Changes to parking tariffs require a Notice of Variation to be advertised in the local paper, on each car park and on line for a minimum period of 21 days in accordance with the Road Traffic Regulation Act 1984.
- 8.2. Introducing new charge and season tickets requires a Notice of Variation is to be advertised in the local paper, on each car park and on line for a minimum period of 28 days in accordance with the Road Traffic Regulation

Act 1984 inviting comment or objection. Following approval a Notice of Making is to be advertised in the local paper, on each car park and on line informing the public that the regulations have changed in accordance with the Road Traffic Regulation Act 1984.

8.3. Monitoring Officer Comments:

None relating to this report.

9. Other Considerations and Impacts

9.1. Environment and Climate Change

9.1.1. Car parks can play an active part in promoting positive behaviour change linked to tackling climate change, including avoiding queuing and avoidable congestion, avoiding extending journey time to find available parking spaces, avoiding idling vehicles, and incentivising the switch to electric vehicles,

9.2. Equalities and Human Rights

9.2.1. Providing safe, accessible and financially sustainable car parks is key to ensuring that everyone in the community who needs to park their car is able to do so.

9.3. Risk Management

9.3.1. Changes in parking tariffs may result in changes of behaviour, resulting in fewer people choosing to make use of a Council car park. While this can impact on projected level of income, it can also encourage positive behaviour change such as a switch to more cycling and walking, or discouraging commuter parking in a shoppers car parks.

10 Community Engagement

10.1 If approved, changes to parking tariffs require the council to publish statutory Notices of Variation in the local paper, physically at each car park and on the council website for a period of 21 days in accordance with the Road Traffic Regulation Act 1984.

10.2 Subject to final approval the changes would then be publicised via official council media.

Annexes

Annex 1: Proposed Charges

Annex 2: Benchmarking Tariffs Against Local Competitor and Comparator Towns and Village Centres

ANNEX 1 Proposed Charges			
Town Centre Charges			
Main Square – Daily Fees			
Duration	Customer p/a	Existing Tariff	Recommendation
2 hours	401,313	£1.80	£2.00
3 hours	48,859	£2.30	£2.50
4 hours	17,642	£3.50	£3.80
6 hours	8,923	£5.00	£5.50
10 hours	9,586	£7.00	£7.70
Evening	20,797	£2.00	£2.00
Sunday	65,691	£1.50	£2.00
Income (Net VAT)		956,945	£1,073,065
		Increase in income	£116,120
Main Square – Season Tickets			
Period	Customer p/a	Existing Tariff	Recommendation
12 months	18	£995	£1,095
6 months	4	£575	£600
3 months	7	£290	£310
**1 month	82	£84	£93
Resident overnight 12 month	25		£365
Resident overnight 1 month	300		£32
Income (Net VAT)		£24,273	£42,193
		Increase in income	£17,919
Knoll Road – Daily Fees			
Duration	Customer p/a	Existing Tariff	Recommendation
1 hour	19,537	£1.00	£1.10
2 hours	22,518	£1.50	£1.70
3 hours	6,025	£2.00	£2.20
4 hours	3,081	£3.00	£3.30
10 hours	12,449	£4.00	£4.40
evening	2,469	£1.50	£1.70
Sunday	8,047	£1.50	£1.70
Income (Net VAT)		£116,815	£129,873
		Increase in income	£13,058
Knoll Road – Season Tickets			
Period	Customer p/a	Existing Tariff	Recommendation
12 months	64	£825	£850

6 months	12	£475	£475
3 months	2	£240	£250
Income (Net VAT)	0	£49,150	£50,500
		Increase in income	£1,350

Bagshot, Burrell Road, Chobham and Watchetts car parks

Duration	Customer p/a	Existing Tariff	Recommendation
1 hour			£0.50
2 hours	*233,740		£1.00
3 hours	8,861	£0.40	£1.50
4 hours	4,534	£0.80	£2.00
5 hours	2,504	£1.20	£2.50
6 hours	621	£1.60	£3.00
7 hours	3,021	£2.00	£3.50
8 hours	177	£2.40	£4.00
All day	3,224	£2.50	£4.50
Income (Net VAT)		£21,414	£163,763
		Increase in income	£142,349
Saturday (same as Mon – Fri tariff)	51,336		£32,753
Sunday (50p all)	25,668		£10,695
Income (Net VAT)		Increase in income	£43,448

*80% of visitors will stay for 1 hour

*20% of customers will stay for 2 hours

Bagshot, Burrell Road, Chobham and Watchetts car parks

Period	Customer p/a	Existing Tariff	Recommendation
12 months	15	£375	£475
6 months	0	£310	£250
3 months	0	£160	£135
**1 month	117	£32	£41
Income (Net VAT)		£7,808	£9,894
		Increase in income	£2,127

Heavily subsidised parking permit available for low paid workers (£10 per month)

York Town - Daily Fees

Duration	Customer p/a	Existing Tariff	Recommendation
2 hours	2,604	£1.00	£1.30
5 hours	192	£2.50	£3.00
10 hours	741	£3.00	£4.00
Income (Net VAT)		£4,423	£5,771
		Increase in income	£1,349

Period	Customer p/a	Existing Tariff	Recommendation
Business 12 month	4	£540	£570
Business 6 month	2	£310	£330
Business 3 month	18	£160	£180
Business 1 month online	119	£46	£49
Resident 12 month	7	£100	£135
Resident 1 month online	20	£9.25	£13
Income (Net VAT)		£10,016	£11,013
		Increase in income	£998
Surrey Heath House - Daily Fees			
Duration	Customer p/a	Existing Tariff	Recommendation
2 hours	1,410	£1.20	£1.40
3 hours	588	£2.00	£2.30
4 hours	102	£2.80	£3.00
10 hours	150	£4.00	£4.50
Sunday/BH	876	£1.50	£2.00
Income (Net VAT)		£4,223	£5,050
		Increase in income	£827
Wharf Road car park			
Duration	Customer p/a	Existing Tariff	Recommendation
1 hour			£0.50
2 hours	11,750		£1.00
3 hours	251		£1.50
4 hours	106		£2.00
5 hours	35		£2.50
6 hours	26		£3.00
7 hours	30		£3.50
8 hours	5		£4.00
All day	129		£5.00
Income (Net VAT)			£7,145
		Increase in income	£7,145
Saturday	2,466		£1,429
Sunday	1,233		£514
Income (Net VAT)		Increase in income	£1,943
20% of customers will stay for 2 hours			
Subsidised parking permit available for low paid workers (£10 per month)			

Wharf Road car park			
Period	Customer p/a	Existing Tariff	Recommendation
12 months	2		£475
6 months	0		£250
3 months	0		£135
**1 month	0		£41
Income (Net VAT)			£792
		Increase in income	£792

Current income	Income with updated charges
£1,195,066	Circa £1,544,491

Current budget assumption for income from car parks 2021/22: £1,623,000

Annex 2: Benchmarking Parking tariffs of local competitor and comparator town centres and the Atrium Car Park

Camberley town centre: local competitor and comparator town centres.

Town	Up to	Up to	Up to	Up to	Up to		
	30 min	1 hour	2 hrs	3 hrs	4 hrs	All Day	6pm-8am
Reading		£1.70	£4.00	£6.00	£8.00	£20.00	£3.50**
Windsor		£1.70	£3.40	£5.10	£6.80	£14.00	Not found
Woking*		£1.50	£3.00	£4.50	£6.00	£12.00	£1.50
Guildford*		£1.50	£3.00	£3.00	£6.00	£10.00	£1.00
Basingstoke*		£1.10	£2.20	£3.20	£4.30	£9.60	£2.20
The Atrium			£1.80	£2.20	£3.40	£7.00	£2.00
Camberley		£1.00	£1.50	£2.00	£3.00	£4.00	£2.00
Wokingham	50p	80p	£1.20	£2.00	£2.00	£4.00	Not found
Farnborough		£0.60	£1.10	£1.60	£2.60	£4.00	£1.00
Aldershot		50p	£1.00	£1.50	£2.00	£3.60	Free

*Fees increased since 2019

Rural commercial centres: Competitor and comparator rural centres

Rural	Up to	Up to	Up to	Up to	Up to		Days of
	30 min	1 hour	2 hrs	3 hrs	4 hrs	All Day	week
Blackwater	£0.35	£0.70	£1.40	£2.10	£2.80	£5.00	Mon-Sat
Englefield Green	N/A	£0.60	£1.20	£2.00	£3.00	£5.50	Mon-Sat
Farnham	N/A	£0.60	£1.30	£1.90	£2.60	£7.00	Mon Sat
Hartley Wintney	£0.35	£0.70	£1.40	£2.10	£2.80	£4.00	Mon-Sat
Rural Car Parks	FREE	FREE	FREE	£0.40	£0.80	£2.50	Mon-Fri
Yorktown			£1.00		£2.50	£3.00	Mon-Fri

The Publication of a First Homes Interim Guidance Note

Summary

This report outlines:

- An update to the National Planning Practice Guidance which sets out the requirement for 25% of all affordable housing units on development schemes to be delivered as First Homes;
- The proposal to publish a First Homes Interim Guidance Note to make the planning policy requirements for First Homes clear for Surrey Heath, and the inclusion of local connection criteria for determining eligibility of prospective purchasers within the Guidance Note; and
- The key matters surrounding the implementation of First Homes Policy in Surrey Heath including potential resourcing implications.

Portfolio: Planning and People

Wards Affected: All

Recommendation

That the Executive RESOLVE that

- (i) the update to National Planning Practice Guidance and the introduction of First Homes be noted;
- (ii) the publication of the First Homes Guidance Note, as attached at Annex A, including the local connection criteria for determining eligibility of purchasers be agreed; and
- (iii) the potential resource implications of First Homes be noted.

1. Key Issues

- 1.1 On 24th May 2021 the Housing Minister made a Written Ministerial Statement to Parliament which set out changes to the Planning Practice Guidance including the introduction of First Homes, with effect from 28th June 2021. First Homes are a specific form of discounted market sale housing that will be available to first time buyers and are to be sold at a minimum discount of 30% below the market value, with a maximum price of £250,000 at the first sale after the discount is applied. The discount is to be retained in perpetuity through a restriction on the Land Registry title. The policy sets out that for planning applications determined after 28 December 2021, at least 25% of all affordable housing units delivered through developer contributions must be First Homes.

- 1.2 Local Planning Authorities are encouraged to make the development requirements for First Homes clear for their area. The Planning Practice Guidance states that the most appropriate method or tool to do this will depend on individual circumstances for each Local Planning Authority. These might include (but may not be limited to): publication of an interim policy statement or updating relevant local plan policies. Local Planning Authorities should assess their own circumstances when considering the most appropriate way to achieve this in their context.
- 1.3 Policies within the new Local Plan will reflect the requirement for First Homes however as the new Local Plan is not due to be adopted until 2023, it is considered appropriate to publish an Interim Guidance Note. This will make the requirements for First Homes clear to developers and can be in place prior to the requirement for First Homes taking effect for schemes granted permission after 28 December 2021. This guidance note can also be used during pre-application discussions on new housing sites coming forward in the Borough.
- 1.4 The Planning Practice Guidance on First Homes sets out that Local Authorities can set a greater discount and lower price cap for First Homes and a lower income cap for prospective buyers if they can demonstrate a need for this. Additionally, local connection or key worker requirements can also be set for prospective buyers. Any amendments to the national criteria can only be made through the Local Plan process. The exception to this is the setting of local connection criteria which it is proposed to include within the First Homes Guidance Note.
- 1.5 The inclusion of local connection criteria provides the Council with the opportunity to seek to ensure that purchasers of First Homes have a link to the Borough and that First Homes contribute towards meeting local need. The Planning Practice Guidance states that Authorities should consider the application of these discretions carefully and ensure they do not limit the eligible consumer base to the point that homes become difficult to sell. Regard has been had to other examples of local connection criteria used by Surrey Heath, and by the Local Government Association and it is proposed that criteria based on residency, employment and family connection are applied. Local connection criteria only apply for a maximum of 3 months from when a home is first marketed and if a suitable buyer has not reserved a home after 3 months, the eligibility criteria revert to just the national criteria. There is also a statutory exemption to the local connection criteria for members of the armed forces.
- 1.6 The proposed local connection criteria for Surrey Heath set out within the Guidance Note, and agreed with the Housing Services Manager, is that at least one purchaser must be able to demonstrate that they meet one of the following criteria:

- a) Normally a resident in Surrey Heath – they are a current resident of the Borough and have been so continuously for the last 6 months or have lived in the Borough for 3 years during the previous 5 years; or
- b) Their place of employment is in Surrey Heath, and they have a current permanent contract for at least 16 hours a week that they have been in continuously for at least the previous 6 months; or
- c) They have a close family connection to the Borough, defined as a father, mother, brother, sister or adult children who are usually resident in the Borough in line with the criteria in (a); or
- d) There is an exceptional reason for allowing a discretionary local connection to the Borough in order to access the scheme, which will be assessed on individual circumstances.

1.7 In addition to the local connection criteria, the Guidance Note sets out the following information to applicants:

- a) What First Homes are and the national qualifying criteria (30% discount, £250,000 price cap) and eligibility criteria (First time buyers with household income under £80,000 and mortgage for a minimum of 50% of the discounted price).
- b) Confirmation that the Guidance Note will apply until the adoption of the new Local Plan.
- c) How the current Affordable Housing Policy (Policy CP5 of the adopted Core Strategy) is to be implemented in light of the requirement for 25% of all affordable units to be First Homes (summarised in section 1.8 below).
- d) Guidance on how the Council will seek to secure First Homes through developer contributions and the responsibility of developers with regard to valuations and prospective buyers.
- e) Details of transitional arrangements for decision making as First Homes will take effect for schemes granted permission after 28 December 2021, or after 28 March 2022 in cases where there has been significant pre application engagement relating to affordable housing tenures.
- f) Summary of the Council's next steps for implementing First Homes Policy in Surrey Heath.

1.8 The main implication of the introduction of First Homes is that the delivery of other forms of affordable housing (including affordable home ownership products such as shared ownership) will be impacted. In accordance with Government Guidance, once the 25% of First Homes is accounted for, social rent should be delivered in the same percentage as set out in the Local Plan and the remainder of the affordable housing tenures should be delivered in line with the proportions set out in the Local Plan Policy. In line with the Council's adopted affordable housing policy (Policy CP5 of the Core Strategy 2012) the requirement for First Homes will result in the following percentage breakdown of affordable housing tenures:

	Affordable Tenures – Example: 40 affordable units
Without First Homes	20 social rented units (50%) 20 intermediate units (50%)
With First Homes	10 First Homes units (25%) 20 social rented units (50%) 10 intermediate units (25%)

1.9 The Guidance Note including the local connection criteria was presented to the Local Plan Working Group on 18th October 2021. If approved, the Guidance Note will be published on the Council's website. Further work on any local amendments to national criteria will be progressed through the Local Plan. The Guidance Note will apply in the interim.

2. Resource Implications

2.1 The implementation of First Homes is likely to result in resource implications as Local Authorities are required to have a role in the application process for the purchase of First Homes and associated administrative tasks. In addition to ensuring developers are aware of First Homes criteria (proposed to be actioned through the publication of the Interim Guidance Note), in order to deliver First Homes there is an anticipated role for the Council in:

- Defining legal obligation requirements
- Application process for buyers – including providing a contact for notification of valuations, assessment of applications against eligibility criteria and issuing Authority to proceed and Authority to Exchange notices on both initial sales and resales
- Maintaining rental period records (First Homes can be rented out for a maximum of two years providing the Local Authority is notified)
- Monitoring marketing periods (to determine timescales for applying local criteria)

2.2 It is advised that at present there is no additional government funding relating to the delivery and administration of First Homes and there will potentially be financial implications for the Council. This is most likely to be in relation to resources in the Housing team to administer First Homes. This will be kept under review and if additional resource is required, this will come forward either as part of the usual budget process or through a separate report to the Executive.

3. Options

3.1 The options before the Executive in the light of First Homes policy are:

- (i) To agree the publication of the First Homes Guidance Note including local connection criteria.

- (ii) Not to agree the publication of the Interim Guidance Note and set out the First Homes requirements at a later date through the Local Plan process.
- (iii) To agree to omit local connection criteria from the Guidance Note, with the option of setting this at a later date as part of the Local Plan process or not setting any local connection criteria.

3.2 This report recommends approval of Option (i) above as the requirement for First Homes will apply for planning applications determined after 28th December 2021. First Homes will therefore form part of the affordable housing requirements for development schemes going forward and, as such, will also form part of current pre-application discussions on development proposals. The absence of an Interim Guidance Note would mean that the First Homes requirements for Surrey Heath will not be clear to developers until the Local Plan is adopted in 2023. Furthermore, the absence of local connection criteria would mean that only national eligibility criteria for First Homes would apply and the Council would not have the opportunity to seek to provide First Homes specifically for local residents.

4. Proposals

- 4.1 It is recommended that, in light of government guidance that Local Authorities should make the development requirements clear for their area, a First Homes Interim Guidance Note is published. It is also recommended that the Council utilises the opportunity to set local connection criteria within this Guidance Note in order to target local needs.
- 4.2 It is also recommended that potential resource implications resulting from the implementation of First Homes is noted having regard to the areas of work listed in paragraph 2.1 above (to be agreed at a later stage).

5 Supporting Information

- 5.1 Not applicable

6 Corporate Objectives and Key Priorities

- 6.1 The delivery of First Homes supports the objective to build and encourage communities where people can live happily and healthily. In particular, it addresses housing needs within the community
- 6.2 The introduction of First Homes supports the Health and Quality of Life aims within the Five Year Strategy as First Homes, and the addition of local connection criteria for determining eligibility of purchasers, provide a way of delivering more good quality affordable housing in order to better provide for the needs of Surrey Heath residents.

7 Policy Framework

- 7.1 The delivery of First Homes supports the Council's objective to build and encourage communities where people can live happily and healthily and through that to address housing needs within the community. First Homes will support the Health and Quality of Life aims within the Five Year Strategy as they will contribute towards the delivery of new homes that people can afford.
- 7.2 First Homes are to account for 25% of all affordable housing units and will be delivered alongside other affordable housing tenures set out within the Council's Affordable Housing Planning Policy (Policy CP5 of the Adopted Core Strategy 2012) and will support work being undertaken on the New Local Plan to meet the housing needs of all sectors of our local community.

8 Legal Issues

- 8.1 Legal Services will require clear instructions on section 106 agreements for the provision of First Homes. These may include the following.
- Eligibility criteria in relation to income, local connection and employment status.
 - Mortgage exclusion clauses.
 - The circumstances and conditions where a developer may sell a First Home on the open market and any requirements to compensate the Council for the loss of an affordable home.
- 8.2 The scheme is likely to demand additional resources from Legal Services; there appears to be potential for an increase in planning enforcement matters.

9 Governance

9.1 No matters arising at this time

10 Risk Management

10.1 No matters arising at this time

11 Equalities Impact

11.1 No matters arising at this time

12 Human Rights

12.1 No matters arising at this time.

13 Environmental Impact

13.1 No matters arising at this time.

14 Consultation

14.1 No matters arising at this time.

15 PR And Marketing

15.1 No matters arising at this time.

16 Officer Comments

16.1 None.

Annexes	Annex A - First Homes Guidance Note
Background Papers	N/A
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First Homes: Policy Guidance Note

November 2021



1. Purpose of this Guidance Note

The purpose of this Guidance Note is to set out for prospective applicants how First Homes are to be delivered in Surrey Heath prior to the adoption of the new Local Plan 2019-2038 (due to be adopted in 2023) having regard to the National Guidance and Surrey Heath's current Development Plan.

It also sets out local connection criteria to be used in determining First Homes eligibility. This Note was agreed by Executive on xx.

2. Background

On 24th May 2021, the Housing Minister made a **Written Ministerial Statement** to Parliament which set out changes to planning policy including the introduction of First Homes, with effect from 28th June 2021. This sets out that First Homes are the government's preferred discounted market tenure and, for planning applications determined after 28 December 2021, at least 25% of all affordable housing units delivered by developers must be First Homes (Section 5 below sets out the transitional arrangements for the introduction of First Homes).

Details of First Homes are included in an updated **Planning Practice Guidance (PPG)**.

2.1. What are First Homes?

First Homes are a specific form of discounted market sale housing for first time buyers which meet the definition of affordable housing for planning purposes. The PPG sets out the following national criteria for First Homes:

- First Homes must be sold at a minimum discount of 30% below their full market value.
- The discount is to be retained in perpetuity through a restriction registered on the title at HM Land Registry.
- The first sale must be at a price no higher than £250,000 once the discount has been applied.

