



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

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

To: The Members of the **EXECUTIVE**  
(Councillors: Alan McClafferty (Chairman), Colin Dougan, Shaun Garrett,  
Rebecca Jennings-Evans, 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](http://www.youtube.com/user/SurreyHeathBC) on Tuesday, 15 March 2022 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

---

<b>AGENDA</b>		<b>Pages</b>
<b>Part 1 (Public)</b>		
<b>1. Apologies for Absence</b>		
<b>2. Minutes</b>		<b>3 - 14</b>
To confirm and sign the minutes of the meetings held on 15 February and 28 February 2022 (copies attached).		
<b>3. Declarations of Interest</b>		
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.		
<b>4. Questions by Members</b>		
The Leader and Portfolio Holders to receive and respond to questions from Members on any matter which relates to an Executive function in accordance with Part 4 of the Constitution, Section B Executive Procedure Rules, Paragraph 16.		
<b>5. Annual Plan 2022/23</b>		<b>15 - 42</b>

<b>6.</b>	<b>Household Support Fund Update</b>	<b>43 - 48</b>
<b>7.</b>	<b>Camberley CCTV Review</b>	<b>49 - 60</b>
<b>8.</b>	<b>Scheme of Delegation of Functions to Officers – Executive Functions</b>	<b>61 - 100</b>
<b>9.</b>	<b>Revenue 2021/22 Monitoring Report - Quarter 3</b>	<b>101 - 106</b>
<b>10.</b>	<b>Capital Programme 2021/22 Monitoring Report - Quarter 3</b>	<b>107 - 110</b>
<b>11.</b>	<b>Write off of Irrecoverable Bad Debts</b>	<b>111 - 118</b>
<b>12.</b>	<b>Exclusion of Press and Public</b>	<b>119 - 120</b>

**Part 2  
(Exempt)**

<b>13.</b>	<b>Review of Exempt Items</b>	<b>121 - 122</b>
------------	-------------------------------	------------------

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

**Minutes of a Meeting of the Executive  
held at Surrey Heath House on 15  
February 2022**

---

+ 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 Graham Alleway, Cllr Peter Barnett, Cllr Rodney Bates, Cllr Cliff Betton, Cllr Tim FitzGerald, Cllr Sharon Galliford, Cllr Emma-Jane McGrath, Cllr Charlotte Morley, Cllr Sashi Mylvaganam, Cllr Graham Tapper, Cllr Pat Tedder, Cllr Victoria Wheeler, Cllr Helen Whitcroft and Cllr Valerie White

**90/E Minutes**

The minutes of the meeting held on 25 January 2022 were confirmed and signed by the Chairman.

It was noted that minute 88/E - Surrey Heath Physical Activity Strategy had omitted reference to concerns raised by Councillor Graham Alleway that resolving issues of blocked footpaths was essential to increasing fitness and, furthermore, to aligning with the national Active England campaign to make pedestrians and cyclists the dominant interested parties for the highways network.

**91/E Questions by Members**

The Planning & People Portfolio Holder, Councillor Adrian Page, undertook to respond to a query from Councillor Graham Alleway about the pre-application planning application enquiry process.

**92/E Revenue Budget and Medium Term Financial Strategy 2022/23 - 2025/26**

The Executive considered a report setting out the Medium Term Financial Strategy (MTFS), the revenue budgets estimates for the 2022/23 financial year, and the indicative estimates for the period 2023/24 to 2025/26. The MTFS also incorporated a 4-year capital strategy and programme, plus a Treasury Management Strategy, both of which would be considered separately at that meeting.

Members received a presentation from the Chief Finance Officer detailing the key principles and assumptions underpinning the MTFS. A summary of the budget was presented, identifying items of budgetary growth amounting to nearly £4.8m, as well as service efficiencies totalling approximately £2.4m. The sources of finance to support the budget were noted, the primary source of which was Council Tax. The budget included an increase to Council Tax of £5 per Band D property.

Members were advised that the budget gap in 2022/23 was £2.55m. The proposals for reducing the overall budget from approximately £15m in 2022/23 to £13m in 2025/26, thereby reducing the reliance on reserves from £2.5m to £300k in the period of the MTFs, were noted. Further information was requested from Members prior to the Council meeting in relation to the makeup of the efficiencies that were expected to be achieved from the Zero Based Budget process.

The Leader and Finance Portfolio Holder undertook to ascertain further information in respect of apparent discrepancies between information included in the Draft Financial Statements 2019/20 published on the Council's website and the levels of reserves included in the budget report.

**RECOMMENDED to Full Council the approval of the Medium Term Financial Strategy and associated Revenue Budget Estimates covering the period 2022/23 to 2025/26, including that**

- (i) the 2022/23 budget estimates giving a net cost of services revenue budget for the Council of £14.788 million as shown in Appendix 1 to the Medium Term Financial Strategy be approved;**
- (ii) the unavoidable and service pressures of £4.791 million shown in Appendix 1 and in more detail in Appendix 1-1 to the Medium Term Financial Strategy be approved;**
- (iii) the revenue efficiencies of £2.413 million shown in Appendix 1 and in more detail in Appendix 1-2 to the Medium Term Financial Strategy be approved;**
- (iv) the recommendation by the Strategic Director Finance and Customer Services (the Council's Section 151 Officer) that a sum of up to £7.500 million of earmarked reserves at this stage be repurposed to the general revenue fund balance to support the revenue budget over the period of the Medium Term Financial Strategy and provide a sustainable budget for the Council be approved;**
- (v) authority be delegated to the Strategic Director in consultation with the Chief Executive and the Portfolio Holder for Finance to identify which reserve(s) the sum at (iv) be drawn from and the eventual amount to be re-purposed;**
- (vi) the increase in the Surrey Heath Borough Council element of the annual precept be increased by £5.00 per Band D property and in the appropriate statutory proportions for other properties; and**
- (vii) a total of £0.270 million of earmarked reserves are allocated to support budgets in the services these earmarked reserves were set aside for.**

**RESOLVED to note**

- (i) that the Capital Strategy, Capital programme and Treasury Management Strategy, as elsewhere at that meeting, form part of the Medium Term Financial Strategy;**
- (ii) the forecast level of reserve balances, as shown at Appendix 4 to the Medium Term Financial Strategy;**
- (iii) the forecast level of reserve balances will be subject to confirmation once the outturn position for the 2021/22 financial year, to be reported in the revenue outturn report early in the new financial year;**
- (iv) the Council Tax base for Surrey Heath Borough Council is 38,976.2, as agreed in December 2021;**
- (v) the Medium Term Financial Strategy contains a savings target of £1.350 million over the period of the strategy, which will be achieved through a combination of further services efficiencies, increases in income and potentially service reductions to be identified through a output-based budget review for all services of the Council and subject to a Star Chamber challenge review that will commence in March 2022; and**
- (vi) the statement of the Chief Financial Officer (Strategic Director Finance and Customer Services) on the robustness of estimates and sustainability of balances.**

**93/E Treasury Management Strategy Report 2022/23**

The Executive was informed that the Council's Treasury management was conducted within the framework of the Chartered Institute of Public Finance and Accountancy's Treasury Management in the Public Services: Code of Practice 2017 Edition, the 'CIPFA Code', which required the Council to approve a Treasury Management Strategy before the start of each financial year.

Members considered a report detailing the proposed Treasury Management Strategy for 2022/23, Treasury Management Indicators, Minimum Revenue Provision policy statement, and Treasury Management Policy Statement. The report fulfilled the Council's legal obligation under the Local Government Act 2003 to have regard to the 'CIPFA Code'.

**RECOMMENDED to Full Council that**

- (i) the Treasury Management Strategy for 2022/23, as shown at Annexes A and B to the agenda report;**
- (ii) the Treasury Management Indicators for 2022/23, as set out at Annex C to the agenda report;**

- (iii) the Minimum Revenue Provision policy statement and estimated minimum revenue provision payment table, as set out at Annex F to the agenda report; and
- (iv) the Treasury Management Policy Statement at Annex G to this report

be adopted.

**RESOLVED to note**

- (i) the investments as at 30th November 2021, as set out at Annex D to the agenda report; and
- (ii) the existing Investment and Debt Portfolio, as set out at Annex E to the agenda report.

#### **94/E Capital Strategy 2022/23 - 2025/26**

The Executive considered a Capital Strategy report, which provided a high-level overview of how capital expenditure, capital financing and treasury management activity contributed to the provision of local public services, along with an overview of how any associated risk is managed and the implications for future financial sustainability.

The report summarised the capital programme, treasury strategy and investment strategy. These documents set out how the Council intended to manage its £13.0m of investments, £146m of borrowing and £108m of investment property together with approval for the 2022/23 capital programme of £1.101m.

It was reported that the Capital Programme was much reduced in 2022/23 to 2025/26 and would be funded from receipts reserves, with no borrowing for new schemes. Members considered the Capital Programme and referred to the Local Plan provision for gypsy, traveller and travelling show people sites in the 3 year capital programme. Assurances were provided that, although funding had been scheduled in years 2023/24 and 2024/25 of the programme, if opportunities for acquisitions of sites arose in 2022/23, this funding would be brought forward.