2.2. Who can purchase a First Home according to the national criteria?

In order to purchase a First Home, at both the initial sale and at any future resale, buyers must meet all of the following eligibility criteria set out in the PPG:

- All purchasers must be first time buyers as defined in paragraph 6 of Schedule 6ZA of the Finance Act 2003 for the purpose of Stamp Duty Relief.

- Purchasers must have a combined annual household income of no more than £80,000.
- Purchasers should have a mortgage or home purchase plan to fund a minimum of 50% of the discounted purchase price.

2.3. First Homes criteria to be applied in Surrey Heath

The PPG advises that Local Authorities can set a greater discount of 40% or 50% and/or a lower price cap if they can demonstrate a need for this. The PPG also advises that Local Authorities can apply their own set of local eligibility criteria based on local needs, which can include a lower income cap for buyers, a local connection test or criteria based on employment.

Until the new Local Plan is adopted, **the Council will be applying the national criteria for First Homes** (30% discount, £80,000 income and £250,000 price cap). However, in order to meet local needs and to allow people to get on the housing ladder in their local area, the Council has set Local Connection criteria for First Homes eligibility as set out below.

Surrey Heath Local Connection Criteria:

In addition to the criteria in Section 2.2, at least one purchaser must be able to demonstrate that they meet one of the following criteria:

- a) Normally a resident in Surrey Heath – they are a current resident of the Borough and have been so continuously for the last 6 months or have lived in the Borough for 3 years during the previous 5 years; or
- b) Their place of employment is in Surrey Heath, and they have a current permanent contract for at least 16 hours a week that they have been in continuously for at least the previous 6 months; or
- c) They have a close family connection to the Borough, defined as a father, mother, brother, sister or adult children who are usually resident in the Borough in line with the criteria in (a); or
- d) There is an exceptional reason for allowing a discretionary local connection to the Borough in order to access the scheme, which will be assessed on individual circumstances.

In recognition of their unique circumstances, there is a statutory exemption from local connection criteria for all members of the Armed Forces.

Local connection criteria apply for a maximum of 3 months from when a home is first marketed. If a suitable buyer has not reserved a home after 3 months, the eligibility criteria revert to just the national criteria set out in Section 2.2.

3. The Surrey Heath Current Local Plan

3.1. What does Surrey Heath's current affordable housing policy say?

The existing Affordable Housing policy is Policy CP5 of the Adopted Core Strategy which seeks a target of 35% of all net additional housing as affordable (varies according to site size), split evenly between social rented and intermediate.

Policy CP5 of the Adopted Core Strategy (2012) - extract:

Over the lifetime of the Core Strategy, the Borough Council will seek a target of 35% of all net additional housing as affordable, split evenly between social rented and intermediate

The Borough Council will negotiate the overall quantity and type of on-site affordable housing on a site by site basis, based on the following thresholds and targets: -

Developments of 5-9 units (net) – 20% on site provision

Developments of 10-14 units (net) – 30% on site provision

Developments of 15 or more units (net) – 40% on site provision

The Borough Council will also negotiate a 20% affordable housing equivalent financial contribution on sites of 3-4 units (net)

3.2. How is Policy CP5 of the Core Strategy affected by First Homes?

The introduction of First Homes means that at least 25% of all affordable housing units should be First Homes. Once a minimum of 25% First Homes has been accounted for, the PPG sets out that social rent should be delivered in the same percentage as set out in the Local Plan and the remainder of the affordable housing tenures (75% of the total affordable units) should be delivered in line with the proportions set out in the Local Plan policy. This will therefore be the Councils starting point in discussions with applicants.

While the overall targets for total affordable housing provision on development schemes in Surrey Heath will remain unaffected by First Homes, First Homes will now account for 25% of the affordable housing provision and the proportions of affordable housing tenures set out within Policy CP5 will make up the remaining 75% with priority given to the delivery of social rent.

After the 25% of First Homes is accounted for, social rent should be delivered in line with Policy CP5 (half of the overall affordable provision), with the remainder to be intermediate housing. This would result in the following percentage breakdown of affordable tenures:

First Homes	25%
Social Rent	50%
Intermediate	25%

3.3. Worked example: 100 unit scheme before and after First Homes takes effect

Policy CP5 requirement for 40% affordable housing = 40 units in total

	Affordable Tenures
Without First Homes (i.e. for developments granted permission before 28 December 2021*)	20 social rented units 20 intermediate units
With First Homes (i.e. for developments granted permission after 28 December 2021*)	10 First Homes units 20 social rented units 10 intermediate units

*Or 28 March 2022 where there has been significant pre-application engagement (Transitional arrangements set out in Section 5).

3.4. How do First Homes interact with the requirement in the NPPF for 10% of homes to be available for affordable ownership on major schemes?

The NPPF sets a requirement that, where major development is proposed, at least 10% of homes should be available for affordable home ownership. The 25% First Homes contribution can make up or contribute to this 10% requirement.

As the Council's Development Plan requires 40% affordable housing for developments of 15 units and above, it is expected that the 25% First Homes contribution will make up the 10% affordable ownership requirement in most instances.

However, if a planning application for a major housing site (10 or more units) in which 25% of the affordable homes are First Homes does not meet the 10% affordable home ownership expectation in the NPPF, additional affordable ownership homes may be provided on top of the First Homes provision in order to meet this expectation.

It is expected that where additional affordable home ownership homes are needed to meet the 10% NPPF requirement, then applicants are encouraged to provide the additional affordable home ownership products such as 'shared ownership' homes to enable access to an alternative affordable home ownership model.

3.5. Exemptions

Where specific developments are exempt from delivering affordable home ownership products (Paragraph 65 of the NPPF) they are also exempt from the requirement to deliver First Homes. This exemption applies to development which:

- a) provides solely for Build to Rent homes;
- b) provides specialist accommodation for a group of people with specific needs (such as purpose-built accommodation for the elderly or students);
- c) is proposed to be developed by people who wish to build or commission their own homes; or
- d) is exclusively for affordable housing or a rural exception site.

4. Developer Contributions

4.1. Securing First Homes through Planning Obligations

First Homes will be secured through Section 106 planning obligations¹ and will make up a minimum of 25% of all affordable housing units on any development scheme which is required to provide affordable housing. When a First Home is sold by the developer to the first owner, a restriction is to be entered onto the title register identifying the unit as a First Home. This restriction should ensure that the title cannot be transferred to another owner unless the relevant local authority certifies to HM Land Registry that the First Homes criteria and eligibility criteria have been met, including the discounted sale price².

4.2. Can First Homes be delivered through cash contributions?

In accordance with paragraph 63 of the National Planning Policy Framework (NPPF), affordable housing is expected to be delivered on-site unless off-site provision or a financial contribution in lieu can be robustly justified, and the agreed approach contributes to the objective of creating mixed and balanced communities. This expectation is also set out in Policy CP5 of the Core Strategy which states that a financial contribution will only be acceptable where on-site provision is not achievable and where equivalent provision cannot readily be provided by the developer on an alternative site.

Where cash contributions for affordable housing are secured instead of on-site units, a minimum of 25% of these contributions should be used to secure First Homes. This could be achieved, for example, by acquiring additional First Homes from market development, paying the developer a sum to offset the discount from market price, and securing the tenure through section 106 planning obligations.

Where a mixture of cash contributions towards affordable housing and on-site units are secured, 25% of the overall value of affordable housing contributions should be applied to First Homes.

4.3. Are First Homes CIL Liable?

The Community Infrastructure Levy (CIL) Regulations 2010 allow developers of First Homes to obtain an exemption from the requirement to pay CIL.

Mandatory social housing relief can apply in respect of dwellings where the first and subsequent sales are for no more than 70% of their market value. To be eligible, a planning obligation must be entered into prior to the first sale of the dwelling designed to ensure that any subsequent sale of the dwelling is for no more than 70% of its market value. As First Homes will be provided at a minimum discount of 30% of the market value, this relief will therefore be available for First Homes.

¹ The Government is expected to provide template planning obligations which the Council will use as a basis for S106 agreements

² Model title restriction included in Appendix 1

4.4. Valuations and prospective buyers

It is expected that the valuation process and verification are to be managed by the developer and lender. During the initial sale of a First Home, the developer is required to commission a RICS registered surveyor for a valuation which will be approved by the mortgage lender's valuation and shared with the Council under the S.106 agreement.

It is also the responsibility of the developer to ensure that prospective purchasers of First Homes meet the eligibility criteria through:

- Assisting prospective buyers in the completion of an application pack³.
- Submission of the application pack to Surrey Heath Borough Council for review and notice of Authority to Proceed.

5. Decision making

5.1. *Transitional Arrangements*

The new First Homes policy requirement does not take effect for the following:

- Development sites with full or outline planning permissions already in place or determined (or where a right to appeal against non-determination has arisen) before 28 December 2021.
- Applications for full or outline planning permission where there has been **significant pre-application engagement*** which are determined before 28 March 2022.

***significant pre-application engagement** means any substantive discussions between the local planning authority and the applicant relating to the proposed quantity or tenure mix of the affordable housing contribution associated with that application.

5.2. *Section 73 Applications*

The requirement for First Homes does not apply to applications made under Section 73 of the Town and Country Planning Act 1990 to amend or vary an existing planning permission unless the amendment or variation in question relates to the proposed quantity or tenure mix of affordable housing for that development.

6. First Homes Policy in Surrey Heath – Next Steps

The Surrey Heath Local Plan is currently at Draft Regulation 18 stage and is due to go out to consultation in early 2022. The Draft Plan will incorporate the requirement for First Homes within an Affordable Housing policy and a First

³ Application packs are expected to be provided to the Council by the government in due course.

Homes Exception Sites policy. The Plan is due to be adopted in 2023 and this Guidance Note applies in the interim.

6.1. Will further local criteria be set in Surrey Heath?

Any changes to the national criteria such as a greater discount, lower price cap or lower income cap would be set through the Local Plan process. In the interim, the national criteria are to be applied for First Homes in Surrey Heath as set out in Section 2.3.

Should you require any further information please contact planning.policy@surreyheath.gov.uk

For advice on the suitability of your development proposal it is recommended that you submit a request for pre-application advice (please note this is a fee paid service):

Pre-application Service | SURREY HEATH BOROUGH COUNCIL

Appendix 1: Model Title Restriction

The Council will use the following model title restriction which is a variation on a standard Form L restriction which has been prepared by the Government with HM Land Registry for this purpose. This model title restriction is part of the government's published template planning obligations:

No disposition of the registered estate (other than a charge) by the proprietor of the registered estate or by the proprietor of any registered charge, not being a charge registered before the entry of this restriction, is to be registered without a certificate signed by [Local Authority] of [address] or their conveyancer that the provisions of clause XX (the First Homes provision) of the Transfer dated [Date] referred to in the Charges Register have been complied with or that they do not apply to the disposition.

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Calculation and setting of the Council Tax Base for 2022/23

Summary

The Council has a duty to set a Tax Base for Council Tax purposes by 31 January each year under Section 67 of the Local Government Finance Act 1992.

This report seeks approval of the Authority's Council Tax Base for 2022/23.

Portfolio - Finance

Date signed off: 25 November 2021

Wards Affected

All

Recommendation

The Executive is asked to RESOLVE

- (i) to note the calculations of the tax base in Annexes A to F summarised below:

	Band D Equivalent Properties
Bisley	1,658.21
Chobham	2,075.35
Frimley and Camberley	24,626.69
West End	2,393.10
Windlesham	8,222.82
 Surrey Heath Borough Council	 38,976.17

- (ii) that £19,943.44 be given to Parishes in 2022/23 to offset the effect on the tax base of the Local Council Tax Support scheme;
- (iii) that, in accordance with the Local Authorities (Calculation of Tax Base) (England) Regulations 2012, the amount calculated by Surrey Heath Borough Council as its Tax Base for the year 2022/23 shall be 38,976.17 Band 'D' properties.

The Executive is advised to RECOMMEND to Full Council that

- (i) with effect from 1 April 2022 the Empty Homes Premium is introduced at the maximum levels allowed in the legislation where the property has been empty for 2, 5 or 10 more years as detailed in paragraph 7; and
- (ii) the Council Tax Exceptional Hardship Policy remains unchanged for 2022/23, and the fund available remain at £80,000.

Resource Implications

1. Surrey Heath Borough Council is legally required to set its Council Tax Base for 2022/23 by 31st January 2022.
2. The 2022/23 Council Tax for this Borough will be set at the Council meeting on 23rd February 2022.
3. The tax base set in 2021/22 was 38,810.56. The proposed tax base of 38,976.17 is an increase in the tax base of 165.61 band D equivalent properties. The increase in the tax base takes in to consideration 166 anticipated band D new property developments due for completion during 2022/23.
4. Surrey County Council stated in 2020/21 that any additional income generated by the reduction in empty property relief normally due to them would be returned to Districts to support community services. The 28 day unoccupied and substantially unfurnished discount scheme is currently used to fund a Surrey Heath Borough Council Climate Change Officer.
5. In February 2015 the Government included money to be provided to compensate parishes for the loss of income from the Local Council Tax Support Scheme (LCTSS) within the Council's Revenue Support grant. However from 2017/18 the Revenue Support Grant was reduced to zero and hence the funding lost. Recognising that to remove this income from parishes could have a detrimental impact on them it is recommended that the payment made last year of £19,943.44 be unchanged.

Key Issues

Technical changes to Council Tax

6. Technical changes to Council Tax were introduced from April 2013 under the Local Government Finance Act 2012 which meant that Councils were empowered to set a number of changes to Council Tax discounts and exemptions as well as introduce a premium for long term empty properties.
7. The table below sets out the permitted range of relief categories, and the proposed relief for 2022/23.

Category	Permitted changes	2021/22 Reliefs	Proposed change in 2022/23
Empty Homes in need of or undergoing major repair or structural alterations	Discount of up to 100% for 12 months	No discount from day one	No change

Empty Homes that are unoccupied and substantially unfurnished	Discount of up to 100% for any period	0% Discount given for up to 28 days from the date a property first becomes unoccupied and substantially unfurnished.	No change
Furnished Homes not occupied as anyone's main home	Can discount up to 10%	No discount from day one	No change
Long term empty houses (over 1 year)	Discount of up to 50% for one year and ability to set a premium after 2 years, 5 years and 10 years of up to 100%, 200% or 300%	No discount and 50% premium on properties empty more than 2 years	Additional 100% charge on full amount of rates payable after 2 years being empty From 2022 where the property has been empty for 5 years a premium of 200%. From 2022 where the property has been empty for 10 years or more a premium of 300%
Young people who have left care (care leavers) until their 25th birthday.	Section 13A LGFA 1992 permits reduction of council Tax liability for prescribed classes to nil	100% relief	No change

8. The biggest single discount given on Council Tax is the “single person’s discount” which gives a reduction of 25% on Council Tax for those properties with one occupier. Surrey Heath had, as of 5 October 2021,

10,609 dwellings in receipt of single person discount. The ability to vary this discount remains with the Government.

9. There are 87 properties that are currently subject to the Empty Homes Premium of 50%, making the council tax payable 150% of the charge valuation band charge.
10. Of the 87 properties 61 would move to the 100% premium, 16 to the 200% premium and 10 to the 300% premium.

Local Council Tax Support Scheme

11. On 1 April 2013 the Council introduced a new Local Council Tax Support Scheme (LCTSS) to replace Council Tax Benefit, for working age claimants. The scheme for working age claimants adopted by Surrey Heath Borough Council is currently under review.
12. The proposed new LCTSS is subject to a separate report and adoption following consultation and approval.
13. The cost of the LCTSS is taken into account as foregone band D equivalent properties in the setting of the Council Taxbase.
14. Expenditure on the LCTSS has increased sharply in from April to July 2020 but has now slowly falling and is currently at £3,267,416, compared to an outturn of £3,431,707 in 2020/21 which does not include £169,000 in Covid Hardship payments.

Support to Parishes

15. The introduction of the LCTSS in April 2013 had the effect of reducing the Council Tax base since it operates as a discount rather than a benefit.
16. In order to recognise the effect that this would have on parishes the Government provided a grant in 2013/14 to Councils to give to parishes to ensure they were no worse off because of the introduction of the LCTSS. This money was subsequently included within the revenue support grant (RSG) but as the Council's RSG is now zero it is reasonable to assume that this funding has been withdrawn.
17. Despite not receiving any funding from Government the Council recognises the impact the LCTSS had on parishes and in the spirit of partnership and supporting parishes has continued to compensate parishes for some of their loss. It is therefore proposes that for the 2022/23 the compensation given to parishes remains unchanged from 2021/22. The level of support is shown in the table below:

Parish/Town	Support given 2021/22
Bisley	1,334.30
Chobham	2,962.87
Frimley and Camberley	8,116.98

West End	1,591.65
Windlesham	5,937.64
TOTAL	£19,943.44

Options

18. The Executive can accept, amend or reject any part of the proposal. It should be noted that the Council has a statutory duty to determine its Tax Base by 31st January 2022.

Proposals

19. It is proposed that the Executive:
- (i) note the calculations of the tax base in Annexes A to F summarised below;

	Band D Equivalent Properties
Bisley	1,658.21
Chobham	2,075.35
Frimley and Camberley	24,626.69
West End	2,393.10
Windlesham	8,222.82
 Surrey Heath Borough Council	 38,975.86

- (ii) resolve that £19,943.44 be given to Parishes in 2022/23 to offset the effect on the tax base of the Local Council Tax Support scheme;
- (iii) that from 1 April 2022 the local property related discounts available to be set by Surrey Heath Borough Council using the freedoms given in the Local Government Finance Act 2012 and relevant statutory instruments in respect of the Empty Homes Premium be introduced at the maximum levels allowed in the legislation where the property has been empty for 2, 5 or 10 years as detailed in paragraph 7
- (iv) Recommend that the Council Tax Exceptional Hardship Policy remains unchanged for 2022/23 and the fund available remain at £80,000.

Supporting Information

20. Attached in Annexes A to F of this report are detailed breakdowns of the calculations of the Tax Base for each part of the Borough, i.e. the 4 parishes and the urban area of Frimley and Camberley. In addition Annex F includes a breakdown of the calculation of the Tax Base for the whole area. The format of the Annexes meets statutory requirements.

21. Annexes A to F assume that there will be no change to the discounts and exemptions given nor to overall level of expenditure on LCTSS.
22. Annexe G sets out the current number of long term empty properties, the current valuation band and the effect of the change on the chargeable amount from 1 April 2022 based on 2021/22 council tax levels
23. The Executive should note that Tax Base calculation, which must be calculated for each area of the Borough for bands A to H, reflects the following:
 - a) The number of chargeable properties on the Listing Officer's Valuation List, as adjusted for exempt properties and disabled relief which have been granted.
 - b) Discounts where there are only one or no residents in a property. The figures reflect the position as at 4th October 2021.
 - c) The Ministry of Defence will be making a contribution in respect of its properties which are exempt under Council Tax. The equivalent number of band D properties is added into the Frimley and Camberley calculations.
 - d) No change is anticipated in the number of discounts given during 2022/23.
 - e) The losses on collection allowance remains unchanged at 1.5%, an allowance for the LCTSS is made and these seek to avoid creating a deficit on the collection fund.

Corporate Objectives and Key Priorities

24. By setting the tax base and thus raising the correct level of Council Tax the Council is able to support all its corporate objectives.

Legal Issues

25. There is a legal requirement that the Council as a billing authority must set its Council Tax base before 31 January 2022 for the following financial year starting 1 April 2022.
26. Section 31B of the Local Government Finance Act 1992, as inserted by the Localism Act 2011, imposes a duty on the Council as a billing authority, to calculate its Council Tax by applying a formula which as set out in the Local Authority (Calculation of Council Tax Base) (England) Regulations 2012.
27. The formula involves a figure for the Council Tax Base for the year, which must itself be calculated. The basis of liability for Council Tax is the valuation band to which a dwelling has been assigned. Valuation bands range from A to H, and the relative liabilities of each band are expressed in terms of proportions of Band D.

28. The Council is under an obligation to notify major precepting authorities of the calculation.

Risk Management

29. If the tax base is not set then this would delay the budget setting and billing for 2022/23.

Equalities Impact

30. No discernible impact has been identified over and above those noted and dealt with when the LCTSS was introduced in April 2013.