It was advised that a review of projects included in this year's Capital Programme would be considered as part of the Quarter 3 monitoring of the 2021/22 budget.

**RECOMMENDED to Full Council that the Capital Strategy and associated Capital Programme covering the period 2022/23 to 2025/26 be approved, including**

- (i) the new capital bids for £1.139 million, as set out in Appendix 1 to Annex A to the agenda report, for 2022/23 be approved, and that they be incorporated into the Capital Programme; and

- (ii) **The Prudential Indicators summarised below and explained in Annex A to the agenda report for 2022/23 to 2025/26 in accordance with the requirements of the Chartered Institute of Public Finance and Accountancy's (CIPFA) Prudential Code for Capital Finance in Local Authorities 2011 be approved; and**

Prudential Indicator	2022/23 Proposed £m	2023/24 Estimated £m	2024/25 Estimated £m	2025/26 Estimated £m
Capital Expenditure	1.139	1.428	1.428	0.928
Capital Financing Requirement	174	171	167	164
Ratio of net financing costs to net revenue stream	28.22%	27.54%	26.89%	26.30%
Financing Costs	3	3	3	3
Operational Boundary	230	230	230	230
Authorised Limit	235	235	235	235

**RESOLVED to note that**

- (i) **the Capital Financing Requirement (CFR) for this Council as at 31 March 2023 be estimated to be £174 million and as such a Minimum Revenue Provision of £2.32m is required;**
- (ii) **the provisional financing for Capital Programme for 2022/23 to 2025/26 (Table 2 in Appendix 1 to Annex A of the agenda report);**
- (iii) **Potential reprofiling from 2021/22 of £8.499 million (Table 3 in Appendix 1 to Annex A of the agenda report); and**
- (iv) **the available capital receipts forecast shown in Appendix 2 to Annex A to the agenda report.**

**95/E Review of the Local Council Tax Support Scheme**

The Executive was reminded that, at its meeting on 16 November 2021, it had reviewed a revised Local Council Tax Support Scheme which had been recommended by the Community Support Working Group. At this meeting, the Executive had agreed to conduct a consultation on the proposed new scheme.

The consultation had been undertaken between 1 December and 31 December 2021, which had received 14 public responses. A summary of the responses and comments made were noted.

**RECOMMENDED to Full Council that**

- (i) the revised Local Council Tax Support Scheme, as set out at Annex A to the agenda report, replace the existing Local Council Tax Support Scheme from 1 April 2022;**
- (ii) Transitional protection 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; and**
- (iii) 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.**

#### **96/E Building Control Proposed Shared Working Arrangement**

The Executive was informed that the Council had been in discussion with Runnymede Borough Council (RBC) to establish a shared working arrangement for the Building Control functions. The Building Control manager role in RBC was due to become vacant; the first stage of the process would involve creating an overall Building Control Manager who would manage the proposed shared service across the two councils. It was proposed that this Council's Building Control manager would take up this role on a full-time basis. RBC would contribute 50% of the costs of the Building Control Manager.

The intended start date for this arrangement was 1 April 2022. The arrangement would be reviewed over the next 12 months, which would establish the shared service between Surrey Heath and Runnymede Borough Councils. A further update would be reported to the Executive in due course regarding the long-term operations of the joint service.

Members noted the changes to the team's structure that would be undertaken to support the shared working arrangements. The anticipated benefits of the partnership were also recognised.

**RESOLVED that the shared Building Control management service with Runnymede Borough Council be implemented and the new structure for Surrey Heath Borough Council be agreed.**

#### **97/E Council Response to Surrey Minerals & Waste Local Plan Regulation 18 Consultation**

The Executive considered a draft response to the Minerals and Waste Local Plan (MWLP) for Surrey, which had been prepared by Surrey County Council as the Minerals and Waste Planning Authority. Once adopted, the MWLP would replace the existing Surrey Minerals Plan 2011 and the associated development plan documents and guidance, and the Surrey Waste Local Plan 2019. The plan would also be a material consideration for this Council in the preparation of the local development plan and making planning decisions.

**RESOLVED that the response set out in Annex 1 to the agenda report be agreed as the Council's formal response to the**



**Regulation 18 'Issues and Options' consultation on the Surrey Minerals & Waste Local Plan.**

Chairman

This page is intentionally left blank

**Minutes of a Meeting of the Executive  
held at Surrey Heath House on 28  
February 2022**

---

+ Cllr Alan McClafferty (Chairman)

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

+ Present

In Attendance: Cllr Graham Alleway, Cllr Rodney Bates, Cllr Cliff Betton, Cllr Paul Deach, Cllr Sharon Galliford, Cllr Morgan Rise, Cllr Graham Tapper, Cllr Pat Tedder, Cllr Victoria Wheeler, Cllr Helen Whitcroft and Cllr Valerie White

**98/E Response to the Ukrainian Crisis**

The Leader, on behalf of the Council, expressed dismay and horror at recent events in Ukraine. He referred to the Council's history of coming to the aid of refugees and indicated that, although the Government had not asked for assistance at that point, the Council would do everything it was able to in response to any such requests. As a symbol of solidarity with the people of Ukraine, and in support of international law and the right to democracy, the Council would be flying the Ukrainian flag.

Members were reminded that collections for Ukrainian refugees were taking place at specified locations in the borough and the Council would be sign posting these collection points. The Leader praised the terrific effort being demonstrated by residents and businesses in the borough.

**99/E Questions by Members**

The Leader responded to a question from Councillor Rebecca Jennings-Evans, confirming that Surrey County Council would be consulted as part of the Local Plan consultation process.

**100/E Draft Surrey Heath Local Plan: Preferred Options (2019 - 2038)**

The Executive considered a detailed report seeking approval of the Draft Local Plan, together with the mapping booklet and Interim Sustainability Appraisal for public consultation. The Draft Local Plan set out the planning framework for the Borough up to 2038 and once adopted, would replace current Local Plans.

Consultation on the Draft Plan would be undertaken between 14 March and 9 May 2022. Responses from this consultation and any additional evidence would be used to prepare the next version of the Local Plan.

Members discussed the plans for a further call for Gypsy and Traveller sites and additional consultation scheduled for summer 2022. At that stage, only one specific site allocation for four pitches had been identified, at Diamond Ridge

Woods, Old Dean, and was included as a site allocation. The importance of identifying sufficient Gypsy and Traveller sites to ensure the Local Plan was found sound at examination was noted. Members were encouraged to work with their fellow ward councillors and the County Councillor for their area to identify options for small sites within their wards. The Leader undertook to write to all councillors about this matter.

**RESOLVED that**

- (i) the Draft Surrey Heath Local Plan: Preferred Options (2019 – 2038) and associated Mapping booklet, attached at Annex 1 and 2 to the agenda report, be agreed for a period of 8 weeks consultation from March to May 2022;**
- (ii) the Interim Sustainability Appraisal, attached at Annex 3 to the agenda report, be agreed for a period of 8 weeks consultation from March to May 2022; and**
- (iii) minor changes to the draft Local Plan and Mapping booklet be agreed by the Head of Planning in consultation with the Portfolio Holder for Planning and People.**

Note: In accordance with the Members' Code of Conduct, Councillor Rodney Bates declared

- (i) a pecuniary interest in relation to a reference to Gordon's School at page 242 of the agenda as he had occasional paid employment at the School as an exam invigilator; and
- (ii) a non-pecuniary interest in relation to a reference to the land at Pine Ridge Golf Course in at page 537 of the agenda as he was a community trustee of Frimley Fuel Allotments.

**101/E Local Development Scheme**

The Executive was informed that the timetable for producing the Local Plan was set out in the Local Development Scheme. The Council was required to produce and update this document to outline future planning documents it would be producing.

The next stage of public consultation would be on the Draft Local Plan, as agreed earlier that meeting. The LDS also set out the plans for a further consultation on Gypsy and Traveller and Travelling Showpeople site allocations in Summer 2022.

**RESOLVED that the Surrey Heath Local Development Scheme (LDS) attached at Annex 1 to the agenda report, covering the period 2022 – 2025 be agreed and published on the website.**

## 102/E Review of Parking Fees and Charges

The Executive considered the feedback from the Performance & Finance Scrutiny Committee, which had considered a call-in of its decision on 25 January 2022 regarding Car Parking Tariffs. It was noted that the Committee had recommended that changes to the fee structures at the Borough Council owned car parks should go ahead, as set out in the report considered on 25 January 2022, with the exception of those proposed for Wharf Road car park and Chobham car park.

Members discussed the Committee's recommendation that a decision on changing the fee structure at Wharf Road to be delayed to enable officers to:

- a. consult with ward councillors, local businesses and residents in the immediate vicinity of the car park.
- b. Monitor the capacity and usage of car park.

The Committee's recommendations were reviewed and, although the recommendations had been unanimous, it was recognised that ward councillors had expressed differing views on tariffs for Wharf Road car park at that meeting. It was indicated that it was not standard practice to undertake consultations where parking charges were to be introduced. Members also expressed a lack of clarity on what would be achieved by the monitoring capacity and usage of the car park given the need to generate some income to help offset the cost of running this car park.