Annex A – F	Council Tax Base calculations for Surrey Heath and Parishes
Annex G	Long Term Empty properties
Background Papers	None
Author/Contact Details	Robert Fox – Revenues and Benefits Manager robert.fox@surreyheath.gov.uk
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Annex A

2022/23										
Surrey Heath						BANDS				
	@	A	B	C	D	E	F	G	H	TOTAL
1. Total number of dwellings on the Valuation List		630	2435	6224	10039	6834	5850	5174	521	37707.00
Number of dwellings exempt		62	53	236	171	224	88	52	13	899.00
2. Adjusted number of chargeable dwellings		568	2382	5988	9868	6610	5762	5122	508	36808.00
Number of chargeable dwellings subject to disabled reduction		0	3	14	37	31	35	29	10	
Number of dwellings effectively subject to council tax for this band by virtue of disabled relief	0	3	14	37	31	35	29	10	0	
3. Adjusted number of chargeable dwellings	0	571	2393	6011	9862	6614	5756	5103	498	36808.00
Number of dwellings in line 3 entitled to a single adult household 25% discount	0	335	1377	2498	3046	1608	992	703	50	10609.00
Number of dwellings in line 3 entitled to a 50% discount including Annexes	0	27.25	4.00	4.00	5.75	4.00	5.00	10.00	5.00	65.00
4. Adjusted number of chargeable dwellings	0	473.6	2046.8	5384.5	9097.6	6210.0	5505.5	4922.3	483.0	34123.25
Number of dwellings in line 4 classed as empty and being charged the Empty Homes Premium	0	5	23	23	12	12	8	3	1	87.00
Number of dwellings in line 4 classed as empty and entitled to 28 day 100% discount	0	3	13	27	25	9	6	5	0	88.00
5. Adjusted number of chargeable dwellings	0.0	476.1	2058.3	5396.0	9103.6	6216.0	5509.5	4923.8	483.5	34166.8
Reduction in taxbase as a result of local council tax support	0.00	107.34	456.02	521.50	478.53	108.41	31.95	19.22	1.19	1,724.16
6. Adjusted number of chargeable dwellings	0.00	368.79	1,602.23	4,874.50	8,625.10	6,107.59	5,477.55	4,904.53	482.31	32,442.59
Ratio to Band D	5/9	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9	
7. Total number of band D equivalents after allowance for council tax support	0	245.9	1246.2	4332.9	8625.1	7464.8	7912.0	8174.2	964.6	38965.7
Adjustment for expected new properties at Band D										166
Less										
Allowance for loss on collection of 1.5%										586.98
MOD PROPERTIES										431.20
Tax Base after adjustment										38,975.86

Annex B

2022_23 BISLEY	BANDS								
	A	B	C	D	E	F	G	H	TOTAL
1.Total number of dwellings on the Valuation List	7	69	197	380	321	368	184	6	1532.00
Number of dwellings exempt	3	0	0	4	4	2	2	0	15.00
2. Adjusted number of chargeable dwellings	4	69	197	376	317	366	182	6	1517.00
Number of chargeable dwellings subject to disabled reduction	0	0	0	3	2	3	0	2	
Number of dwellings effectively subject to council tax for this band by virtue of disabled relief	0	0	3	2	3	0	2	0	
3. Adjusted number of chargeable dwellings	4	69	200	375	318	363	184	4	1517.00
Number of dwellings in line 3 entitled to a single adult household 25% discount	1	52	88	110	87	56	19	1	414.00
Number of dwellings in line 3 entitled to a 50% discount including Annexes	0	1	1	0	0	0	1	0	3.00
4. Adjusted number of chargeable dwellings	3.8	55.5	177.5	347.5	296.3	349.0	178.8	3.8	1412.00
Number of dwellings in line 4 classed as empty and being charged the Empty Homes Premium	0	0	0	0	0	0	0	0	0.00
Number of dwellings in line 4 classed as empty and entitled to 28 day 0% discount	0	1	1	0	0	0	0	0	2.00
5. Adjusted number of chargeable dwellings	3.8	55.5	177.5	347.5	296.3	349.0	178.8	3.8	1412.00
Reduction in taxbase as a result of local council tax support	0.00	4.54	17.99	11.91	4.88	0.00	2.82	0.00	42.14
6. Adjusted number of chargeable dwellings	3.75	50.96	159.51	335.59	291.37	349.00	175.93	3.75	1,369.86
Ratio to Band D	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9	
7. Total number of band D equivalents after allowance for council tax support	2.5	39.6	141.8	335.6	356.1	504.1	293.2	7.5	1680.5
Adjustment for expected new properties at Band D									3
Less									
Allowance for loss on collection of 1.5%									25.25
MOD PROPERTIES									0.00
Tax Base after adjustment									1,658.21

Annex C

2022_23 CHOBHAM	BANDS								
	A	B	C	D	E	F	G	H	TOTAL
1.Total number of dwellings on the Valuation List	59	56	148	509	390	275	278	173	1888.00
Number of dwellings exempt	3	2	8	5	3	3	1	1	26.00
2. Adjusted number of chargeable dwellings	56	54	140	504	387	272	277	172	1862.00
Number of chargeable dwellings subject to disabled reduction	0	0	0	2	0	2	4	1	
Number of dwellings effectively subject to council tax for this band by virtue of disabled relief	0	0	2	0	2	4	1	0	
3. Adjusted number of chargeable dwellings	56	54	142	502	389	274	274	171	1862.00
Number of dwellings in line 3 entitled to a single adult household 25% discount	15	34	90	164	130	63	51	25	572.00
Number of dwellings in line 3 entitled to a 50% discount including Annexes	7.75	0	0	2	0	1	0	0	10.75
4. Adjusted number of chargeable dwellings	48.4	45.5	119.5	460.0	356.5	257.8	261.3	164.8	1713.63
Number of dwellings in line 4 classed as empty and being charged the Empty Homes Premium	1	0	1	1	3	1	0	1	8.00
Number of dwellings in line 4 classed as empty and entitled to 28 day 0% discount	0	1	1	0	0	0	0	0	2.00
5. Adjusted number of chargeable dwellings	48.9	45.5	120.0	460.5	358.0	258.3	261.3	165.3	1717.63
Reduction in taxbase as a result of local council tax support	9.25	15.57	31.45	43.07	9.96	6.22	0.28	0.38	116.18
6. Adjusted number of chargeable dwellings	39.63	29.93	88.55	417.43	348.04	252.03	260.97	164.87	1,601.45
Ratio to Band D	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9	
7. Total number of band D equivalents after allowance for council tax support	26.4	23.3	78.7	417.4	425.4	364.0	435.0	329.7	2100.0
Adjustment for expected new properties at Band D									7
Less									
Allowance for loss on collection of 1.5%									31.60
MOD PROPERTIES									0.00
Tax Base after adjustment									2,075.35

Annex D

2022-23 Frimley and Camberley	BANDS									
	@	A	B	C	D	E	F	G	H	TOTAL
1. Total number of dwellings on the Valuation List	0	438	1974	4698	7069	4038	2977	3363	130	24687.00
Number of dwellings exempt	0	45	45	213	135	199	70	38	11	756.00
2. Adjusted number of chargeable dwellings	0	393	1929	4485	6934	3839	2907	3325	119	23931.00
Number of chargeable dwellings subject to disabled reduction	0	0	3	11	25	20	15	20	5	0
Number of dwellings effectively subject to council tax for this band by virtue of disabled relief	0	3	11	25	20	15	20	5	0	0
3. Adjusted number of chargeable dwellings	0	396	1937	4499	6929	3834	2912	3310	114	23931.00
Number of dwellings in line 3 entitled to a single adult household 25% discount	0	266	1058	1718	2037	875	475	463	7	6899.00
Number of dwellings in line 3 entitled to a 50% discount including Annexes	0	15.50	2.00	3.00	3.75	3	3	8	1	39.25
4. Adjusted number of chargeable dwellings	0	321.8	1671.5	4068.0	6417.9	3613.8	2791.8	3190.3	111.8	22186.63
Number of dwellings in line 4 classed as empty and being charged the Empty Homes Premium	0	3	19	16	8	7	3	1	0	57.00
Number of dwellings in line 4 classed as empty and entitled to 28 day 0% discount	0	2	11	18	23	7	3	4	0	68.00
5. Adjusted number of chargeable dwellings	0	323.3	1,681.0	4,076.0	6,421.9	3,617.3	2,793.3	3,190.8	111.8	22215.13
Reduction in taxbase as a result of local council tax support	0.00	83.38	367.97	361.40	330.07	57.64	13.05	11.26	0.00	1,224.77
6. Adjusted number of chargeable dwellings	0.00	239.87	1,313.03	3,714.60	6,091.81	3,559.61	2,780.20	3,179.49	111.75	20,990.36
Ratio to Band D	5/9	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9	
7. Total number of band D equivalents after allowance for council tax support	0	159.9	1021.2	3301.9	6091.8	4350.6	4015.8	5299.2	223.5	24464.0
Adjustment for expected new properties at Band D										100
Less										
Allowance for loss on collection of 1.5%										368.46
MOD PROPERTIES										431.20
Tax Base after adjustment										24,626.69

Annex E

2022_23									
West End	BANDS								
	A	B	C	D	E	F	G	H	TOTAL
1. Total number of dwellings on the Valuation List	26	36	125	359	677	515	309	19	2066.00
Number of dwellings exempt	3	4	0	1	3	2	2	0	15.00
2. Adjusted number of chargeable dwellings	23	32	125	358	674	513	307	19	2051.00
Number of chargeable dwellings subject to disabled reduction	0	0	0	0	3	2	2	0	
Number of dwellings effectively subject to council tax for this band by virtue of disabled relief	0	0	0	3	2	2	0	0	
3. Adjusted number of chargeable dwellings	23	32	125	361	673	513	305	19	2051.00
Number of dwellings in line 3 entitled to a single adult household 25% discount	10	21	77	128	129	76	25	0	466.00
Number of dwellings in line 3 entitled to a 50% discount including Annexes	0.00	0	0	0	0	0	0	0	0.00
4. Adjusted number of chargeable dwellings	20.5	26.8	105.8	329.0	640.8	494.0	298.8	19.0	1934.50
Number of dwellings in line 4 classed as empty and being charged the Empty Homes Premium	0	0	0	0	0	0	0	0	0.00
Number of dwellings in line 4 classed as empty and entitled to 28 day 0% discount	0	0	1	0	1	0	0	0	2.00
5. Adjusted number of chargeable dwellings	20.5	26.8	105.8	329.0	640.8	494.0	298.8	19.0	1934.50
Reduction in taxbase as a result of local council tax support	1.49	10.30	14.23	19.82	14.32	3.83	1.22	0.00	65.21
6. Adjusted number of chargeable dwellings	19.01	16.45	91.52	309.18	626.43	490.17	297.53	19.00	1,869.29
Ratio to Band D	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9	
7. Total number of band D equivalents after allowance for council tax support	12.7	12.8	81.4	309.2	765.6	708.0	495.9	38.0	2423.5
Adjustment for expected new properties at Band D									6
Less									
Allowance for loss on collection of 1.5%									36.44
MOD PROPERTIES									0.00
Tax Base after adjustment									2,393.10

Annex F

2022_23									
Windlesham	BANDS								
	A	B	C	D	E	F	G	H	TOTAL
1.Total number of dwellings on the Valuation List	100	300	1056	1722	1408	1715	1040	193	7534.00
Number of dwellings exempt	8	3	15	25	15	11	9	1	87.00
2. Adjusted number of chargeable dwellings	92	297	1041	1697	1393	1704	1031	192	7447.00
Number of chargeable dwellings subject to disabled reduction	0	0	3	7	6	13	3	2	
Number of dwellings effectively subject to council tax for this band by virtue of disabled relief	0	3	7	6	13	3	2	0	
3. Adjusted number of chargeable dwellings	92	300	1045	1696	1400	1694	1030	190	7447.00
Number of dwellings in line 3 entitled to a single adult household 25% discount	43	212	525	607	387	322	145	17	2258.00
Number of dwellings in line 3 entitled to a 50% discount	4	1	0	0	1	1	1	4	12.00
4. Adjusted number of chargeable dwellings	79.3	246.5	913.8	1544.3	1302.8	1613.0	993.3	183.8	6876.50
Number of dwellings in line 4 classed as empty and being charged the Empty Homes Premium	1	4	6	3	2	4	2	0	22.00
Number of dwellings in line 4 classed as empty and entitled to 28 day 0% discount	1	1	5	2	1	3	1	0	14.00
5. Adjusted number of chargeable dwellings	79.8	248.5	916.8	1,545.8	1,303.8	1,615.0	994.3	183.8	6887.50
Reduction in taxbase as a result of local council tax support	13.22	57.63	96.42	73.65	21.61	8.85	3.64	0.81	275.83
6. Adjusted number of chargeable dwellings	66.53	190.87	820.33	1,472.10	1,282.14	1,606.15	990.61	182.94	6,611.67
Ratio to Band D	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9	
7. Total number of band D equivalents after allowance for council tax support	44.4	148.5	729.2	1472.1	1567.1	2320.0	1651.0	365.9	8298.0
Adjustment for expected new properties at Band D									50
Less									
Allowance for loss on collection of 1.5%									125.22
MOD PROPERTIES									0.00
Tax Base after adjustment									8,222.82

**Annex G
Prem50 to Prem100**

Band	Parish	Empty Days	Annual charge 2021/22	Current Prem 50 charge	Charge under 1 April 2022 proposed changes
A	FC	735	£ 1,308.62	£ 1,962.93	£ 2,617.24
E	FC	736	£ 2,531.13	£ 3,796.70	£ 5,062.26
F	WIN	739	£ 3,034.88	£ 4,552.32	£ 6,069.76
H	CHOB	751	£ 4,208.44	£ 6,312.66	£ 8,416.88
A	FC	752	£ 1,308.62	£ 1,962.93	£ 2,617.24
F	WIN	753	£ 3,034.88	£ 4,552.32	£ 6,069.76
F	FC	754	£ 2,991.35	£ 4,487.03	£ 5,982.70
D	FC	764	£ 2,070.93	£ 3,106.40	£ 4,141.86
F	FC	773	£ 2,991.35	£ 4,487.03	£ 5,982.70
D	FC	781	£ 2,070.93	£ 3,106.40	£ 4,141.86
C	WIN	797	£ 1,867.61	£ 2,801.42	£ 3,735.22
C	FC	823	£ 1,840.82	£ 2,761.23	£ 3,681.64
C	FC	823	£ 1,840.82	£ 2,761.23	£ 3,681.64
B	FC	844	£ 1,610.73	£ 2,416.10	£ 3,221.46
B	FC	844	£ 1,610.73	£ 2,416.10	£ 3,221.46
B	FC	844	£ 1,610.73	£ 2,416.10	£ 3,221.46
D	FC	845	£ 2,070.93	£ 3,106.40	£ 4,141.86
E	CHOB	848	£ 2,571.82	£ 3,857.73	£ 5,143.64
E	CHOB	848	£ 2,571.82	£ 3,857.73	£ 5,143.64
A	FC	856	£ 1,308.62	£ 1,962.93	£ 2,617.24
C	FC	881	£ 1,840.82	£ 2,761.23	£ 3,681.64
A	CHOB	888	£ 1,402.81	£ 2,104.22	£ 2,805.62
F	WIN	889	£ 3,034.88	£ 4,552.32	£ 6,069.76
D	FC	918	£ 2,070.93	£ 3,106.40	£ 4,141.86
E	WIN	918	£ 2,567.97	£ 3,851.96	£ 5,135.94
B	FC	924	£ 1,610.73	£ 2,416.10	£ 3,221.46
C	FC	924	£ 1,840.82	£ 2,761.23	£ 3,681.64
D	FC	958	£ 2,070.93	£ 3,106.40	£ 4,141.86
B	FC	966	£ 1,610.73	£ 2,416.10	£ 3,221.46
C	FC	966	£ 1,840.82	£ 2,761.23	£ 3,681.64

**Annex G
Prem50 to Prem100**

Band	Parish	Empty Day	Annual charge 2021/22	Current Prem 50 charge	Charge under 1 April 2022 proposed changes
E	FC	977	£ 2,531.13	£ 3,796.70	£ 5,062.26
B	FC	988	£ 1,610.73	£ 2,416.10	£ 3,221.46
C	FC	995	£ 1,840.82	£ 2,761.23	£ 3,681.64
B	FC	1006	£ 1,610.73	£ 2,416.10	£ 3,221.46
B	FC	1006	£ 1,610.73	£ 2,416.10	£ 3,221.46
C	FC	1026	£ 1,840.82	£ 2,761.23	£ 3,681.64
G	FC	1037	£ 3,451.55	£ 5,177.33	£ 6,903.10
C	FC	1069	£ 1,840.82	£ 2,761.23	£ 3,681.64
D	CHOB	1069	£ 2,104.22	£ 3,156.33	£ 4,208.44
C	FC	1086	£ 1,840.82	£ 2,761.23	£ 3,681.64
E	CHOB	1101	£ 2,571.82	£ 3,857.73	£ 5,143.64
B	FC	1127	£ 1,610.73	£ 2,416.10	£ 3,221.46
B	FC	1128	£ 1,610.73	£ 2,416.10	£ 3,221.46
B	FC	1128	£ 1,610.73	£ 2,416.10	£ 3,221.46
E	FC	1140	£ 2,531.33	£ 3,797.00	£ 5,062.66
B	FC	1141	£ 1,610.73	£ 2,416.10	£ 3,221.46
C	FC	1174	£ 1,840.82	£ 2,761.23	£ 3,681.64
C	WIN	1180	£ 1,867.61	£ 2,801.42	£ 3,735.22
E	FC	1182	£ 2,531.33	£ 3,797.00	£ 5,062.66
C	WIN	1184	£ 1,867.61	£ 2,801.42	£ 3,735.22
B	FC	1189	£ 1,610.73	£ 2,416.10	£ 3,221.46
C	FC	1219	£ 1,840.82	£ 2,761.23	£ 3,681.64
F	FC	1240	£ 2,991.35	£ 4,487.03	£ 5,982.70
E	WIN	1253	£ 2,567.97	£ 3,851.96	£ 5,135.94
C	WIN	1295	£ 1,867.61	£ 2,801.42	£ 3,735.22
D	FC	1314	£ 2,070.93	£ 3,106.40	£ 4,141.86
C	WIN	1343	£ 1,867.61	£ 2,801.42	£ 3,735.22
B	FC	1428	£ 1,610.73	£ 2,416.10	£ 3,221.46
C	FC	1467	£ 1,840.82	£ 2,761.23	£ 3,681.64
E	FC	1513	£ 2,531.13	£ 3,796.70	£ 5,062.26
D	FC	1707	£ 2,070.93	£ 3,106.40	£ 4,141.86

**Annex G
Prem50 to Prem200**

Band	Parish	Empty Day	Annual charge 2021/22		Current Prem 50 charge		Charge under 1 April 2022 proposed changes	
C	WIN	1851	£	1,867.61	£	2,801.42	£	5,602.83
B	WIN	2013	£	1,634.17	£	2,451.26	£	4,902.51
F	CHOB	2013	£	3,039.43	£	4,559.15	£	9,118.29
C	FC	2082	£	1,840.82	£	2,761.23	£	5,522.46
B	WIN	2166	£	1,634.17	£	2,451.26	£	4,902.51
C	FC	2196	£	1,840.82	£	2,761.23	£	5,522.46
E	FC	2218	£	2,531.13	£	3,796.70	£	7,593.39
B	WIN	2258	£	1,634.17	£	2,451.26	£	4,902.51
C	FC	2380	£	1,840.82	£	2,761.23	£	5,522.46
B	FC	2702	£	1,610.73	£	2,416.10	£	4,832.19
G	WIN	2829	£	3,501.78	£	5,252.67	£	10,505.34
D	WIN	2930	£	2,101.07	£	3,151.61	£	6,303.21
E	FC	3029	£	2,531.13	£	3,796.70	£	7,593.39
C	FC	3109	£	1,840.82	£	2,761.23	£	5,522.46
D	WIN	3230	£	2,101.07	£	3,151.61	£	6,303.21
B	WIN	3272	£	1,634.17	£	2,451.26	£	4,902.51

**Annex G
Prem50 to Prem300**

Band	Parish	Empty Day	Annual charge 2021/22		Current Prem 50 charge		Charge under 1 April 2022 proposed changes	
D	WIN	4064	£	2,101.07	£	3,151.61	£	8,404.28
G	WIN	4567	£	3,501.78	£	5,252.67	£	14,007.12
D	FC	4845	£	2,070.93	£	3,106.40	£	8,283.72
B	FC	5523	£	1,610.73	£	2,416.10	£	6,442.92
B	FC	5523	£	1,610.73	£	2,416.10	£	6,442.92
A	WIN	5676	£	1,400.71	£	2,101.07	£	5,602.84
C	CHOB	6671	£	1,870.41	£	2,805.62	£	7,481.64
F	WIN	8070	£	3,034.88	£	4,552.32	£	12,139.52
B	FC	9165	£	1,610.73	£	2,416.10	£	6,442.92
B	FC	10414	£	1,610.73	£	2,416.10	£	6,442.92

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Mid-Year Performance Report – 2021/22

Summary

This Mid-Year Performance Report summarises the performance of the Council in the first six months of 2021/22 against the corporate objectives, priorities and success measures set out in the Annual Plan.