The Committee had also recommended that a decision on changing the fee structure at Chobham car park be delayed to enable officers to:

- a. Consult with Natural England, and other organisations as appropriate, on the impacts that the changes might have on the SSSI.
- b. Explore the possible use of SANG contributions to offset the costs of running the Chobham car park.

The Executive was informed that, since the Committee's meeting, Natural England had confirmed in writing that the retention of an hour's free parking would allay any concerns they may have about changes to the tariffs. It was confirmed that, in the event that Natural England altered its position, the decision would be reviewed. The proposals for monitoring any displacement from the SANG to Chobham Common were discussed. It was proposed to monitor this using Chobham car park ticket sales, but further options for monitoring the effect on the SSSI at Chobham would be considered with officers. Using CIL monies to offset the costs of running Chobham car park was not considered appropriate because CIL money had not been allocated for this purpose.

**RESOLVED to endorse its decision at minute 87/E on 25 January 2022 on the review of parking fees and charges.**

Chairman

**Surrey Heath Borough Council**  
**Executive**  
**15 March 2022**

---

**Annual Plan 2022/23**

<b>Portfolio</b>	Leader
<b>Strategic Director/Head of Service</b>	Louise Livingston, Head of HR, Performance & Communications
<b>Report Author:</b>	Sarah Bainbridge, Organisational Development Manager
<b>Date Portfolio Holder Signed off the Report</b>	2 March 2022
<b>Key Decision:</b>	Yes
<b>Wards Affected:</b>	All

---

**Summary and purpose**

This report contains the draft Annual Plan 2022/23, which sets out the key projects and performance indicator targets for the next financial year, which the Executive is asked to approve. A draft plan was considered by the Performance & Finance Scrutiny Committee at its meeting on 19 January 2022, and the attached draft has been updated in light of their comments.

**Recommendation**

The Executive is advised to RESOLVE the attached Annual Plan for 2022/23 be agreed.

**1. Background and Supporting Information**

- 1.1 The Council agreed a new Five Year Strategy 2022 – 2027 in October 2021. This followed one of its largest ever public engagement exercises to agree the priorities going forward for the Council and the Borough. The Strategy sets out ambitious goals and targets under the headings of *Environment, Health & Quality of Life, Economy and Effective & Responsive Council*.
- 1.2 The Council agrees an Annual Plan each year which sets out the main goals, projects and targets for the coming financial year. The Annual Plan is the main delivery vehicle for ensuring that the ambitions in the Five Year Strategy are delivered for residents.
- 1.3 Progress against these plans are reported to the Executive and Performance & Finance Scrutiny Committee at mid-year and year-end.

1.4 The proposed Annual Plan 2022/23 is attached at Annexe 1, which the Executive is asked to approve.

1.5 The plan includes key projects and milestones for 2022/23. This will not generally include 'business as usual' activities. Details of key performance indicators for services are also included and proposed targets for 2022/23. These measure many of the Council's key 'business as usual' functions.

## **2. Comments from Performance & Finance Scrutiny Committee**

2.1 A draft Annual Plan 2022/23 was considered by the Performance & Finance Scrutiny Committee at their meeting on 19 January 2022. Their comments on the draft are set out below:

- It was queried whether 61% was a sufficiently ambitious target for the percentage of household waste recycled and composted, given the pre-Covid performance levels.
- The improvement works at Turf Hill were queried due to the upcoming Esso pipeline works
- It was stated that more context needed to be provided about previous performance and targets to enable consideration of the proposed targets for performance indicators for 2022/23.
- It was requested that Chobham be added to the areas supported by the Community Support Working Group to address Poverty, and also that references be included to Surrey Heartlands health partners where appropriate.

2.2 The attached draft plan has been updated to take account of the comments from Performance & Finance Scrutiny Committee.

## **3. Contribution to the Council's Five Year Strategy**

3.1 The Annual Plan is the main delivery vehicle for ensuring that the ambitions in the Five Year Strategy 2022 – 27 are delivered for residents and the Borough.

## **4. Resource Implications**

4.1 All projects and targets within the Annual Plan need to have the necessary resources (revenue funding, capital funding, staffing, external/grant funding) in place to deliver them. The draft Annual Plan is being prepared alongside the draft budget for 2022/23. Where particular projects and targets are contingent on securing external funding, this is set out in the attached plan.

## **5. Legal and Governance Issues**

5.1 There are no specific legal or governance issues.



## **6. Other Considerations and Impacts**

### **Environment and Climate Change**

- 6.1 The Five Year Strategy very clearly sets out the Council's ambition with regards to the Environment, climate change and associated work of the Climate Change Action Plan. The draft Annual Plan contains a number of actions to deliver these ambitions.