Portfolio: Leader

Date Portfolio Holder signed off report: 18 November 2021

Wards Affected: All

Recommendation

The Executive is requested to NOTE the attached mid-year performance report and the comments from the Performance & Finance Scrutiny Committee.

1. Key Issues

- 1.1 The Annual Plan 2021/22 was agreed by the Executive on 16 March 2020, and set out the key targets, projects and success measures for the year.
- 1.2 The attached report at Annex A summarises the Council's performance and achievements against these targets in the first six months of 2021/22.
- 1.3 Progress against this plan is monitored regularly and reported on a quarterly basis to the Corporate Management Team.
- 1.4 This report was considered by the Performance & Finance Scrutiny Committee at its meeting on 10 November 2021, and comments and observations from the Committee are set out below from paragraph 2.1. The Executive are asked to consider these comments and observations.
- 1.5 The Council adopted its new Five Year Strategy 2022-27 on 27 October 2021, which sets clear objectives and targets under four key themes of **Environment, Health & Quality of Life, Economy and Effective and Responsive Council** – together with targets to influence or lobby on matters that are important to Surrey Heath's residents and borough, but fall outside the control or powers of Surrey Heath Borough Council.
- 1.6 The Annual Plan for 2022/23 will reflect the new Five Year Strategy and ensure the delivery of the objectives within it. A draft plan will be reported to the Performance & Finance Scrutiny Committee in January 2022, before coming to the Executive for approval in March 2022.

2. Comments and observations from Performance & Finance Scrutiny Committee

- 2.1 This report was considered by the Performance & Finance Scrutiny Committee at its meeting on 10 November 2021. The comments and observations from the Committee are set out below, and where appropriate Officers undertook to come back to the Committee with a response outside the meeting:
- a. Members felt that the format of the report could be made easier to use and read in the future, with all relevant information about targets on the same page;
 - b. It was suggested that responsible officers for actions should be Surrey Heath Borough Council staff, rather than those employed by partner organisations. It was confirmed that officers from partner organisation where they were delivering services on behalf of Surrey Heath Borough Council would be available to report to the Committee in future if required;
 - c. Thanks were given to officers delivering a significant amount of work on the Climate Change action plan;
 - d. In relation to carbon emissions and impact - it was queried why the Council's food waste collections were shipped a significant distance for disposal when there was a disposal facility within Surrey. The Portfolio Holder stated this was due to long term contract agreements.
 - e. Members felt that current issues with the suspended green waste service should be reflected in the report, and it was queried when the service was likely to resume. It was queried whether this suspension was adversely impacting the Council's income. Members asked whether there would be an additional final run to empty full bins, as they were aware a neighbouring authority were due to have another run shortly. Members queried the percentage of unemptied green bins. It was noted that, due to the national HGV driver shortage, resources were being focused on core collection services, but every effort was being made to plan a further green waste collections. The Committee also raised the issue of refunds or roll-forwards for customers.
 - f. Officers confirmed that the Committee would have a chance to review and comment on the following year's Annual Plan and targets at their meeting in January 2022, which would reflect and deliver the newly agreed Five Year Strategy.
 - g. Members felt that 'RAG' ratings were not a helpful indicator, and noted that there was no key to explain them. It was suggested that it would be more helpful to state whether the target would be achieved or was on track, whether it was within set timescales or whether it was unlikely to be achieved. It was felt that the RAG ratings for the different playground completions were not consistent.
 - h. It was commented that the 'Amber' rating for the Local Plan target (SHBC 8) didn't reflect the enormous amount of work on this

project from the Officer team. It was this was noted that this reflect the amended timetable from the original target.

- i. It was queried whether the Theatre ticket figures were cumulative, and it was confirmed that the quarterly figures represented tickets within that individual quarter and the target represented the cumulative annual total.
- j. It was commented that Air Quality should be monitored across the borough and suggested that the World Health Organisation standards should be reviewed and introduced.
- k. It was queried what the current usage figures were for the new leisure centre and it was reported that it was performing strongly and exceeding expectations.
- l. It was asked whether there were any plans to review how Camberley Theatre was managed – for example via a Trust. It was reported that this had previously been considered by Council and rejected due to the business case. There was a strong team at the Theatre who were continuing to decrease the subsidy needed for its operation (notwithstanding the impacts of Covid).
- m. The planned improvements for recycling at blocks of flats was welcomed, and more details were requested. It was noted that charity collections points at the Briars Centre had not yet been reinstated.

3. Resource Implications

- 3.1 There are no specific resource implications arising from this report.

4. Proposals

- 4.1 The Executive is requested to note the attached mid-year performance report at Annex A and the comments from the Performance & Finance Scrutiny Committee set out in section 2.

5. Supporting Information

- 5.1 Please see the attached report at Annex A.

6. Corporate Objectives And Key Priorities

- 6.1 This report details progress against the Council's Corporate Objectives and Key Priorities.

7. Policy Framework

- 7.1 The Annual Plan supports the delivery of the Council's Five Year Strategy; a key element of the Council's Policy Framework.

8. Legal Issues

- 8.1 There are no specific legal issues arising from this report.

9. Governance

9.1 Regular monitoring and review of progress against key projects and targets is a key element of corporate governance.

10. Risk Management

10.1 Risks are considered on a project by project basis.

11. Equalities Impact

11.1 Equalities impact are considered on a project by project basis. A key target in the Annual Plan is focusing on addressing poverty within the Borough.

12. Human Rights

12.1 There are no specific human rights implications in this report.

13. Environmental Impact

13.1 Environmental impacts are considered on a project by project basis. A key target in the Annual Plan is focusing on addressing Climate Change within the Borough and the Council's operations.

14. Consultation

14.1 This report provides an update on the successful consultation to inform the new Five Year Strategy, and how the Council is continuing to develop its approach with other consultations and ensure it is a 'listening' Council.

15. PR And Marketing

15.1 There are regular communications across numerous channels on many of the projects and targets included in the plan, including any impact of Covid on services.

Annexes	Annex A – Mid-Year Performance Report – 2020/21
Background Papers	Annual Plan 2021/22
Author/Contact Details	Sarah Bainbridge, Organisational Development Manager sarah.bainbridge@surreyheath.gov.uk
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Key Projects – Strategic / Cross-Cutting

REF	TARGET / PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	Q2 UPDATE
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 59 SHBC1</p>	<p>Climate Change</p> <p>Surrey Heath Borough Council declared a Climate Change emergency in October 2019; agreed a target of making Surrey Heath Borough Council and its contractors carbon neutral by 2030, or earlier if possible, taking into account both production and consumption emissions; and set up a Working Group to deliver these aspirations. In 2020/21 the Council published details of its baseline carbon emissions, both as an organisation and the wider Borough, and produced a Climate Change Action Plan.</p>	<p>By 31st March 2022 to have implemented the following targets to the milestones set in the action plan</p> <ul style="list-style-type: none"> Progress delivery of the Surrey Heath Climate Change Action Plan, including implementation of key actions to include facilitating climate change awareness training, and increasing and diversifying communications and engagement on climate change, developing an energy strategy and investigating delivery of electric vehicle charging points. Update the Council's organisational carbon emissions baseline. Develop a framework to monitor delivery of the Action Plan. 	<p>Head of Planning</p>	<ul style="list-style-type: none"> Looking forward to the net zero target in 2030, a pathway of combined measures is in development to reduce the Council's direct operations and transport emissions towards net zero. This will rely on investment, the availability of grant funding and the pace of progress in low carbon technology. The Council will seek to reduce carbon emissions as much as possible, however, where it is not possible to reduce emissions completely, options to offset to achieve the 2030 target will be considered. Delivery of SH Climate Change Action Plan - Delivery is on track to meet the Annual Plan targets. Projects are underway under the themes of Energy, Transport, Environment, Behavioural change, Operations and Monitoring. This includes Big Green Week (September 2021), Solar Together Project (ongoing), Queen's Green Canopy tree planting project (Planting phase 1 until April 22, phase 2 October-December 22), and Climate Change Champions Network with SHBC staff (starting November 2021). These projects involve collaboration, with external contractors, the local community, Surrey's Districts and Boroughs and Surrey County Council.

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REF	TARGET / PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	Q2 UPDATE
Page 60				<ul style="list-style-type: none"> <li data-bbox="1503 256 2181 432">■ Climate Change Awareness training - E-Learning Climate Change Course now available. Officers to become trainers in carbon literacy, and should be able to deliver carbon literacy training for SHBC staff from April 2022. <li data-bbox="1503 456 2181 871">■ Developing an Energy Strategy – Consumption data collected to enable ranking of Council buildings. Consumption data is from 2019/20 and 2020/21 and includes half hourly electricity use and gas use for all SHBC owned buildings where responsible for the bills. This data, along with high level feasibility assessments conducted for low carbon heating options in Surrey Heath House and Camberley Theatre will be used to develop the draft Energy Strategy and options for decarbonisation (First draft: March 2022). <li data-bbox="1503 895 2181 1238">■ Increasing communications and engagement for Climate Change – The Great Big Green Week took place 18th – 26th September and was supported by daily posts by Communications Team and a family event in Lightwater with Greenspaces Team. The Sustainable Surrey Heath Webpages have all been updated. Continuing to deliver support for the Sustainable Warmth Fund as next phase of funding is released. <li data-bbox="1503 1262 2181 1337">■ Investigating delivery of electric vehicle charging points – An ‘electric vehicle and

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REF	TARGET / PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	Q2 UPDATE
Page 61				<p>charging' public survey received 560 responses and will guide development of costed options for charging points for specific car-park locations. Continuing to work with Surrey County Council regarding on-street electric vehicle charge points. Limited local infrastructure viewed as highest barrier to EV ownership in survey. Costed options being prepared for consideration by the end of the financial year for installing charging points across SHBC car park network.</p> <ul style="list-style-type: none"> ■ Carbon Emissions baseline – Update of the SHBC carbon baseline to 2019/20 is on track. Data collection has taken place to allow definition of Scope 1 and Scope 2 emissions. This will engage a common methodology with Surrey's Districts and Boroughs. ■ Framework to monitor delivery of the Action Plan – This will involve for each of the Climate Change Actions: <ul style="list-style-type: none"> ○ Definition of Emission Scope (1,2 or 3) ○ Milestones ○ Target Dates ○ RAG status ○ Officer Lead/Head of Service for each action <p>Will be presented to the Performance & Finance Scrutiny Committee in January 2022.</p>

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REF	TARGET / PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	Q2 UPDATE
				<ul style="list-style-type: none"> Resource in place and Action Plan monitored at Climate Change Working Group – Next Climate Change Working Group to take place early November. Update of the Climate Change Action Plan to be reported to the Performance & Finance Scrutiny committee in January 2022.
SHBC2	<p>Poverty</p> <p>Work with partners to support those living in poverty in the Community.</p> <p>Following a Poverty Consultation Event with public and voluntary sector partners in December 2020 an Action Plan has been agreed with a focus on:</p> <ul style="list-style-type: none"> Signposting people to practical help and ensuring the gateway to support is clear Communication plan to encourage people to seek assistance Response to Covid impact and food poverty 	<p>Action plan for the year sets clear milestones and targets.</p> <p>Hold Poverty Summit with all Councillors to share best practice and learning from the Poverty Working Group by the end of May 2021.</p> <p>Hold another Poverty Consultation Event with partners, voluntary and community groups in 9 months (September 2021) to review progress.</p>	Head of HR, Communications, and Performance	<ul style="list-style-type: none"> Poverty Summit with Councillors took place on the 31st March 2021. The Frimley/Frimley Green, Deepcut and Mytchett Community Group formed in June 21, with Cllr Sarah Jane Croke as its Chairman, and Cllr Helen Whitcroft as its Vice Chair. Work will soon start to engage with the Chobham and Windlesham Councillors to enable support where it is most needed in these Wards. Poverty Consultation Event with partners, voluntary and community groups – Set for 24th November 2021.
SHBC3	<p>Camberley Town Centre Regeneration</p> <p>1. Review of the Camberley Town Centre regeneration programme, in light of progress to date and the impact of the pandemic, including:</p>	<p>a) Draft October 2021</p> <p>b) May 2021</p> <p>c) April 2022</p> <p>d) May 2021</p>	Head of Investment & Development	<ul style="list-style-type: none"> a. Procurement for a town centre strategy consultant underway. Completion targeted by end of 2021. b. Town centre strategy consultant appointed and workstream underway.

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REF	TARGET / PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	Q2 UPDATE
Page 63	<ul style="list-style-type: none"> a. In the context of the economic impact of Covid, develop a refreshed strategy for the Town Centre to encompass the London Road Block development b. Utilise the recently completed public realm improvements to the high street delivers a positive contribution to business confidence and footfall (post lock-down/social distancing) and inform future improvement projects c. Complete the public realm works at Arnold Walk and part of Pembroke Broadway to create a more welcoming entrance to the Town Centre from the Train Station. d. As the country comes out of lockdown develop a communications campaign that strongly promotes the 'Unique Selling Points' of Camberley Town Centre e. Review of 'Big Spaces' in the Council's town centre i.e. former BHS and House of Fraser and agree proposals for their future use. f. To adopt a more direct approach to managing the success of The Square including on-shoring the JPUT (Jersey property unity trust) putting in place updated governance arrangements, and agreeing a letting strategy to support a more flexible approach to filling vacant shops. 	<ul style="list-style-type: none"> e) October 2021 f) July 2021 g) July 2021 h) Summer 2021 		<ul style="list-style-type: none"> ■ c. Progress has been slowed by delayed completion of the Berkeley Homes development, Lumina. These works will be progressed once the development is completed in November. The broader issue of town centre linkages to the station are being addressed through the town centre strategy workstream. ■ d. The Council has delivered and supported a number of events that promote the unique nature of Camberley Town Centre including The Freedom of the Borough Parade, Camberley Comedy Festival, Celebrate Camberley and Camberley Car Show. Further promotion of Camberley Town Centre will form part of the Town Centre Strategy workstream. ■ e. Letting of former BHS agreed. Feasibility report for the development and re-purposing of House of Fraser due for completion in October 2021. ■ f. Dissolution of the JPUT completed, updated governance in place. Strategy being prepared which will include letting. ■ g. Procurement process for Phase II of the refurbishment of The Square Shopping Centre has begun with the development of the tender specification. Project still on target for April 22.

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REF	TARGET / PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	Q2 UPDATE
	<p>g. Secure agreement and commence procurement for Phase II of the refurbishment of The Square Shopping Centre, Camberley</p> <p>h. Works completed on the construction of the new Camberley Leisure Centre with an opening to the public taking place in Summer 2021.</p>			<p>■ h. Leisure centre achieved on schedule and under budget.</p>
<p>SHBC4 Page 64</p>	<p>Five Year Strategy Review and update the Council's Five-Year Strategy setting out our ambitions for our communities, Borough and organisation, including consultation with partners, residents, businesses and staff.</p> <p>Agree new Strategy by October 2021 following public consultation.</p>	<p>Consult with partners and the public on draft Strategy May - July 2021 Agreed by the Council in October 2021</p>	<p>Head of HR, Communications, and Performance</p>	<p>■ Public consultation took place over the summer with excellent engagement from residents. Five year strategy adopted by council in October following significant input from and engagement with all Members.</p>

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REF	TARGET / PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	Q2 UPDATE
SHBC5 Page 65	<p>Villages</p> <p>Led by cross-party Villages Working Group – in 2021/22:</p> <ul style="list-style-type: none"> Continue the Villages Working Group to look at opportunities and proposals to support villages across the Borough Consider proposals for making better community use of 63a The High Street in Bagshot and Windle Valley Day Centre. Look at opportunities to use the Council’s community services partnership to improve transport links in villages (including provision of transport linked to the wider community transport strategy) 	<p>Villages working group to review draft recommendations in February 2021</p> <p>Report recommendations and project plans to Executive in May 2021 and implement agreed actions.</p>	Executive Head – Business	<ul style="list-style-type: none"> Villages Transport project - A consultation with residents of the parish areas has been undertaken and meetings held with both Chobham and Windlesham Parish Councils. Potential service delivery options or actions that could be taken by the Council being considered. Potential funding can be explored via SCC but will very likely need subsidy and revenue costs. Villages working group have met once this financial year. An updated proposal is coming to the Working Group for approval on 1st November. 63A High Street project – development proposal options have been shared with Bagshot Society for comments and feedback has been received. This is will come back to the Villages Working Group on 1st November for a final recommendation to council in February 2022. Future opportunities and proposals – in the coming municipal year the Villages Working Group will be looking to identify new opportunities linked to the Council’s new Five year strategy to support and invest in villages across the borough.
SHBC6	<p>Integrated Care Health and Social Care</p> <p>Work in partnership within the integrated health and social care agenda, to ensure that the Borough Council is appropriately represented in discussions at all levels. This</p>	<p>By 30th June 2021</p> <ol style="list-style-type: none"> To identify a group of Senior officers to work on the preventative priorities of both the 		<p><i>1. To identify a group of Senior officers to work on the preventative priorities</i></p> <ul style="list-style-type: none"> There are already a number of Executive Heads and Senior managers working on the

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REF	TARGET / PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	Q2 UPDATE
Page 66	<p>includes the Surrey Heath Alliance and Frimley Health Integrated Care System, as well as North West Surrey Alliance and Surrey Heartlands Integrated Care System which covers some of the parish areas of the borough and at which representation will be made via the Community Services partnership with Runnymede Borough Council.</p> <p>Services delivered directly by the Council or as part of the Community Services Partnership have a major role to play in the preventative agenda, particularly addressing Health Inequalities. An area which has been prioritised by both the Surrey Health and Wellbeing Board and the Frimley ICS “Wellbeing” Framework is Obesity (incl healthy diet) and Physical Inactivity.</p>	<p>Surrey Health and Wellbeing Board the Frimley integrated care system and Surrey Heath alliance.</p> <p>2. To map all workstreams and meetings related to the ICS and Alliance Partnerships and agree individual officers to lead of individual workstreams.</p> <p>By 30th September 2021</p> <p>3. Through the Health Alliance, explore opportunities to work together with partners to reduce health inequalities and improve Health & Wellbeing including topics such as Obesity.</p>		<p>preventative priorities and working in partnership with the Frimley ICS and the Surrey Heath alliance. This will need to be reviewed when the Strategic Director of Environment and Community is in post.</p> <p><i>2. To map all workstreams and meetings related to the ICS and Alliance Partnerships</i></p> <p>■ The new Frimley Integrated Care System is due to go live this year. The council has been working with the new Chief Executive of the ICS to develop the governance arrangements and the role of the council within it. For the time being, the Chief Executive has been attending meetings of the Surrey Heath Alliance. SHBC are leading on the ‘All Systems Approach to Obesity’ partnership project.</p> <p><i>3. Through the Health Alliance, explore opportunities to work together with partners</i></p> <p>■ The Council works as a key partner within the development of Social Prescribing in Surrey Heath. Community Services has led on the procurement of software on behalf of the local Primary Care Network, to support the further development of Social Prescribing and to provide enhanced reporting of outcomes, to both demonstrate its value and importance to residents and to the integrated health system.</p> <p>■ The Whole Systems Approach to Obesity project is progressing well. At Phase 1 & 2</p>

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REF	TARGET / PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	Q2 UPDATE
				complete (Governance & Building the Local Picture) Moving to Phase 3 (Mapping the Local System) and Phase 4 (Action) in November.
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 9 of 39 SHBC6A</p>	<p>Whole Systems Approach To Obesity</p> <p>Data from the national Child Measurement Programme (2018/19) shows that 18.7% of children start school with excess weight and that by year six this figure has risen to 27.5%.</p> <p>In Surrey 55.5% of adults carry excess weight, however when we look at the data for Surrey Heath we can see 62.2% of adults are estimated to be overweight or obese. This is why Surrey Heath have made addressing the issue of overweight and obesity a priority</p> <p>The 'Whole Systems Approach' (WSA) framework is an evidence-based guide which will enable all partners to work together to tackle the direct and indirect causes of obesity.</p>	<p>By 30th September 2021</p> <ol style="list-style-type: none"> 1. To develop a network of stakeholders who will participate in the six-phase process that is the framework. 2. To develop and start delivery of an action plan which addresses the direct and indirect causes of obesity. <p>Outcomes</p> <p>Outcomes will result from increased physical activity and improved and healthier eating</p> <p>By the end of 5 years, we would hope to see:</p> <ul style="list-style-type: none"> - Adults: Reduction in new cases of diabetes and improvement in outcomes of people 		<ul style="list-style-type: none"> ■ Public consultation (stage 2 of the framework) closed on 10 October 2021. ■ Preparation is currently in place for an Obesity summit (stage 3), likely to take place on 3 November 2021 at Camberley Theatre. List of Stakeholders currently being finalised in partnership with partners. ■ The action plan will be written in partnership with our partners from the Obesity summit - therefore this was not ready for 30 September deadline.