### **Equalities and Human Rights**

- 6.2 An equalities impact assessment was undertaken of the Five Year Strategy and identified a number of ways the Five Year Strategy ambitions can deliver positive impacts for different equality groups.

### **Risk Management**

- 6.3 The draft Annual Plan itself has no risk attached to it but individual projects will be appropriately risk assessed and will be managed and reported through the Council's performance monitoring process at Performance & Finance Scrutiny Committee and the Executive.

### **Community Engagement**

- 6.4 The Council agreed a new Five Year Strategy 2022 – 2027 in October 2021, following one of its largest ever public engagement exercises to agree the priorities going forward for the Council and the Borough.
- 6.5 In addition, several of the individual projects listed in the draft Annual Plan involve or are based on significant public consultation and input, such as The Local Plan, the Physical Activity Strategy, the Town Centre Strategy and the design and delivery of new playgrounds.

### **Annexes**

Annexe 1 – Draft Annual Plan 2022 - 2023

### **Background Papers**

Surrey Heath Borough Council Five Year Strategy 2022 - 2027

This page is intentionally left blank

## Environment

REF	FIVE YEAR STRATEGY AIM	2022/23 TARGET/PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	PORTFOLIO
ENV01	Enhance and improve access to green spaces – playground improvements (at least one a year)	Deliver: <ol style="list-style-type: none"> <li>1. A skate park replacement at Mychett Recreation Ground</li> <li>2. A fitness trail at Frimley Lodge</li> <li>3. A fitness trail at Lightwater Country Park (subject to funding being secured)</li> <li>4. A playground replacement at Whitmoor Road</li> <li>5. Playground improvement at Bentley Copse</li> <li>6. Playground safety surfacing at Southcote</li> </ol> Introduce a way of measuring satisfaction and feedback with new facilities (as well as designing new playgrounds through consultation with local communities)	<ol style="list-style-type: none"> <li>1. By July 2022</li> <li>2. Summer 2022</li> <li>3. Summer 2022</li> <li>4. Autumn 2022</li> <li>5. Spring 2022</li> <li>6. Spring 2022</li> </ol>	Recreation and Leisure Services Manager	Places & Strategy
ENV02	Enhance and improve access to green spaces – biodiversity scheme (at least one a year)	<ol style="list-style-type: none"> <li>1. Re-wilding project at Heatherside Estate.</li> <li>2. Wildlife hedge planting at Frimley Recreation Ground and Mychett Recreation Ground.</li> <li>3. Wildlife habitat creation at various locations post tree survey works.</li> <li>4. Woodland improvement works at Diamond Ridge</li> <li>5. Woodland improvement works at Frimley Green Recreation ground.</li> <li>6. Tree recycling scheme (Christmas and tree survey work) at various locations post tree survey works.</li> </ol>	<ol style="list-style-type: none"> <li>1. Start Spring 2022</li> <li>2. Spring 2022 (Frimley) &amp; Autumn 2022 (Mychett)</li> <li>3. Throughout year</li> <li>4. Spring 2022</li> <li>5. Spring &amp; Autumn 2022</li> <li>6. January 2023</li> </ol>	Recreation and Leisure Services Manager	Places & Strategy

REF	FIVE YEAR STRATEGY AIM	2022/23 TARGET/PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	PORTFOLIO
ENV03	Enhance and improve access to green space	<ol style="list-style-type: none"> <li>1. Car park and improvement works at Turf Hill. These works will take place post the pipeline installation work (being done by Esso) that goes through the car park.</li> <li>2. Site protection works – complete consultation/works for all RED category sites.</li> <li>3. Byelaws review - all sites.</li> </ol>	<ol style="list-style-type: none"> <li>1. Spring 2023</li> <li>2. Complete by Summer 2022</li> <li>3. March 2023</li> </ol>	Recreation and Leisure Services Manager	Places & Strategy
ENV04	Enhance and improve access to green space	Review and implement a Borough-wide Tree Strategy (following notice of motion at Council December 2021)	March 2023	Recreation and Leisure Services Manager and Planning Policy Manager	Places & Strategy
ENV05	Strategic Planning	Public consultation on the draft Surrey Heath Local Plan policies in order to adopt in 2023 an ambitious new Local Plan for the whole borough.	Publish draft Local Plan first quarter 2022/23 (April – June 2022)	Planning Policy and Conservation Manager	Places & Strategy
ENV06	Net Zero Carbon Emissions & resilient to the impacts of Climate Change	<ol style="list-style-type: none"> <li>1. Report full organisational emission baseline for 2019/20.</li> <li>2. Report annual organisational emissions since baseline and track emissions reduction from 2019/20 baseline year.</li> <li>3. Action will link to wider delivery of Surrey Heath Climate Change Action Plan throughout 2022/23 <a href="https://www.surreyheath.gov.uk/residents/climate-change/climate-change-action-plan">https://www.surreyheath.gov.uk/residents/climate-change/climate-change-action-plan</a></li> </ol>	<ol style="list-style-type: none"> <li>1) By January 2023</li> <li>2) Annually from January 2023</li> </ol>	Strategic Director – Environment & Community	Environment and Health
ENV07	Improve the air quality of the borough	Develop Energy Strategy to include pathways/options for emissions reduction (Delivery of future projects will require additional grant funding/capital).	Progress through Climate Change Working Group and publish copy on website by March 2023	Strategic Director – Environment & Community	Environment and Health