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REF	TARGET / PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	Q2 UPDATE
		<p>with diabetes. Improved reported wellbeing</p> <ul style="list-style-type: none"> - CYP: Improved wellbeing – Improved attention and achievement at school - Frimley ICS staff: Improved reported wellbeing and reduced staff absence - Improving rates of obesity including childhood and maternal obesity (obesity in pregnant women) 		
<p>Page 68 SHBC7</p>	<p>Commercial Property Strategy Review and update the Council’s approach to commercial property in light of the likely economic downturn and announcements on new guidance on borrowing from Government. (Linked to delivery of new Medium Term Financial Strategy – see FIN2)</p>	<p>In line with new Medium Term Finance Strategy (MTFS) – agree at Council in October 2021</p> <p>Strategy will aim to set financial target, that also furthers the aims of the Council.</p>	<p>Interim Strategic Director – Finance and Customer Service</p>	<ul style="list-style-type: none"> ■ Medium Term Finance Strategy to be adopted by Council in December. ■ A report on the amendments to the Public Works Loan Board loan rules and their impact on the Council’s investment strategy has been prepared and considered by the Property Investment Working Group in August 2021.

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REF	TARGET / PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	Q2 UPDATE
SHBC8	<p>Local Plan</p> <p>Continue to develop a new Local Plan to guide development in the Borough and address Housing need. Consult with the public, businesses and partners on the draft local plan.</p>	<p>Consultation on a Draft Plan and Draft Sustainability Appraisal/Strategic Environmental Assessment October – November 2021</p> <p>Aiming to submit Plan to the Secretary of State in October 2022.</p>	<p>Head of Planning/Planning Policy & Conservation Manager</p>	<ul style="list-style-type: none"> ■ Development of the Draft Local Plan is progressing through Local Plan Working Group. Challenges in identifying sufficient land for development have impacted on the time schedule. Consultation on the Draft Local Plan and Sustainability Appraisal is delayed until early 2022. ■ Adoption of plan by December 2023.

Covid-19 Response and Recovery Work

The Council is working with partners to respond one of the biggest pandemics the world has experienced in 100 -years. It is also facing the biggest economic crisis in history. A major incident was declared in Surrey on 19th March 2020 and since then the Council has been actively working with partners and the community to respond to the incident to support the NHS and save lives. It is expected that the Council will remain in this response phase until at least June 2021 and then move to Recovery

Include a review of the impact of the Covid-19 Pandemic on Surrey Heath Borough, including the impact on the town centre, empty retail spaces, housing capacity, car parking standards and a 'unique selling point' for the town centre

The actions in 2021/2022 will include:

1. To work with Surrey Local Resilience Forum (SLRF) partners to respond to the current pandemic in line with priorities agreed by the Strategic Coordinating Group. This includes but not limited to:
 - a. Support the delivery of the Covid 19 vaccination programme.
 - b. Providing welfare support to vulnerable and Clinically Extremely Vulnerable residents required to shield.
 - c. Provide support to businesses required to close due to Covid restrictions.
 - d. To enforce Covid restrictions.

2. By 1st June 2021 to have established an internal Recovery Coordinating Group. The Recovery

1. Covid-19 Response and Recovery Work

- The Council continued to attend meetings of the LRF to coordinate the Council's response to Covid.
 - a) The Council has supported the vaccination programme in a number of ways; including informing through our communications team; promoting messaging and dispelling misinformation in the community through the Covid champion scheme; taking calls through our contact centre and providing free transport for vulnerable people to the vaccination centres. More recently the Council has set up "pop up" vaccination centres in the town centre.
 - b) Preparations were made to support CEV residents requiring to shield but this was not been necessary.
 - c) Guidance was given to businesses through the Covid Marshalls and the Economic Development Team.
 - d) Since 1st April 2021 the Environmental Health team have investigated 125 complaints and investigated two outbreaks. The team also play an active role in face to face contact tracing visits where contacts have not responded to the track and trace team

2. Recovery Co-ordinating Group

- A Recovery Incident Management Team was set up in March and has since been disbanded. Can be reconvened if required.

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Page 71		<p>theme leads will include and not be limited to:</p> <ul style="list-style-type: none"> a. Poverty – work with partners to support those living in poverty in the Community. (SHBC2) b. Parking – review impact of Covid-19 and future needs/strategy (BUS6) c. Theatre – Review impact of Covid and future targets and for the theatre. (BUS7) d. Post-Covid Customer Service (COR2) e. Deliver communications support for Covid Recovery work and vaccination programme (COR7) f. Support all residents and business post Covid with payment of Council Tax, Business Rates and entitlement to Council Tax Support and Housing Benefit. (COR9) g. Post-Covid budget impacts (FIN3) h. Economic Development – supporting post Covid economic recovery in the Borough (TRA1) i. Review of Community Grants & support to Community to support post-Covid Recovery (TRA5) j. Agile and remote working (TRA6) 		
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BUSINESS

REF	TARGET / PROJECT	MILESTONES/TARGETS	RESPONSIBLE OFFICER	Q2 UPDATE
BUS1	New Leisure Centre Opening of new centre – Places Leisure Camberley	New centre to open July 2021.	Executive Head – Business / Recreation & Business Manager	<ul style="list-style-type: none"> ■ Opened on time on 1 July and under-budget by £300k
BUS2	Playground Refurbishment Install new playgrounds within Surrey Heath, following the selection of the design after public consultation and obtaining any necessary planning permission - 2021/22 programme	<p>Refurbish Orchard Way playground, Frimley Road by December 2021 (subject to approval of funding in April – see below)</p> <p>Refurbish London Road Recreation Ground by July 2021.</p> <p>Others to be confirmed subject to approval of Community Infrastructure Levy (review April 2021)</p>	Recreation & Business Manager	<ul style="list-style-type: none"> ■ Old Dean Recreation Ground - Opened July 2020 ■ Watchetts Plan - Work on the new playground started mid-November 2020 and is now complete – Opened January 2021. ■ Loman Road - Work started January 2021 and is now complete – Opened February 2021. ■ Orchard Way Playground – work will start 1st late November and will be complete for December 2021. ■ Chobham Road Playground – Pre-site viewing 6th October and should be completed by December 2021. ■ London Road Recreation Ground - Went out to consultation again as the votes were so close in the first round which caused a delay. The purchase order has now been placed. Waiting on a start date and should be complete for December 2021.

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REF	TARGET / PROJECT	MILESTONES/TARGETS	RESPONSIBLE OFFICER	Q2 UPDATE
BUS3	<p>Physical Activity Strategy</p> <p>To agree a Physical Activity Strategy with the goal of creating an environment where all residents, regardless of background or circumstances, can participate in physical activity.</p> <p>Reflect updated Sports England and Active Surrey Strategies expected early 2021.</p>	<p>First Draft of Strategy for consultation with Members and partners / community groups by September 2021.</p> <p>Take to Council for Approval by end of March 2022.</p>	Commercial & Community Development Manager	<ul style="list-style-type: none"> ■ Focus groups completed with underrepresented groups in Summer 2021. ■ Wider public consultation was rescheduled until Council's five-year strategy consultation was completed, and closed on 10 October. ■ Report due to come to Executive in December 2021. On track to approve strategy within timescales.
BUS4	<p>Parking</p> <p>Refresh and review parking strategy for Camberley Town Centre and then the rest of the Borough in light of the impact of Covid-19 and likely change in demand and needs.</p>	<p>Review complete and new financial targets set in time for budget-setting for 2022/23 – October 2021.</p>	Executive Head - Business / Parking Services Manager	<ul style="list-style-type: none"> ■ Parking strategy is being developed and will contribute to the Council's 2022/23 budget.
BUS5	<p>Theatre</p> <p>Review impact of Covid and future targets and for the theatre. Review future theatre strategy, with a clear commitment to continuing to provide a theatre in Camberley, either on its current site or an improved location.</p>	<p>Review complete and new financial targets set in time for budget-setting for 2022/23 – October 2021. Future theatre strategy aim for a project plan by end of March 2022.</p>	Executive Head – Business / Venue Manager – Camberley Theatre	<ul style="list-style-type: none"> ■ A report on the Theatre was submitted to CMT in October. The theatre has utilised technology for a better customer experience in a post-Covid world. It is exploring opportunities for development and expansion such as changing the style of certain events and implementing an improved location for the Theatre site. ■ People attending events at Camberley Theatre increased from 1,965 in Q1 to 4,760 in Q2. ■ Preparations for the Pantomime are taking place.

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COMMUNITY

REF	TARGET / PROJECT	PROPOSED TARGET 2021/22	RESPONSIBLE OFFICER	Q2 UPDATE
COM1	<p>Community Services Partnership</p> <p>The Executive has agreed to operate a Community Services for older and vulnerable in partnership with Runnymede Borough Council. The targets in 2021/2022 and successive years will be to provide a sustainable service, less reliant on grants, and meeting the needs of increasing numbers of older and vulnerable residents in the Borough.</p>	<p>The proposed targets in 2021/2022 will include:</p> <ol style="list-style-type: none"> 1. By 1st April 2021 to have completed the successful transfer of Surrey Heath Borough Council Community Services staff to Runnymede Borough Council, without any reduction in service. 2. By 1st April 2021 to have set up a Community Services Partnership Board with Political and Senior Officer Membership. 3. The two councils will jointly agree an annual plan for the partnership 4. By 30th March 2022 to have completed the actions to the milestones set by the Community Services Partnership Board. 	Corporate Head of Community Services – Runnymede Borough Council	<ul style="list-style-type: none"> ■ Complete – transfer completed on 1st April and Community Services Partnership Board in place. ■ The first meeting of the Community Services Partnership Board was successfully held in August 2021. A forward plan of meetings has been set from October 2021.
COM3	<p>Air Quality</p> <p>Monitor air quality levels on the A331 (Blackwater Valley Relief Road) following the implementation of the 50 mph</p>	By 31 st March 2022 to have completed the Annual Air Quality Monitoring of the Borough and to have submitted the Annual Air Quality Status report to the council.	Environmental Health & Licensing Manager	<ul style="list-style-type: none"> ■ The monitoring of nitrogen dioxide and dust continues annually and the results remain within the Government air quality objectives for these pollutants. The 2021 status report has been submitted to DEFRA and confirmation of acceptance of the findings is currently awaited.

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REF	TARGET / PROJECT	PROPOSED TARGET 2021/22	RESPONSIBLE OFFICER	Q2 UPDATE
	<p>speed limit in 2019. Continue to monitor air quality across the Borough to ensure levels of pollutants continue to be compliant with national standards. Review our Air Quality Strategy.</p>			
<p>COM4</p>	<p>Surrey Environment Partnership (SEP) Deliver in partnership the Surrey Environment Partnership Work Programme for 2021/22 with a view to increasing recycling and minimising waste.</p>	<p>By 31st March 2022 to have completed the actions in the Surrey Environment Partnership Work Programme with the aim of minimising waste; increase recovery, re-use, recycling and composting waste; and reduce fly tipping.</p>	<p>Managing Director – Joint Waste Solutions</p>	<p>■ The SEP programme of work for 2021-22 focuses on the following key objectives:</p> <ol style="list-style-type: none"> 1. Develop and deliver initiatives that support the three priority areas of waste reduction, food waste recycling and reducing contamination of dry mixed recycling. 2. Educating residents and their children to take action to reduce, reuse and recycle quality material, 3. Establishing an intelligence platform to inform decision making, 4. Develop a new joint waste strategy for the county, 5. Support partner authorities to reduce fly-tipping, 6. Keep partners informed and protect and build the reputation of SEP, 7. Manage SEP effectively and respond to crisis/issues rapidly. <p>Recruitment for a new Partnership Director was completed and the new Director in post in October 2021.</p>

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REF	TARGET / PROJECT	PROPOSED TARGET 2021/22	RESPONSIBLE OFFICER	Q2 UPDATE
				<ul style="list-style-type: none"> <li data-bbox="1478 247 2190 486">■ The national HGV driver shortage issue caused some disruption to collection services so resources were focused on service operations which has impacted our ability to address our main priority areas. Despite this, work is underway to improve waste collection and recycling at blocks of flats. <li data-bbox="1478 534 2190 742">■ The 'Watch Your Waste' campaign was launched in May to encourage residents to reduce, reuse and recycle more of their waste. A programme of activity to reduce contamination in Surrey Heath saw lorry loads rejected for recycling fall from 5 in January 2021 to 1 in May 2021. <li data-bbox="1478 766 2190 973">■ The Enforcement Group brings all Surrey authorities and key partners like the Environment Agency and Surrey Police together to reduce fly-tipping. SEP has also joined a lobbying effort to the Sentencing Council to consider tougher legal sentences for fly-tipping offenders.
COM5	<p>Joint Waste Solutions:</p> <p>By 31st March 2022 to have continued to work with our waste contractor to provide a high-quality waste service. The actions will include:</p> <ol style="list-style-type: none"> <li data-bbox="246 1276 649 1340">1. Working with our waste contractor to implement the 	<p>Projects in 2021/2022 to include:</p> <ol style="list-style-type: none"> <li data-bbox="694 1061 1209 1157">a. Improved customer journey and complaints handling within the Amey Call centre. <li data-bbox="694 1173 1142 1204">b. Continuous KPI improvements. <li data-bbox="694 1220 974 1252">c. Improvement in IT <li data-bbox="694 1268 1198 1340">d. Implement the Carbon Trust Amey Fleet Model recommendations and 	<p>Managing Director – Joint Waste Solutions</p>	<ul style="list-style-type: none"> <li data-bbox="1478 1029 2190 1340">■ The Joint Contract Work Programme for 2021/22 was finalised and presented to the Joint Waste Services Committee on 1 July 2021. The objectives of the programme are to: <ol style="list-style-type: none"> <li data-bbox="1556 1173 2038 1204">1. Improve the customer experience. <li data-bbox="1556 1204 2049 1268">2. Improve service efficiency and cost effectiveness. <li data-bbox="1556 1268 2184 1340">3. Deliver operational improvements that enable reductions in waste and increase recycling.

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REF	TARGET / PROJECT	PROPOSED TARGET 2021/22	RESPONSIBLE OFFICER	Q2 UPDATE
	<p>contract improvement plan to milestones agreed by the Joint Contract Services Committee.</p> <p>2. To work with the Surrey Environment Partnership and the waste contractor to achieve continuous improvement in waste collection and street cleansing.</p>	<p>replace diesel- and petrol-powered vehicles, plant and equipment with zero/low carbon alternatives (e.g. electric, hybrids, bio fuels).</p> <p>Projects in 2021/2022 to include:</p> <p>a. Litter bin review - JWS are currently working with the Surrey Heath GIS team to create a 'waste layer' on the GIS system. Review feedback from Councillors about local requirements.</p> <p>b. Improvements to waste and recycling services at communal developments - Funding available through the Surrey Environment Partnership will cover expanding and improving the food waste collection service, as well as improving Dry Mixed Recycling.</p> <p>c. Assisted collection review - To ensure efficiency in the service and improve service to the residents.</p> <p>d. Rejected load investigation process - Will ensure that all rejected loads are subject to an agreed set of investigative actions and to understand the cause and resolution.</p>		<p>4. Ensure residents are informed about their collection service.</p> <p>5. Inspire and encourage residents to reduce, reuse and recycle quality material.</p> <p>6. Ensure the contract is operating safely and contingency plans are in place.</p> <p>7. Support the joint contract authorities' carbon reduction plans.</p> <p>8. Ensure activities are delivered with appropriate governance and oversight.</p> <p> Due to national HGV Driver Shortage, garden waste collections currently suspended.</p> <p> Updates on the Amey improvement plan are reported regularly to the Joint Waste Collection Services Committee. Progress has been made on introducing a new IT system, reducing recycling contamination (particularly in Surrey Heath) and limited community engagement events such as litter picks have taken place.</p> <p> Lorry loads rejected for recycling in Surrey Heath fell from 5 in January 2021 to 1 in May 2021. Further work around crew training and improving process reducing contamination currently on hold due to HGV driver shortage shifting priority to operational issues.</p> <p> A 2019/20 baseline for greenhouse gas emissions from waste management has now been established. Amey are looking into trailing low carbon fuel.</p> <p> Mapping of litter bins has been undertaken</p>

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CORPORATE

REF	TARGET / PROJECT	MILESTONES / TARGET DATE	RESPONSIBLE OFFICER	Q2 UPDATE
COR1	<p>Prepare for and Conduct of the Police and Crime Commissioner Election, Surrey County Council Elections and Local By-Elections in May 2021.</p> <p>Manage the Impact of Covid and associated restrictions on the safe running of the election.</p>	6-8 May 2021	Democratic Services Manager	<p>■ Elections delivered successfully and safely.</p>
COR2	<p>Post-Covid Customer Service</p> <p>Review of how we deliver front-facing services and implement recommendations.</p>	<p>Review by September 2021</p> <p>Complete implementation by March 2022</p>	Customer Relations Manager	<p>■ The Contact Centre's opening hours have changed from 8:30am-5:00pm to 9:00am-1:00pm. Data has been collated on the number of visitors and purpose of visit to the Contact Centre. Appointments are encouraged although customers can also be seen face-to-face if needed. At present there is not a business need to change current set up.</p>
COR3	<p>Review of Post-Room Function / cash & credit card kiosk in Surrey Heath House reception – how does the Council handle incoming/outgoing mail and receive cash/cheques.</p>	<p>Review by September 2021</p> <p>Complete implementation by March 2022</p>	Customer Relations Manager	<p>■ New machinery (franking machine/folding machine) have been purchased and are in place in the Post Room due to current machinery's warranty ending. Savings have been made due to new machinery costing less than warranty renewal. Outsourcing of post - due to new working practices within the council offices current analysis shows there is no business case for outsourcing post - but is being kept under review.</p>

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REF	TARGET / PROJECT	MILESTONES / TARGET DATE	RESPONSIBLE OFFICER	Q2 UPDATE
COR4	Review website structure/online customer experience including search facilities and self-service options and implement improvement programme.	December 2021	Communications and Engagement Manager	<p>■ Status: On track - Summary:</p> <ul style="list-style-type: none"> ▪ Audit of structure has taken place and updated navigation is being mapped across to the website, before the December deadline. Work being undertaken in stages to ensure disruption for our users is kept to a minimum. As well as reviewing the structure, part of this process has involved checking information on the website is relevant and up to date. This will reduce the number of pages and documents on the Council's website which will improve the customer experience by ensuring information is relevant and concise. ▪ The search function has been reconfigured to include a wider variety of content. This has made search results more accurate/relevant and will significantly improve the customer experience by helping them find the information they are looking for more quickly and efficiently. This function will continue to be monitored and developed. ▪ Visuals (font, colours, images) of website will be changed to be consistent with other SHBC branded materials. ▪ The Drupal platform that the website uses will need to be upgraded in 2022 as the platform becomes de-supported. ▪ Self Service facility improvements include accessibility improvements to self-service

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REF	TARGET / PROJECT	MILESTONES / TARGET DATE	RESPONSIBLE OFFICER	Q2 UPDATE
				forms, and a new self-serve system in the process of being implemented for Revenues & Benefits.
COR5	Introduce New Corporate Document Templates for all Council literature.	Fully complete by March 2022	Communications and Engagement Manager	<ul style="list-style-type: none"> New designs (in word and powerpoint) have been tested and templates to ensure consistency and compliance with accessibility regulations can now be created following approval. Staff have been briefed for the upcoming changes – templates will be launched as soon as they are ready. Training and guidelines need to be created.
COR6	<p>Improve Engagement and Consultation with Residents on and offline to ensure effective consultation with all residents is achieved.</p> <p>Deliver public consultation to support creation of new Five Year Strategy (see SHBC4)</p>	<p>Agreement a framework for best practice and report progress to Executive by September 2021 and March 2022.</p> <p>Five Year Strategy - Consult with partners and the public on draft Strategy May - July 2021</p>	Communications and Engagement Manager	<ul style="list-style-type: none"> Status: On track - Summary: <ul style="list-style-type: none"> Huge progress made through the 5 year strategy consultation which achieved high levels of engagement and response, and an increase in different engagement channels including digital workshops, Instagram, nextdoor and whatsapp. Training via consultation institute undertaken to inform best practise Lessons learnt from Five Year strategy consultation are informing subsequent consultations and results are being reviewed as each consultation progresses to check results so adaptations can be made. Continuing to ensure SHBC is a 'listening' Council.

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REF	TARGET / PROJECT	MILESTONES / TARGET DATE	RESPONSIBLE OFFICER	Q2 UPDATE
COR7	Deliver Communications Support for Covid Recovery work and vaccination programme in conjunction with LRF and Health Partners.	On-going	Communications and Engagement Manager	 On track – Partner meetings and briefings continue on an informal basis. Attendance to all relevant update meetings and presentations continues. Vaccinations and considerate behaviour toward others continue to be key areas of focus but may change as winter pressures/new waves arise.

FINANCE

REF	TARGET / PROJECT	MILESTONES / TARGET DATE	RESPONSIBLE OFFICER	Q2 UPDATE
FIN1	<p>Treasury Strategy</p> <p>Review and refresh the Council's Treasury strategy to ensure that returns from treasury investments are borrowing costs are optimised.</p>	Treasury updated twice yearly in June and December and the strategy agreed in February (for the following year)	Chief Accountant	 Treasury Strategy - updated and refreshed for budget setting in February 2022 as planned. A treasury management outturn report will be prepared for November 2021 Executive. Six-month review going to December Executive.
FIN2	<p>Medium Term Financial Strategy (MTFS)</p> <p>Review and refresh the Medium Term Financial Strategy. Set a sustainable and robust budget.</p>	Align with the preparation of the new Five Year Strategy. To be agreed by the Council October 2021.	Interim Strategic Director – Finance and Customer Service	 Medium Term Financial Strategy (MTFS) Work underway to produce the MTFS for December Council to reflect the five year strategy.

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REF	TARGET / PROJECT	MILESTONES / TARGET DATE	RESPONSIBLE OFFICER	Q2 UPDATE
FIN3	<p>Post-Covid Budget Impacts</p> <p>Analyse and modelling the impact of major reductions in income, and carry out budget setting for 22/23, aiming to minimise the impact on services and use of reserves.</p>	Budget agreed February 2022	Interim Strategic Director – Finance and Customer Service	<p>■ Post-Covid Budget Impacts - this will be picked up as part of the budget setting process from Oct onwards and in the work to deliver the MTFS.</p>
FIN4	<p>Review of Purchasing and Procurement</p> <p>Ensure best value for money (link in with local procurement work TRA1)</p> <p>The Council will also update its purchasing and procurement guidance to reflect post-Brexit Government directives and legislation.</p>	<p>During 2021/22 the Council will consolidate its various purchasing and procurement resources and expertise to achieve improvements in:</p> <ul style="list-style-type: none"> • Value for Money • Transparency of our procurement processes for local businesses • Accountability and achievement of savings in the costs of goods and services purchased • Sustainability • Use of framework agreements 	Interim Strategic Director – Finance and Customer Service	<p>■ Focus in the first part of the year was to strengthen the councils approach to regeneration and property maintenance including use of frameworks. This has enabled the council to speed up delivery and ensure that the council follows the most effective procurement route. The new strategic director responsible for procurement is due to start January 2022. Procurement Officer post is currently being recruited to.</p>
FIN5	To review and update the Council Tax Support Scheme Arrangements.	Review ready to come into effect from 1 April 2022.	Revenues & Benefits Manager	<p>■ A report went before the Community Support Working Group on 9 September 2021 setting out two draft Local Council Tax Support Scheme (LCTSS) models. The Working Group have asked for some amendments and a revised LCTSS model. These have been costed and a revised report went back on 18 October. These proposed amendments included replacing the current scheme for Working Age claimants with a</p>

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				5-banded scheme whereby each band has differing Council Tax reductions. This will go to Executive in November for approval to be implemented from April 2022.
FIN6	Support all residents and business post-Covid with payment of Council Tax, Business Rates and entitlement to Council Tax Support and Housing Benefit. Administer 'Additional Restrictions Grant funding' to businesses up to 31 March 2022.	On-going Measure take up of grants	Revenues & Benefits Manager	<ul style="list-style-type: none"> ■ Normal recovery practice has been re-instated from 1 April 2021 and monthly Liability Order court hearings have been happening. Claims to Housing Benefit and Local Council Tax Support Scheme continue to be processed in a timely manner as do Test and Trace isolation support payments. ■ All business support grants linked to Business Rate liability have been paid, scheme closed 30 June 2021. ARG (Additional Restrictions Grant Funding) of £2,578,990 has been spent releasing an additional £806,000 of funding which has been received from the Government. We are on target to spend this by 31 March 2022.

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INVESTMENT & DEVELOPMENT

REF	TARGET / PROJECT	MILESTONES / TARGET DATE	RESPONSIBLE OFFICER	Q2 UPDATE
I&D1	<p>Corporate Property:</p> <ul style="list-style-type: none"> • Maximise income from five commercial owned properties • Let vacant spaces 	Income target to be set as part of budget in February 2021	Interim Estates Manager	<ul style="list-style-type: none"> ■ Fortnightly monitoring and action planning regarding vacant spaces underway. This is also reported to the councils property and investment working group. Significant progress has been made to let vacant space within the councils

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	<ul style="list-style-type: none"> Maximising benefit of our assets, for example Surrey Heath House and community sites 			property estate and this will continue to be monitored closely over the months ahead.
I&D2	<p>Corporate Property – Maintenance</p> <p>Deliver planned maintenance programme for 2021/22 (part of five year work programme) on time and in budget for our assets, buildings and estate across all service.</p>	March 2022	Interim Estates Manager	<p>■ Rider Levett Bucknall appointed to undertake an Asset Register plus planned Preventative Maintenance Programme of a good proportion of our assets both commercial and leisure. Work completed and awaiting full reports on each asset due starting 1 October 2021.</p>

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REGULATORY

REF	TARGET / PROJECT	MILESTONES/TARGETS	RESPONSIBLE OFFICER	Q2 UPDATE
REG1	<p>Housing</p> <p>Consolidating and monitoring key projects which support those most at risk of homelessness:</p> <ul style="list-style-type: none"> Provision of Night Stop 'stopgap' accommodation for homeless people and 	Agree cost of works with PIWG and complete works by June 2021 (subject to being able to access property under Covid restrictions).	Housing Services Manager	<p>■ Night Stop 'stop gap' provision: - the Council has jointly commissioned with Surrey County Council Public Health Team the siting of 12 accommodation 'pods' in Deepcut on SCC land. Six of the pods are available to Public Heath for people needing to self-isolate and six to SHBC for single homeless households. On-site support is available during the day, provided by Transform Housing and Support, and there is a security presence overnight. The scheme is fully</p>

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	<p>those at risk of becoming homeless.</p> <ul style="list-style-type: none"> - New Floating Support Service (launched October 2020) and Connaught Court accommodation - If further Government funding announced in early 2021, consider if capacity exists to deliver a fourth homelessness project and report to the Executive. 	<p>Review as part of quarterly target of numbers in temporary accommodation.</p> <p>Review available funding in early 2021 and report to the Executive.</p>		<p>funded by Rough Sleeper Initiative funding from MHCLG with no Borough top up required.</p> <ul style="list-style-type: none"> ■ The Floating Support contract - has now been up and running since October 2020 with positive feedback from residents who have been supported. ■ Connaught Court - currently at 60% occupancy with new residents being identified. Although open for a short time there has already been successful 'move on' to other accommodation. ■ The Council has been successful for a further round of Rough Sleeper Initiative funding 2021/22 to deliver a Housing First project and employ a Single Homeless Floating Support Officer. Housing First will be delivered in partnership with Accent and Transform Housing and support. By providing a chronically homeless person with a home first, it becomes a foundation on which the other needs can be addressed, and the process of recovery can begin. This turns the traditional model of housing on its head, where previously it was expected that a person with multiple needs would go through supported housing before being deemed 'ready' to move on to their permanent home. To give these projects some resilience additional MHCLG revenue grant funding held in reserves for homelessness work has been identified to run both projects over three years, subject to success in meeting defined outcomes.

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REF	TARGET / PROJECT	MILESTONES/TARGETS	RESPONSIBLE OFFICER	Q2 UPDATE
REG2	<p>Developing Social Housing</p> <p>Consider the potential (and implement if approved) to deliver a joint venture to develop social housing.</p>	<p>Report to the Executive on the potential to deliver a joint venture by December 2021. If approved – deliver in accordance with agreed project timescales.</p>		<ul style="list-style-type: none"> ■ We have maintained an active dialogue with Accent Housing to encourage them to increase their investment in housing within the borough. This was dependent on the formation of a partnership with Homes for England. This has now been confirmed and includes significant grant funding. Accent have indicated a target investment programme of £92m in the South East over the next 5 years. They wish to concentrate a significant proportion within Surrey Heath and have identified a number of sites within the borough, where we have encouraged them to commence pre-application processes.

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TRANSFORMATION

REF	TARGET / PROJECT	TARGET/MILESTONES	RESPONSIBLE OFFICER	Q2 UPDATE
TRA1	<p>Economic Development – Supporting Post-Covid Economic Recovery in the Borough, including:</p> <ul style="list-style-type: none"> - Advertising and distributing business grants - Setting up a ‘Youth Hub’ - Skills work alongside partners - Seeking to adopt a ‘local procurement’ approach to Council spending - Promoting ‘Additional Restrictions Grant’ to businesses 	<p>Spend 100% of grant pot by 31st March 2022(and if don’t review scheme)</p> <p>Youth Hub – set up by end April 2021</p> <p>Skills Work – describe schemes in place</p> <p>Local Procurement Paper to Executive by June 2021</p> <p>Additional Restrictions Grant in place until March 2022.</p>	Economic Development Manager	<ul style="list-style-type: none"> ■ Received grant of £808,000 in August. Final round of grants is being processed and any remaining budget will be used for business support. ■ The Youth Hub opened on the 28th of June, and in the three months to the end of September has received 36 referrals from DWP, and 30 self-referrals. From this 6 have found permanent jobs, 13 have accessed Kickstart opportunities, 2 apprenticeships and 2 work experience placements. The Hub also works with partners such as FedCap, Camberley Job Club, Lauren Teaches, Speed You Up, and various local business providing talks and insight into work and entrepreneurialism. We will be applying for more funding for 2022/3. ■ Skills Work - Surrey Chambers is commencing with its second Start Up Academy in September after supporting 16 delegates open businesses in the last 6 months from the first round. It will use the remaining budget from grants. In negotiation with various operators to deliver more programmes. ■ Approach to local procurement will be taken forward once the new Strategic Director is in post in early 2022. ■ Additional Restrictions Grant – now have the grant. We are also investigating the option of

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				using some of the funding for business support solutions.
TRA2	<p>Economic Development Working with property partners to avoid empty retail spaces and support local small business, for example using temporary 'meanwhile' lets to local artisans.</p>	Have a scheme in place by end June 2021	Economic Development Manager	<ul style="list-style-type: none"> Economic Development actively works on inward investment opportunities as well as working directly with the Square management team in offering opportunities to independents. Willow & Nutmeg, The Designer Exchange and Conquest Consultancy as examples. The 'Be Independent' campaign has been delayed due to lack of units to support the scheme. Will get 5 more independents in the next 3 months.
TRA3	<p>Promoting the Borough Have in place inward investment promotional literature and content based on local data and case studies and use to promote Surrey Heath through the year. Relaunch 'Open for Business' strapline.</p>	Regular reporting on number of businesses contacted and rate of successful outcomes achieved.	Economic Development Manager	<ul style="list-style-type: none"> New programme of business consultation events being drawn up for approval starting 2022. Focus has been on supporting businesses with grant payments and funding applications. Inward investment literature will be developed as part of economic strategy update
TRA4	<p>Improved Project and Performance Management Implement an improved process, toolkit and system</p>	Quarterly project reporting in April, July, October and January.	Organisational Development Manager	<ul style="list-style-type: none"> Four programme boards held July 2021 as first part of work to improve project management. Further work to continue refining process, reporting and training for officers.

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REF	TARGET / PROJECT	TARGET/MILESTONES	RESPONSIBLE OFFICER	Q2 UPDATE
	for project and performance management across the organisation including relevant training and support for staff.	Updated project process, documentation and staff training in place by March 2022.		<ul style="list-style-type: none"> Performance Management review scheduled for second half of year following approval of Five Year Strategy (which contains clear objectives and deliverables for the coming years)
TRA5	<p>Review of Community Grants & Support to community to Support Post-Covid Recovery</p> <p>Following a report to the Executive in February 2021, deliver:</p> <ul style="list-style-type: none"> The Council's Community Grants Scheme in 2021/22 with a simplified application process and emergency Food Poverty Grant scheme until end the end March 2022 Local Councillor Grants in place until March 2022. 	<p>Target to maximise update of our Community Grants</p> <p>Review of the Council's range of Community Grant schemes to ensure local needs and priorities continue to be met beyond the pandemic be carried out by November 2021.</p>	Community Partnerships Officer	<ul style="list-style-type: none"> All Community Grant Schemes are to be reviewed by the Executive in December 2021, following review and poverty consultation event on 24 November; this will lead to simplified processes being introduced. The Council's Emergency Food Poverty Grant Scheme will remain open until 31st March 2022. Local Councillor Grants will be included within the overall review of community grants to be considered in December by the Executive, with present indications that the scheme will continue beyond this time frame.
TRA6	<p>Agile and Remote Working</p> <p>Implement new ways of working and the ICT Digital strategy to:</p>	<p>Implement Agile Working Policy from April 2021</p> <p>Consolidating space within Surrey Heath House</p>	ICT Managers / HR Manager	<ul style="list-style-type: none"> Windows Virtual Desktop project – this is a key part of enabling full agile working and has been delayed due to technology challenges. Potential solution identified which will incorporate a major upgrade to the iDox system and servers which is also required.

SURREY HEATH BOROUGH COUNCIL - ANNUAL PLAN 2021/22

REF	TARGET / PROJECT	TARGET/MILESTONES	RESPONSIBLE OFFICER	Q2 UPDATE
	<ul style="list-style-type: none"> - Improve customer services and efficiency - Improve resilience – e.g. through moving systems to the Cloud - Improving staff flexibility and engagement - Make the best use of our building assets 			<ul style="list-style-type: none"> ■ Intune laptop roll out to support agile and flexible working- Lead in times in the Dell supply chain have eased and now reduced to 4 weeks and there is adequate supply of laptops ■ Revenues and Benefits System – Work still underway with providers move all parts of system to the cloud by November. ■ Review of staff agile working policy completed October 21 and approve at Employment Committee.
TRA7	Implement a New Workforce Plan which is fit for purpose to deliver SHBC's future objectives	December 21	Chief Executive	<ul style="list-style-type: none"> ■ Senior Management restructure was agreed by council in July. Recruitment for two new strategic director posts completed. Phased introduction of new structure from October. The agreed savings target has been met.
TRA8	Identify and action opportunities to develop Partnership Working and collaboration with Neighbouring Authorities. (For example, Community Services Partnership with Runnymede)	Community Services Partnership from 1 April 2021 Review of other opportunities On-going	Head of HR, Communications, and Performance	<ul style="list-style-type: none"> ■ Community Services Partnership completed ■ Discussions are underway with Runnymede and Woking councils about opportunities for closer collaboration to build on existing shared arrangements including waste collection, community services, family support, and car parking.

SURREY HEATH BOROUGH COUNCIL - ANNUAL PLAN 2021/22

KEY PERFORMANCE MEASURES 2021/22						
INDICATOR	DESCRIPTION	INFO	PROPOSED TARGET 2021/22	2021/22 Q1 STATUS	2021/22 Q2 STATUS	Q2 COMMENTS
(New) The number of people Parking ('parking events') compared to pre-Covid numbers in 2019/20.	NEW - Parking – measuring impact of Covid		70%	132,655	85%	
People Reached by the Heritage Service	Includes visitors to the Surrey Heath Museum, pupils taking part in sessions delivered in schools, elderly people taking part in reminiscence sessions and other enquires including historical research.	1408 visitors to the museum, 381 children's event attendees and 60 school children reached, 77 enquiries (41 historical research). 1926	6500 (annual target)	801	1,926	Busy Free French Forces exhibition, holiday events, 2 x Supporter Group trips to heritage sites and joining forces with the Square for children's workshops. Return to normal figures pre-pandemic - Q2 2020 = 500.
Reduction in the Percentage of Inactive Surrey Heath Residents	A reduction in the % of 'inactive' (taking part in less than 30 minutes physical activity a week) Surrey Heath residents according to Sport England's Active Lives survey.	Sports England's Active Lives Survey is sent to randomly selected households with the results published twice a year in April and October for the covering a rolling years' worth of data.	23%	21%	21.00%	Based on latest Active Lives survey data released 30th April 2021 covering period Nov 2019-2020
People Attending Events at Camberley Theatre	The number of people attending theatre and		55,000 (annual target)	1,965	4,760	The theatre reopened for full capacity performances in line with government

SURREY HEATH BOROUGH COUNCIL - ANNUAL PLAN 2021/22

KEY PERFORMANCE MEASURES 2021/22

INDICATOR	DESCRIPTION	INFO	PROPOSED TARGET 2021/22	2021/22 Q1 STATUS	2021/22 Q2 STATUS	Q2 COMMENTS
	community events at Camberley Theatre.					guidance on 19 July. The summer period is ordinarily quiet for Theatre's when most are 'dark' for maintenance and while audiences prefer to be outdoors or on holiday. Pantomime taking place in December.
Food Businesses with a 'Food Hygiene Rating' of 3 or Over	Percentage of establishments with a rating of 3 (generally satisfactory) or better under the Food Hygiene Rating Scheme.		95%	97.30%	96.60%	
Environmental Health complaints	NEW! Percentage of noise complaints that were closed during each quarter and number that were within 90 days	Numbers of complaints will also be reported.	80%	85%	86%	There were 98 complaints received of which 84 have been resolved.
Number of journeys booked by community bus in a year	Number of journeys BOOKED for community bus in a year.	Completed journeys also monitored and reported. Always a number of cancellations, often due to illness.	24,000 (annual target)	1,109	3,070	
Number of Meals at Home products served in the Year	Number of "meals at home" products served in the year including both lunch and tea.	Increase in target to reflect positive trend in performance	37,000 (annual target)	12,100	11,214	

SURREY HEATH BOROUGH COUNCIL - ANNUAL PLAN 2021/22

KEY PERFORMANCE MEASURES 2021/22

INDICATOR	DESCRIPTION	INFO	PROPOSED TARGET 2021/22	2021/22 Q1 STATUS	2021/22 Q2 STATUS	Q2 COMMENTS
Number of residents supported by Community Alarms	Number of residents supported by the community alarm service (could include two service users at the same address)	Number of referrals will also be reported to reflect the turnover in service users.	1,100	1,101	1,104	
Number of referrals to social prescribing service	Number of referrals to Social Prescribing service across whole of Surrey Heath partnership project.	Annual	900 (annual target)	149	138	
Handyperson service referrals	Number of referrals to the newly introduced Handyperson service.	Annual	235 (annual target)	45	61	
Percentage of Complaints Responded to Within Target	Percentage of 'formal' complaints (stage 2-3) responded to within target 2 days to acknowledge and 10 days to reply)		90%	80%	100.00%	
Customer Satisfaction Rating of Good/Excellent to Exceed 90%.	Customer satisfaction rating of good/excellent to exceed 90%		95%	100%	100.00%	
Council Tax Collected	Percentage calculated, as a cumulative year-to-date figure, from the total council tax payments received compared to the total amounts payable in that year		98.75%	29.72%	57.49%	2020 Q2 status = 55.74%, 2020 Q4 status = 98.70%
Non-Domestic (Business) Rates Collected	Percentage calculated, as a cumulative year-to-date figure, from the total business	2018/19 result was 99.6% which was	98.75%	29.59%	54.96%%	2020 Q2 status = 53.60% 2020 Q4 status = 99.80%