REF	FIVE YEAR STRATEGY AIM	2022/23 TARGET/PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	PORTFOLIO
ENV08		Promote access to national grant funding in the borough to support energy efficiency improvements in households and businesses; including LAD (Green homes grant – ‘Local Authority Delivery’), HUG (‘Home Upgrade Grant’) and LoCASE (‘Low Carbon Across the South and East’).	Throughout 2022/3, relating to partnership work with Surrey County Council.	Strategic Director – Environment & Community	Environment and Health
ENV09	Net Zero Carbon Emissions & resilient to the impacts of Climate Change	Work in partnership with Surrey County Council to develop Local Cycling and Walking Infrastructure Investment Plans to identify priority routes for investment and improvement within the borough. Provide support to facilitate specific route proposals by Surrey County Council through to delivery where appropriate.	March 2023 dependent on Surrey County Council timeframe	Strategic Director – Environment & Community	Environment and Health
Page 2 ENV10	Enhance and improve access to green spaces across the whole borough.	<ol style="list-style-type: none"> <li>Public consultation on a green infrastructure policy, as part of consultation on the Draft Surrey Heath Local Plan, in first quarter of 2022/23</li> <li>Implementation of the Queen’s Queen Canopy project, including a tree/hedge planting initiative in celebration of the Queen’s Platinum Jubilee in 2022.</li> <li>Develop a biodiversity net gain strategy in response to the Environment Bill by December 2022</li> </ol>	<ol style="list-style-type: none"> <li>Publish Draft Local Plan first quarter 2022/23</li> <li>Planting by June 2022</li> <li>Produce strategy by December 2022</li> </ol>	Strategic Director – Environment & Community / Planning & Conservation Manager	Planning and People
ENV11	Net Zero Carbon Emissions & resilient to the impacts of Climate Change	<ol style="list-style-type: none"> <li>Monitor and promote grant funding streams on Sustainable Surrey Heath webpages and social media.</li> <li>Plan and deliver a sustainable event in Summer 2022 (pending Covid precautions).</li> </ol>	<ol style="list-style-type: none"> <li>Update through 2022/23</li> <li>Summer 2022</li> </ol>	Strategic Director – Environment & Community	Environment and Health
ENV12	Net Zero Carbon Emissions & resilient to the impacts of Climate Change	<ol style="list-style-type: none"> <li>Continue to install LED lighting in Council assets.</li> <li>Prioritise delivery of carbon literacy training for Surrey Heath Staff.</li> </ol>	<ol style="list-style-type: none"> <li>Delivery to continue in 2022/23</li> </ol>	Strategic Director – Environment & Community	Planning and People

REF	FIVE YEAR STRATEGY AIM	2022/23 TARGET/PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	PORTFOLIO
			2. Draft training delivery plan with rollout thereafter through 2022/23		
ENV13	Net Zero Carbon Emissions & resilient to the impacts of Climate Change	<ol style="list-style-type: none"> <li>Partner with Surrey County Council (SCC) to share and support future development of a Surrey wide coordinated scheme for group buying household Solar.</li> <li>Public consultation on the Draft Surrey Heath Local Plan policies to support climate change mitigation and adaptation in the first quarter of 2022/23</li> <li>Undertake feasibility work to investigate options to identify and allocate more sites for Gypsy and Travellers in the Draft Surrey Heath Local Plan by December 2022</li> </ol>	<ol style="list-style-type: none"> <li>New scheme expected by March 2023 depending on SCC timescale.</li> <li>Publish Draft Local Plan first quarter 2022/23</li> <li>Identify further site allocation options by December 2022</li> </ol>	Strategic Director – Environment & Community / Planning Policy and Conservation Manager	Planning and People
ENV14	Respond promptly to Environmental and planning enforcement matters	<p>Deliver three joint days with Surrey Police of planned activities to include scrap metal, anti-social behaviour and fly tipping.</p> <p>Work with police to check waste carrier licenses.</p>	March 2023	Corporate Enforcement Manager	Planning and People
ENV15	Increase recycling rates	<p>Joint Waste Solutions:</p> <p>Deliver the Joint Waste Contract Area work programme 2022/23 as approved by the Joint Waste Services Collection Committee in March 2022.</p> <p>Deliver the Surrey Environment Partnership work programme objectives for 2022/23 which focus on the priorities of waste reduction, food waste recycling and reducing contamination of dry mixed recycling.</p>	March 2023	Joint Waste Solutions Partnership Director	Environment and Health