SURREY HEATH BOROUGH COUNCIL - ANNUAL PLAN 2021/22

KEY PERFORMANCE MEASURES 2021/22						
INDICATOR	DESCRIPTION	INFO	PROPOSED TARGET 2021/22	2021/22 Q1 STATUS	2021/22 Q2 STATUS	Q2 COMMENTS
	rates payments received compared to the total amounts payable in that year	joint 11th highest result nationally.				
Benefits Processing - New	a) Number of days taken to process new housing benefits claims		a) 20 days (new claims)	14.6 days	19.00	88 new HB claims processed since 1 April 2021
Benefits processing - Changes	b) Number of days taken to process changes to benefits		b) 7 days (changes)	2.5 days	3.00	2133 changes processed for HB claims since 1 April 2021
Invoices Paid On Time	Percentage of invoices paid on time.		97%	99.01%	97.36%	
Household waste recycled and composted	Cumulative year-to-date figure, calculated by comparing the amount of waste sent for recycling, reuse and composting against the total waste collected. This figure includes street sweepings.	A small reduction in target to give a more realistic – but still stretching – target. The national 2018/19 figures have recently been published by Defra - the national average result was 45.1%. Surrey Heath's confirmed figure for 2018/19 was 61.9% which was the 5th highest nationally.	62%	60.70%	Waste data not yet available	
Residual Waste Per Household (kg)	Rolling 12-month total of the number of kilograms of residual household waste collected per household,	Quarter 4 2018/19 result for Surrey Heath BC was 314kg per	Tbc	322kg	Waste data not yet available	

SURREY HEATH BOROUGH COUNCIL - ANNUAL PLAN 2021/22

KEY PERFORMANCE MEASURES 2021/22						
INDICATOR	DESCRIPTION	INFO	PROPOSED TARGET 2021/22	2021/22 Q1 STATUS	2021/22 Q2 STATUS	Q2 COMMENTS
	using the Defra definition of residual household waste (incl. street cleaning etc.).	household – the lowest in Surrey.				
Percentage of streets falling below a grade B cleaning standard	The percentage of streets reviewed as part of the regular survey falling below a 'Grade B' standard of litter (Predominately free of litter and refuse apart from some small items)		4%	1%	Waste data not yet available	
Number of 'missed' bins.	NEW! Number of 'missed' residential kerbside collections per 100,000 collections.	New indicator, monitored as part of contract performance.	80	23	Waste data not yet available	
Processing of 'Major' Applications	Percentage calculated as the number of major applications processed within timescales (13 weeks) against total received. As per national guidelines, this includes applications where there is an agreement for an extension	Government target is 60%	72%	100%	100.00%	
Processing of 'Non-Major' Applications	Percentage calculated the number of minor and 'other' applications processed within timescales (8 weeks) against total received. As per national guidelines, this includes applications where there is	Government target is 70%	84%	85%	81.00%	

SURREY HEATH BOROUGH COUNCIL - ANNUAL PLAN 2021/22

KEY PERFORMANCE MEASURES 2021/22						
INDICATOR	DESCRIPTION	INFO	PROPOSED TARGET 2021/22	2021/22 Q1 STATUS	2021/22 Q2 STATUS	Q2 COMMENTS
	an agreement for an extension					
Appeals dismissed against the Council's refusal of planning permission	Percentage of appeals dismissed against the Council's refusal of planning permission.		65%	75%	100.00%	
Number of households living in temporary accommodation = (SPOG - Number of households living in temporary accommodation on the last day of the quarter.)	Number of all households in temporary accommodation at the end of the quarter. These are only the households who are accommodated following an acceptance of a homelessness duty. Other households may be placed in temporary accommodation without us accepting a duty but by using our prevention powers.		30	30	37	Over half of all households in B&B are now single person households with limited move on options
Housing advice – homelessness prevented	A count of the number of households who approached the Council as homeless or threatened with homelessness within 56 days who had their homelessness prevented (i.e. were able to remain in their current home) or relived (i.e. were found a move to an alternative home) by the work of the Council's Housing Solutions Team	quarterly	30 (quarterly target)	12	24	

SURREY HEATH BOROUGH COUNCIL - ANNUAL PLAN 2021/22

KEY PERFORMANCE MEASURES 2021/22

INDICATOR	DESCRIPTION	INFO	PROPOSED TARGET 2021/22	2021/22 Q1 STATUS	2021/22 Q2 STATUS	Q2 COMMENTS
Home Improvement Agency Activity	The number of homes adapted or improved for older and vulnerable residents to promote their independence and keep them safe and well in the community.		80 (annual target)	18	39	Annual target
Family Support Feedback	Proportion of children and young people (and/or parent carers) who feedback that they have made positive progress in relation to identified outcomes.		70%	Data not available	95.00%	
Refugee resettlement	Number of families resettled under the UK resettlement scheme.		3 families	5	5 families	
Planning Enforcement Breaches - Referrals	Percentage of planning enforcement referrals where the initial action (e.g. a site visit) takes place within the target timescales set out in the Local Enforcement Plan.	"Current target timescales:	75%	91%	92.00%	

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Council Finances as at 30 September 2021

Summary

To provide the Executive with a high-level view as to the Financial Performance for the 2nd Quarter of 2021/22.

Portfolio: Finance

Recommendation

The Executive is advised to NOTE the report.

1. Key Issues

- 1.1 This is the second quarter monitoring report against the 2021/22 approved Revenue budget as at the 30th September 2021.
- 1.2 As we are now half way through the financial year it is difficult to draw an outturn conclusion due to the ever-changing landscape caused by the current COVID pandemic and the recovery from it, however we are forecasting an overspend at this stage and this report is intended to give an update as to where services currently are against there budget and year end forecast.
- 1.3 The covid 19 pandemic is still influencing the Council's finances during the first six months of the financial year, either through increased expenditure in some areas or lower than expected revenues received in some of larger income producing cost centres, like car parking and property income. We believe this trend will continue for the rest of the financial year, but not at the same pace as the first 6 months, as the economic conditions improve not just in Surrey Heath but in the country.
- 1.4 Major variances to note are car parking where income is forecast to be under budget by £368k, the Camberley Theatre where the deficit for the year is forecast to be £104k, partially offset by a favourable variance in homelessness of £281k due to a receipt of a large government grant not budgeted for. Due to the suspension of the garden waste service, there will be a loss of new subscription income offset in part by lower costs and the Joint Waste Service core contract will be over budget at year end, due to contract inflation being higher than predicted at budget setting time. The variance within legal is due to vacant posts that are now filled and income from Elmbridge Borough Council for the shared Monitoring Officer role.
- 1.5 On rental income, there is downward pressure from void periods in most of our investment properties and 2 of our larger investment properties are currently vacant or near vacant and being marketed at the time of this report.

There was also no income received from the Atrium as the centre was badly affected by the covid lockdowns in 2020 and early 2021 as its costs exceeded the rents collected.

- 1.6 The variances reported at the six-month monitoring point indicate a forecast overspend by the year end of £1.6m. Regular monitoring is carried out throughout the year and the next formal reporting of the forecast outturn position takes place for period 9 (December). It is intended to further develop the monitoring report for the next period, to provide greater clarity where expenditure is offset by grant income or is expected to be mitigated by specific earmarked reserves, so as not to distort the anticipated outturn. For example, the Council holds a specific reserve to mitigate against downturn in commercial rental income, which when utilised will reduce the unfavourable variance reported in respect of commercial property income. The Property Investment Working Group receives detailed information on the performance of the Council's property investments and any associated arrears so that Members are kept fully informed of the action taken to maintain a strong property portfolio and a robust policy in maximising income and securing payment of rents owed.

2. Resource Implications

- 2.1 Actuals against Budget for the second quarter are shown in the attached Annex A. Corporately, it is forecast that we will be around £1.6m overspent at the end of the financial year.
- 2.2 Annex A, gives a summary of the forecast outturn for each portfolio area, while Annex B provides some more detailed information on how those forecasts were arrived at.

3. Options

- 3.1 The report is for noting.

4. Proposals

- 4.1 The Executive is asked to note the report.

5. Supporting Information

- 5.1 None

6. Corporate Objectives and Key Priorities

- 6.1 This Item addresses the Council's objective of delivering services efficiently, effectively and economically.

7. Policy Framework

- 7.1 None

8. Legal Issues

8.1 None

9. Governance

9.1 The revenue budget is monitored on a monthly basis and reported to CMT, Executive and Performance and Finance Scrutiny Committee Quarterly.

10. Risk Management

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

11. Equalities Impact

11.1 None

12. Human Rights

12.1 None

13. Environmental Impact

13.1 None

14. Consultation

14.1 None

15. PR And Marketing

15.1 None

16. Officer Comments

16.1 The report covers up to the end of the 2nd Quarter and based on performance so far.

Annexes	Annex A – Outturn Position Against Budget Annex B – Detailed Summary Position
Background Papers	None
Author/Contact Details	Adrian Flynn: Chief Accountant Adrian.Flynn@surreyheath.gov.uk
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Annex A

The statements below show the outturn position against the budget as of the 30th September 2021, excluding pensions, redundancy and asset recharges. These have been excluded as they are not in the control of services themselves.

Department	Budget £	Forecast Outturn £	Variance £
Finance	2,032,726	1,775,435	257,291 (F)
Transformation	3,869,177	3,416,072	453,105 (F)
Corporate	1,779,341	1,729,122	50,219 (F)
Legal	473,954	335,500	138,454 (F)
Investment and Development	-3,919,340	-1,852,299	2,067,041 (A)
Community	4,185,416	4,275,582	90,166 (A)
Regulatory	2,173,239	1,788,811	384,428 (F)
Business	1,189,096	1,922,355	733,259 (A)
Total	11,783,609	13,390,578	1,606,969 (A)

Annex B

CC Description	Full Year Budget	Actual at P6 £	Forecast £	Variance	Comments
LGL Employees	481454	178,760	360000	-121454	Allowances (Nil) Under spend along with training budget. A number of vacancies filled by Temp Staff.
Expenditure	32500	18,008	30500	-2000	Mileage budget underspend (£2k)
Income	-40000	-37901	-55000	-15000	Legal fees recharges plus income from Elmbrough BC for G.R services
Total	473954	158867	335500	-138454	

Transformation

CC	Description	Full Year Budget £	Actual at P6 £	Forecast £	Variance £	Comments
101	Community Development					
	Salaries	36307	23294	46000	9693	Increased salary expenditure
	Expenditure	7570	-706	9000	1430	
		<u>43877</u>	<u>22588</u>	<u>55000</u>	<u>11123</u>	
103	Economic Development					
	Salaries	148669	112,538	224,000	75,331	Increased salary expenditure due to employment of extra resources via timesheet hours.
	Expenditure	103220	23,991	42000	-61,220	Low take up of KC grant, but an improvement on previous years.
		<u>251889</u>	<u>136529</u>	<u>266000</u>	<u>14111</u>	
173	Revenue Grants					
	Salaries	9374	5032	10000	626	
	Expenditure	337870	117,074	280000	-57870	Some grants are now been paid via different funding streams.
	Income	0	-22309	-44000	-44000	Lottery Income received
		<u>347244</u>	<u>99797</u>	<u>246000</u>	<u>-101244</u>	
205	Counter Fraud Fund					
	Salaries	29591	17,764	36000	6409	Extra staff employed due to increased work load.
	Expenditure	4340	2773	4000	-340	
	Income	0	-11696	-16000	-16000	Costs Awarded
		<u>33931</u>	<u>8841</u>	<u>24000</u>	<u>-9931</u>	
209	Misc Enforcements					
	Expenditure	15000	138	138	-14862	To be used if a clean up of a particular site is required following an eviction.
295	Community Safety Partnership					
	Salaries	35173	35,959	72000	36827	Extra Staff employed
	Expenditure	21470	3,265	12000	-9470	Reduction in grants paid out and reduced supplies and services expenditure.
	Income	-9000	-34283	-35000	-26000	Domestic Abuse grant received which was not budgeted for.
		<u>47643</u>	<u>4941</u>	<u>49000</u>	<u>1357</u>	
360	Street Furniture					
	Expenditure	15890	4119	10000	-5890	Reduction in supplies and services expenditure and the cost of delaing with abandoned vehicles.
	Income	-6500	-820	-2000	-4500	
		<u>9390</u>	<u>3299</u>	<u>8000</u>	<u>-1390</u>	
450	ICT					
	Training	9000	-3364	4500	-4500	
	Expenditure	937110	710263	937100	-10	
	Income	0	26,516	-15000	-15000	Recharge of services to JWS
		<u>946110</u>	<u>733415</u>	<u>926600</u>	<u>926600</u>	

452	MFD Printers				
	Expenditure	10060	4843	10177	117
	Income	0	-13	-13	-13
		<u>10060</u>	<u>4830</u>	<u>10164</u>	<u>104</u>
458	Telephones				
	Expenditure	92320	47,569	93000	680
	Income	-1400	0	-1400	0
		<u>90920</u>	<u>47569</u>	<u>91600</u>	<u>680</u>
459	Reprographics				
	Expenditure	33080	6164	22000	-11080 Reduced use of printing
	Income	-4000	0	0	4000
		<u>29080</u>	<u>6164</u>	<u>22000</u>	<u>-7080</u>
520	Corporate Training				
	Expenditure	97285	45,123	97000	-285
	Income	0	-2731	-3000	-3000 Recharge to Runnymede BC.
		<u>97285</u>	<u>42392</u>	<u>94000</u>	<u>-3285</u>
521	Post Entry Training				
	Expenditure	31965	10,428	30000	-1965
		<u>31965</u>	<u>10428</u>	<u>30000</u>	<u>-1965</u>
522	Employee Expenses				
	Employees	14000	5723	16000	2000 Overspend on the Prof Fees budget
	Expenditure	10500	12,659	15000	4500 Overspend on legal fees and advice
		<u>24500</u>	<u>18382</u>	<u>31000</u>	<u>6500</u>
524	Recruitment				
	Employees	21000	21,603	30000	9000 Increased cost of recruiting
	Expenditure	0	400	400	400
		<u>21000</u>	<u>22003</u>	<u>30400</u>	<u>9400</u>
525	Staff Welfare				
	Employees	43000	19,446	40000	-3000 Underspend on occupational reports.
	Expenditure	6000	7389	12000	6000 Increased use of supplies and services budget
	Income	0	0	0	0
		<u>49000</u>	<u>26835</u>	<u>52000</u>	<u>3000</u>
526	Indirect Employee Expenses				
	Employees	5520	2644	5520	0
	Expenditure	6300	200	300	-6000 Underspend on uniforms and Subs to organisations
		<u>11820</u>	<u>2844</u>	<u>5820</u>	<u>-6000</u>

527	First Aid				
	Employees	9560	2336	6000	-3560 Underspend on allowances and training
	Expenditure	1000	92	250	-750
		<u>10560</u>	<u>2428</u>	<u>6250</u>	<u>-4310</u>
528	Health and Safety				
	Expenditure	10310	3459	7000	-3310 Underspend on supplies and services
		<u>10310</u>	<u>3459</u>	<u>7000</u>	<u>-3310</u>
AUD	Audit				
	Employees	127487	65997	131000	3513
	Expenditure	260	0	0	-260
		<u>127747</u>	<u>65997</u>	<u>131000</u>	<u>3253</u>
HRD	HR				
	Employees	520432	206,229	413000	-107432 Number of vacant posts
	Expenditure	12600	175	1000	-11600 Supplies and services underspend
	Income	-5000	-79,138	-110000	-105000 Backdated recharge income received for parking services manager
		<u>528032</u>	<u>127266</u>	<u>304000</u>	<u>-224032</u>
ICT	ICT				
	Employees	817673	374,836	750000	-67673 Number of vacant posts
	Expenditure	990	275	600	-390
	Income	-9000	-9321	-16000	-7000 Increased Street naming and numbering income.
		<u>809663</u>	<u>365790</u>	<u>734600</u>	<u>-75063</u>
INV	Corporate fraud and Investigations				
	Employees	274065	133,357	269000	-5065 Small underspend where vacant posts have remained unfilled.
	Expenditure	10150	3139	7000	-3150 Underspends on both car allowances and mileage
	Income	0	-16940	-20000	-20000 Grant Income received which was not budgeted for
		<u>284215</u>	<u>119556</u>	<u>256000</u>	<u>-28215</u>
PER	Policy Support				
	Employees	23356	10218	21000	-2356
	Expenditure	430	175	350	-80
		<u>23786</u>	<u>10393</u>	<u>21350</u>	<u>-2436</u>
PRI	Printing				
	Employees	14150	7079	14150	0
		<u>14150</u>	<u>7079</u>	<u>14150</u>	<u>0</u>
	Total	3869177	1892963	3416072	-453105

Finance

CC Description	Full Year Budget £	Actual at P6 £	Forecast £	Variance £	Comments
200 Corp Management	-235,565	146,661	-235,565	0	
208 PSP Grant	0	12,000	0	0	0 Funded by Gov grant
220 Unallocated Budget	250,000	0	50,000	-200,000	Allocated posts have not been recruited to
221 Welcome Back Fund	0	6413	0	0	0 Funded by Gov grant
230 Cost of Collection Council Tax	262,954	320,574	0	-262,954	
240 Cost of Collection Council NNDR	-57,409	52,948	10000	67,409	
241 Business Improvement District	-5,500	0	-20,000	-14,500	
300 Financial Serv Holding A/C	199,500	185,596	190,000	-9,500	
390 Housing Benefit	154,133	-664,687	250,000	95,867	
580 Pension Holding Account	914,000	598,885	914,000	0	
Acc Accountancy	349,759	250,708	425,000	75,241	
Trn Transactions	200,854	93,352	192,000	-8,854	Savings on salary expenditure due to time to fill a vacant post.
Total	2,032,726	1,002,450	1,775,435	-257,291	

Investment & Development

CC Description	Full Year Budget £	Actual at P6 £	Forecast £	Variance £	Comments
134 Camberley Town Centre	0	-625,713	-1,900,000	-1,900,000	
135 Regeneration	102,963	66,896	100,000	-2,963	£9k worth of revenue to be capitalised in due course.
136 Strategic Property Development	394,506	72,094	200,000	-194,506	Salary underspend due to vacant posts, plus forecasted underspend on supplies and services expenditure. Some revenue expenditure may be capitalised in due course.
137 Town Centre Investment	-1,686,300	612,143	1,500,000	3,186,300	Winding up of the Jersey unit trust is in its final stages and remaining monies to be remitted back to SHBC.
190 Corporate Land Management	-432,834	-438,776	-329,892	102,942	No rental income due from the Atrium for 21/22, due to effects of the Covid and the opening of the centre, offset by savings in abortive fee costs and NNDR surplus.
192 Vulcan Industrial Estate	-576,300	-489,429	-517,937	58,363	Deficit attributable to void periods at various units.
193 Trade City Industrial Estate	-374,520	-478,911	-360,016	14,504	
194 St Georges Industrial Estate	-236,931	-381,002	-226,651	10,280	
195 Ashwood House	177,880	-14,417	95,510	-82,370	Potential rental income not budgeted for, plus savings in marketing, NNDR and supplies and services costs.
196 Theta	-831,160	493,751	-328,322	502,838	Rent void 2nd Floor North/Front, plus lease,rent and service charge fees payable.
197 London Road/High Street	-58,813	-31,504	-57,155	1,658	
198 Albany Park	-586,336	-343,964	-247,836	338,500	Rates and void costs relating to Hudson House, which is currently empty and been marketed.
138 London Road Block	0	495	41000	41,000	Commitments for Legal and Consultant fees
212 Mayors Allowance	6830	1225	3000	-3,830	Lower overall spend
214 CEX Expenses	10000	0	0	-10,000	CEX does not draw on his expenses
219 Town Twinning	5255	872	2800	-2,455	Maybe one event planned for the year
448 Corporate Events	38837	9669	37200	-1,637	Small salary underspend at year end
STR Strategic Management	101,012	57501	108,000	6,988	
PRO Procurement	26571	14393	28000	1,429	Overtime that was not budgeted for
Total	-3919340	-1474677	-1852299	2067041	

Corporate

CC Description	Full Year Budget £	Actual P 6 £	Forecast £	Variance £	Comments
210 Members	456,572	219,295	446,572	-10,000	Members allowances underspent.
270 Electoral Registration	141,325	43,202	136,325	-5,000	
440 Public Relations	382,228	191,772	382,228	0	
441 Consultation	6,000	881	6,000	0	
442 Photographic Library	1,000	0	1,000	0	
443 Heath Scene	27,610	6,804	27,610	0	
444 Web Developments	6,250	365	6,250	0	
446 Business Breakfast	7,500	0	7,500	0	Decisions still to be made as regards this year's business breakfast.
447 Celebrate Camberley	8,500	5,000	8,500	0	
449 Camberley International Festival	15,000	7,213	15,000	0	
501 Postage Service	59,700	19,056	39,700	-20,000	Lower volumes of postage been sent out, so franking costs are reducing.
Con Contact Centre	508,437	227,925	508,437	0	
Pos PostRoom	159,219	80,363	144,000	-15,219	Lower Salary costs than budgeted.
Total	1,779,341	801,876	1,729,122	-50,219	

Business	CC Description	Full Year Budget £	Actual P6 £	Forecast £	Variance £	Comments
	110 Theatre	317,914	104,306	422,384	104,470	
	112 Theatre Marketing	43,000	14,363	40,000	-3,000	
	114 Pantomime	-45316	-3095	-45316	0	The Event is going ahead as planned.
	115 Frimley Lodge Live	557	14,669	14669	14,112	Frimley lodge live was not able to go ahead this year
	116 Arena Fitness Classes	1000	-485	-485	-1,485	Due to Covid 19, fitness classes did not take place at the theatre, before the new leisure centre opened.
	117 Childrens Theatre	5950	6,395	7900	1,950	
	118 Theatre Catering	-71632	-7,460	-47000	24,632	Stock purchases and bar sales are below budget following the reopening of the Theatre.
	119 Ian Goodchild Centre	-22364	-11,962	-22364	0	
	140 Car Parks	-468801	721,805	-107801	361,000	Income is forecast to be under budget by £368k and this includes a contribution of £135k from the SFC grant scheme, offset in part by a small surplus on the expenditure side.
	160 Community Centres	-8750	-117	-8750	0	
	470 Leisure Grants	244554	70,497	244554	0	
	472 Leisure Marketing & Events	4540	-783	4540	0	
	473 Leisure Support & Development	9420	-10,519	-9000	-18,420	Grant income received that was not budgeted for
	490 Museum	111,847	56,437	111,847	0	
	509 Southampton London Pipeline Project	0	-21,364	0	0	
	510 Parks and Open Spaces	594,724	317,407	594,724	0	
	512 Sang's Expenditure	106,788	35,970	106,788	0	
	513 Commuted Sums Expenditure	26,650	6,708	26,650	0	
	515 Public Convenience	31,715	12,519	31,715	0	
	516 Lightwater Country Park	126,840	45,607	126,840	0	
	517 Frimley Lodge Park	49,495	-6,551	49,495	0	
	620 Arena Sports Centre	87,414	45,365	87,414	0	
	621 New Leisure Centre Facility Project	43,551	100	43,551	0	
	622 Places Leisure Camberley	0	90,659	250,000	250,000	The expenditure relates to the initial contract management costs for the new leisure centre
	Total	1,189,096	1,480,471	1,922,355	733,259	

Regulatory

CC Description	Full Year Budget £	Actual P6 £	Forecast £	Variance £	Comments
293 Environmental Services	4720	355	1000	-3720	
370 Homelessness	593,656	-76,907	313,000	-280,656	Homelessness grant received not budgeted for, plus some salary savings offset by increased premises expenditure eg Rents paid
371 Supporting People	134,256	-203,291	134,256	0	
373 Syrian Refugee Project	46,934	41,792	3000	-43934	Grants to be received to cover costs incurred during the year
374 Connought Court	0	24,279	43,000	43000	This should be a self funding budget, but capacity has not been reached therefore income levels are not been achieved and there are some salary costs not budgeted for.
375 Housing Support	33,027	10,729	29,000	-4027	
376 British Armed Services Scheme	0	20,246	0	0	New Scheme for 21/22 which there was no budget for, Home office grant will offset some of the costs invloved claim up to £33k per family.
400 Housing Inspections	154,313	54,019	109,000	-45313	Vacant post not filled at present time
563 Cemeteries & Burials	1,700	1,715	1715	15	
600 DFG's	23,448	12,341	23448	0	
Total	992054	-114722	657419	-334635	

Regulatory 2 (Planning)

CC Description

	Full Year Budget £	Actual P6 £	Forecast £	Variance £	Comments
120 Building Control Fee related	-45887	-40662	-45887	0	
130 Building Control Non Fee related	101320	53248	101320	0	Dangerous structure's income will not be achieved, this will be offset by lower spending on the Consultants budget.
250 Planning Applications	120,326	-150209	40,000	-80326	Planning income is up against budget, but some of this will be used to offset the overspend on consultants.
251 Development Advice	89,146	31,970	69,000	-20146	Some salary savings and increased fee income to date.
252 Planning Appeals	95,068	136,436	190000	94932	Planning appeals are increasing and legal fees and consultant budgets will exceed there budgets at year end due to longstanding appeal cases.
253 Trees	50,649	25380	50649	0	
254 Planning Enforcement	85,109	41,213	85109	0	
260 Land Drainage	107,231	35,700	107,231	0	
261 Chobham Flood Allevication Scheme	15,000	3,152	15000	0	
310 Surrey Heath Local Plan	599,798	213,096	599,798	0	
314 DCLG Funding	28,346	0	0	-28346	Carry forward request may be made at the end of the year.
315 Climate Change Group	85,907	14,632	60,000	-25907	Small salary savings as post was vacant for 3 months and projects are currently being evaluated
480 Local Land Charges	-150,828	-55,849	-140828	10000	Income is lower than budget profile and some small savings in salaries.
Total	1181185	308107	1131392	-49793	

Community

CC Description	Full Year Budget £	Actual P6 £	Forecast £	Variance £	Comments
176 Community Services	519,568	41,223	449,568	-70,000	Underspends reported for community alarms, meals at home offset by a overspend on Community transport. for the first 6 months of the year.
280 Emergency Planning	39,099	22,217	40700	1,601	
564 Churches	16,605	22	9000	-7,605	
581 Recycling	238,111	105,908	269,000	30,889	Higher NNDR figure than budget, compliance checks will exceed the budget, plus lower income from textiles.
589 CMO (SHBC Share)	354,935	183,988	363,000	8,065	
590 Domestic Waste	-41,646	-28,688	-41646	0	
591 Commercial Bulk Collection	10,210	131	6000	-4,210	
594 Domestic Waste (Exempt Disposal)	-87,150	0	-87150	0	Budget is profiled for P7 (Oct)
596 Core Items	3,413,820	1,732,742	3,468,820	55,000	Contract inflation is higher than predicted at budget setting time.
597 Domestic service, Collection and Disposal	-14,830	0	-14830	0	
598 Commercial Service, Collection and Disposal	-20,600	0	-20600	0	
599 Variable Items	-228,430	-439,861	-150000	78,430	Savings due to the suspension of the green waste collection service, offset by potential loss of income due to no new subscriptions.
650 Street Cleaning	-27,219	7,684	-27219	0	
651 Street Cleaning Other Services	7,004	410	5000	-2,004	
HSA Health and Safety	5,939	2,969	5939	0	
	4,185,416	1,628,745	4,275,582	90,166	

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Capital Programme Monitoring 2021/22

Summary

The Executive is asked to note the spend on the capital programme for the period 1st April to 30th September 21.

Portfolio: Finance

Wards Affected: All

Recommendation

The Executive is advised to note the spend on the capital programme for the period 1st April to 30th September 2021.

1. Key Issues

- 1.1 This capital monitoring report is a new report for 2021/22 and it allows Members to gain a more detailed understanding of the spend associated with the various projects included within the 2021/22 capital programme.
- 1.2 The actual spend to the 30th September is £2.607m which is 19.34% of the total programme of £13.934m. There are still several projects to commence in the 3rd Quarter which will raise the overall spend by the end of the financial year as well the projects that are still too complete.
- 1.3 This report is in conjunction with the work that the capital monitoring programme board are currently completing in ensuring that projects are property scoped, costed and delivered as per the project specification and any project delays are notified at the earliest opportunity.
- 1.4 There are several projects which are no longer taking place and should be removed from the capital programme going forward and a number that should be rephased to 22/23 due to delays in the projects starting in the current year.

2. Resource Implications

- 2.1 At the end of the 2nd Quarter, £2.067m has been spent with a further £1.266m committed against a capital budget of £13.934m. A Summary breakdown of the 21/22 capital programme is attached as Annex A.

3. Options

- 3.1 The Executive is asked to note the report on the 21/22 Capital Programme spend for the period 1st April to 30th September.

4. Proposals

- 4.1 The Executive is asked to note the report on the 21/22 Capital Programme spend for the period 1st April to 30th September.

5. Supporting Information

- 5.1 None

6. Corporate Objectives and Key Priorities

- 6.1 This Item addresses the Council's objective of delivering services efficiently, effectively and economically.

7. Policy Framework

- 7.1 None

8. Legal Issues

- 8.1 None

9. Governance

- 9.1 The Capital programme is monitored on a monthly basis and reported to CMT, Executive and Performance and Finance Scrutiny Committee Quarterly.

10. Risk Management

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

11. Equalities Impact

- 11.1 None

12. Human Rights

- 12.1 None

13. Environmental Impact

- 13.1 None

14. Consultation

- 14.1 None

15. PR And Marketing

15.1 None

16. Officer Comments

16.1 A number of projects are not longer going forward and therefore should be removed from the current programme, along with some projects that need to be rephased from the 21/22 programme to the 22/23 programme due to delays in the projects starting.

16.2 A list of projects to be removed or rephased are shown in Annex B

16.3 There are several projects that are due to start in the 3rd Quarter and these will be closely monitored over the next few months to ensure that they are completed as planned by the financial year end. Further project rephasing may be required at the end of the 3rd Quarter.

Annexes	Annex A – Summary of Capital Monitoring Annex B - Projects to be removed from the 2021/22 Programme
Background Papers	None
Author/Contact Details	Adrian Flynn: Chief Accountant Adrian.Flynn@surreyheath.gov.uk
Head of Service	Amanda Fahey – Interim Strategic Director of Finance & Customer Services. Amanda.Fahey@surreheath.gov.uk

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CAPITAL MONITORING 2021/22 PERIODS 01-06

	B/Fwd From 2020.21	Approved Bids 2021.22	Total 2021.22 Programme	Current Spend & Commitments	Funds Available
	£'000	£'000	£'000	£'000	£'000
Investment and Development					
1 Public Realm Works	0	754	754	353	401
2 Cambridge Square Refurbishment	0	1,460	1,460	0	1,460
Sub Total	0	2,214	2,214	353	1,861
Legal					
3 Property Acquisition Strategy	2,343	0	2,343	0	2,343
4 London Rd Block	3,128	630	3,758	70	3,687
5 Theta	81	0	81	0	81
6 Ashwood House (Market Hall)	300	-300	0	0	0
7 Theta (2nd Floor)	49	0	49	0	49
8 Boiler @ Hudson House, Albany Park	25	0	25	0	25
Sub Total	5,926	330	6,256	70	6,186
Transformation					
9 SHORE	10	-10	0	0	0
10 Elections - Equipment	0	25	25	0	25
11 XCAM360 Imagery Service	0	13	13	13	0
12 Upgrading of Facilities in Council Chamber	0	100	100	100	0
13 Door Access System Upgrade	0	91	91	0	91
Sub Total	10	219	229	113	116
Business					
14 Main Square Car Park Refurbishments	42	0	42	0	42
15 Frimley Lodge Car Park - Capacity Increase	0	105	105	0	105
16 Theatre Frontage & Lighting Upgrade	120	75	195	180	15
17 Lightwater CP Visitors Centre	6	0	6	0	6
18 Deanside DR Woods Play Area	19	0	19	0	19
19 Mytchett Skate Park	54	0	54	0	54
20 Board Sites	7	0	7	0	6
21 Chobham Rd Play Area	20	50	70	70	0
22 Frimley Lodge Play Area	0	28	28	28	0
23 London Rd Rec Play Area	77	0	77	77	0
24 Whitmoor Rd	25	0	25	0	25
25 Watchetts Recreation Ground Tennis & Netball	134	0	134	0	134
26 CCTV Equipment	0	7	7	5	2
27 Camberley Bowls Club	0	45	45	0	45
28 Arena	2,219	0	2,219	1,864	355
29 Green Spaces - Increased Security Measures	166	0	166	4	162
30 Orchard Way Playground	0	70	70	70	0
Sub Total	2,889	380	3,269	2,299	970
Community					
31 Community Bus	40	0	40	41	-1
32 Travellers' Sites - Contribution	0	127	127	0	127
Sub Total	40	127	167	41	126
Regulatory					
33 Renovation Grants	755	780	1,535	732	804
34 Openspace Works	2	0	2	0	2
35 Drainage Works	60	0	60	0	60
36 128 London Rd (Connaught Court)	50	0	50	93	-44
37 151 Gordon Avenue (Night Stop)	0	152	152	173	-21
Sub Total	867	932	1,799	998	801
GRAND TOTAL OF ALL SCHEMES	9,732	4,202	13,934	3,873	10,060

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Annex B: Projects to be removed from the 21/22 Programme

Projects to be Removed	£	Comments
SHORE	10,000	The Project is no longer going ahead.
Ashwood House (Market Hall)	300,000	Not moving forward with this project in its current form.
Total	310,000	
Projects to be Rephased to 22/23.		
Transit Sites Contribution	127,000	Surrey County Council are awaiting a planning decision and SHBC contribution not expected till 22/23.
Deanside Woods Play area	19,110	Original work is on hold and a new management plan is being developed to deliver improvement works. Rephase the project to 22/23.
Boiler at Hudson House, Albany Park	25,000	The Project was carried forward into the current year, but there is no current plan to spend the money as the building is currently being marketed. The project should be rephased to 22/23.
Total	171,110	

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Urgent Action

Summary

To advise the Executive of urgent action taken by officers pursuant to the Scheme of Delegation of Functions to Officers.

Wards Affected

Not applicable

Recommendation

The Executive is advised to NOTE the urgent action taken under the Scheme of Delegation of Functions to Officers.

1. Resource Implications

1.1 The resource implications are as set out at Annex A.

2. Key Issues

2.1 In accordance with the Scheme of Delegation of Functions to Officers, urgent action has been authorised, as set out at Annex A.

3. Options

3.1 There are no options for the Executive to consider as the action has been taken.

4. Supporting Information

4.1 The Scheme of Delegation of Functions to Officers, provides for the Chief Executive, Executive Heads of Service and Heads of Services to determine, after appropriate consultation, matters of an urgent nature which are not in contravention of established policies of the Council, budgets set, or are key decisions, which will not admit of delay until the next ordinary meeting of the Council, Executive or Committee concerned. All such decisions which are executive matters have to be reported to the next meeting of the Executive.

Annexes	Annex A - Urgent Action Decision Form
Background papers	None
Author and contact details	Rachel Whillis – Democratic Services Manager rachel.whillis@surreyheath.gov.uk
Head of service	Gavin Ramtohal –Head of Legal & Democratic Services

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Surrey Heath Borough Council Scheme of Delegation of Functions to Officers

Urgent Action Form – Executive Function

Consultation by Chief Executive, Strategic Director or Head of Service involved with relevant Portfolio Holder or Leader of the Council and Chairman (or Vice Chairman) of the relevant Scrutiny Committee

To Councillor	Shaun Garrett
Portfolio Holder for	Support & Safeguarding
Background	<p>The government (DWP) has set up a scheme to provide additional funding to target financial support for vulnerable households over the winter months, to be known as the Household Support Grant. This new grant will run until the 31 March 2022 and totals £500m Nationally.</p> <p>Surrey County Council's allocation of the funding totalled £5,290,829.72, and this is based on the population of each authority weighted by a function of the English Index of Multiple Deprivation.</p> <p>The aim of the grant is designed to enable local Council's to support vulnerable households with the increasing costs of food, energy, water, and other essentials. In exceptional circumstances of genuine emergency, the grant can also be used to support with housing costs, but the main focus of support is the emergency need for immediate assistance with food and bills (vouchers can be awarded up until the 31st March 2022 and redeemed until the end of April).</p> <p>The criteria states that at least 50% of the total funding must be spent on families with children, beyond this local authorities have discretion to determine the appropriate schemes for their area, based on our understanding of local needs</p>
Proposal	<p>As outlined above the grant scheme is intended to help families therefore it's important that we get this scheme set up as quickly as possible so that the help gets to the people that need it.</p> <p>In order to deliver this scheme it is proposed that Citizens Advice Surrey Heath (CASH) deliver this on the Councils behalf. The scheme requires a quick time response to evaluate and turn around the applications promptly. Citizen's Advice have the necessary experience and knowledge to assist with ensuring the emergency funds are provided to those who are most vulnerable</p>

	<p>within Surrey Heath. SHBC and CASH will establish and agree a 'local eligibility framework' being fully compliant in its approach which will enable CASH to distribute grant funding that best supports the households who are in the most need locally. SHBC will also support CASH in promoting the scheme see Annex A which details the full action plan.</p> <p>Also a MI return is due to the DWP by the 21st January 2022 for the period ending 31st December 2021, this will be used to determine the level of eligible spend and an interim payment will be made upon verification. This this is another reason why the need to agree the setting up an introduction of this scheme by urgent action as soon as possible.</p>
Options	<ol style="list-style-type: none"> 1. To agree to the setting up the Household Support Grant Scheme as proposed above or 2. Not to agree to the proposal and wait for the next Executive meeting on 7th December 2021.
Risk of delaying the decision	The scheme requires a quick time response to evaluate and turn around the applications promptly if we delay waiting until the next Executive meeting we risk not distributing the grant monies before 31 st December.
Legal advice	Not required
Resource implication	<p>Surrey County Council's allocation of the funding totalled £5,290,829.72, the total allocation for Surrey Heath is £176,820.17, which the first payment of 50% (£88,410.09) has been received and confirmed by the Chief Accountant.</p> <p>The second payment of the grant allocation is in arrears and will be subject to the submission of two Management Information (MI) returns to DWP outlining the authority's grant spend and the volume of awards for period 6 October – 31 December (due January '22) and for the period 1 January - 31 March (due April '22).</p> <p>Set out in Annex B is how the grant funding will be allocated further to the scheme set out above there is also a sum £10,000 proposed for the local food banks.</p> <p>Note the Councils Section 151 has been consulted on this matter.</p>

Contact Officer for further information	Louise Livingston – Head HR, Communications & Performance Jayne Boitoult – Community Partnership Officer
Decision Marker (officer signing the Urgent Action Form)	Damian Roberts – Chief Executive

Signed *By email*

Dated 19/11/21

Name: Damian Roberts Chief Executive

I agree with the above action proposed

Signed *Shaun*

Dated 19/11/21

Portfolio Holder for Support & Safeguarding – Cllr Shaun Garrett

On behalf of the Scrutiny Committee, I agree with the above action proposed. I recognise that if this decision is taken by the appropriate officer as a matter of urgency, there will be no opportunity for the decision to be scrutinised by the Scrutiny Committee before its implementation.

Signed



Dated 19/11/2021

Chairman/Vice Chairman of Performance & Finance Scrutiny Committee – Cllr Sashi Mylvaganam

Annex A

Surrey Heath Action Plan November 2021 – March 2022

- A. Utilising the client data information that the Council has available from the Council's Tax Subsidy Scheme (2409 households). To send out a letter and easy to use application which advises of this new scheme and invites applications to be returned directly to Citizens Advice who will evaluate and process payments via various forms which will include vouchers for energy, or food etc.**
- B. To print letters to leave at various locations within Surrey Heath, such as Job Centre Plus, Besom, weekly food stalls and plus others to promote the availability of the scheme.**
- C. Promote the scheme to Revs & Bens, Housing, and the contact centre to direct any enquiries to Citizens Advice or send out letters and information.**
- D. Devise a local communications/Social media campaign including the use of the Councils website.**
- E. Work with our community and statutory partners to promote far and wide, via twitter/Instagram.**
- F. To ensure that an open dialogue is retained with partners, and this will be managed via regular (virtual) monitoring meetings to ensure that we can be responsive to local change and offer a quick time flexible approach to bridge gaps and meet the community needs.**
- G. For SHBC and CASH to establish and agree a 'local eligibility framework' being fully compliant in its approach which will enable CASH to distribute grant funding that best supports the households who are in the most need locally. The vouchers will be available until 31st March 2022, allowing redemption until end of April 2022.**
- H. Undertake the Central Government returns as necessary to ensure the second payment.**
- I. The Section 151 officer and Council's Chief Accountant to be kept fully informed during the time of that this fund is operational.**
- J. The Council's Community Partnership Officer will be the named key contact for this scheme.**

Annex BFunding breakdown for tranche 1 & 2:

Area	Amount	Organisation
Admin Expenses	£9,000	Citizens Advice (Nov-March 2022)
Advertising/banners Printing costs, letters, information, and Postage Costs	£7,500	SHBC Dec 2021 – Feb 2022
Food bank top-up if necessary	£10,000	Camberley Besom, West End, and Woking
Direct awards to families and individuals who meet the criteria	£ 150,000	Citizens Advice this will be paid in two instalments.
Sub-Total	£176,500	

Exclusion of Press And Public

Recommendation

The Executive is advised to RESOLVE that, under Regulation 4 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, 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>
13	3
14	3

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By virtue of
Regulation 21(1)(A) of the Local Authorities (Executive
Arrangements) (Access to Information) (England)
Regulations 2000.

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