REF	FIVE YEAR STRATEGY AIM	2022/23 TARGET/PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	PORTFOLIO
ENV16	Improve air quality / Air 'inequality'	Profile options for Electric Vehicles / alternate fuels for each vehicle under Council ownership and business case developed for transitioning vehicles (subject to budget/funding).	By December 2022 and reported to Climate Change Working Group	Strategic Director – Environment & Community	Environment and Health
ENV17	Improve air quality / Air 'inequality'	Appoint provider for installation and maintenance of electric vehicle charging points in Council owned car parks (Installation dependent on On-Street Residential Chargepoint Scheme - ORCS funding).	By March 2023	Strategic Director – Environment & Community	Environment and Health
ENV18		Develop a business case for the construction of a permanent, replacement building to bulk recycling materials at the Council's Depot at Doman Road.  Subject to the findings of the business case, gain financial approval for the project.	Autumn 2022	Strategic Director – Environment & Community	Environment and Health

Page 23

INDICATOR	DESCRIPTION	Q3 2021/22 result	TARGET 2021/22	PROPOSED TARGET 2022/23	RESPONSIBLE OFFICER
<b>Household waste recycled and composted</b>	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.	58.02% (21/22 Forecast)	61%	63%	Joint Waste Solutions Partnership Director
<b>Residual Waste Per Household (kg)</b>	Rolling 12-month total of the number of kilograms of residual household waste collected per household, using the Defra definition of residual household waste (incl. street cleaning etc.).	364.22kg (21/22 Forecast)	-	360kg (lower is better)	Joint Waste Solutions Partnership Director
<b>Percentage of streets falling below a grade B cleaning standard</b>	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)	0.5%	4%	4%	Joint Waste Solutions Partnership Director

INDICATOR	DESCRIPTION	Q3 2021/22 result	TARGET 2021/22	PROPOSED TARGET 2022/23	RESPONSIBLE OFFICER
Number of 'missed' bins.	Number of 'missed' residential kerbside collections per 100,000 collections.	34.5	80	80 (per 100,000 collections)	Joint Waste Solutions Partnership Director
Dry Mixed Recycling (DMR) Contamination	Measuring the quality of recycling - average percentage of recycling contaminated	6.5% (Q2 21/22)	New indicator	8% (lower is better)	Joint Waste Solutions Partnership Director
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%	100%	72%	80%	Development Manager
Processing of 'Non-Major' Applications	Percentage calculated the number of minor <u>and</u> 'other' applications processed within timescales (8 weeks) against total received. As per national guidelines, this includes applications where there is an agreement for an extension. Government target is 70%	82%	84%	84%	Development Manager
Appeals dismissed against the Council's refusal of planning permission	Percentage of appeals dismissed against the Council's refusal of planning permission.	73%	65%	65% (Higher is better)	Development Manager
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.	89%	75%	80%	Corporate Enforcement Manager



## Health & Quality of Life

REF	Five Year Strategy Aim	TARGET/PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	PORTFOLIO
HQL01	Strong Community Identity	Support and deliver a programme of events for all ages across the Borough reflecting the priorities of the 5 year strategy and to strengthen community relationships. An example of events for 2022/23 include the Queen's Jubilee event in June 2022.	March 2023	Communications & Engagement Manager	Business and Transformation
HQL02	Strong Community Identity	Define what an Council event is and review the 2020 and pre-Covid programmes with recommendations to repeat or change activities. Increase the number of events delivered by 20% with clear objectives for each event.	March 2023	Communications & Engagement Manager/ Recreation & Leisure Services Manager	Business and Transformation
HQL03	Strong Community Identity	Hold Community Support seminar with partners in October 2022 with a focus on housing and homelessness The Community Support Working Group will work to address poverty in the participating wards of Old Dean, St Michaels, Watchetts, Frimley, Frimley Green, Deepcut & Mytchett, Chobham and any additional wards that come forward.	October 2022	Community Development Officer	Support and Safeguarding

REF	Five Year Strategy Aim	TARGET/PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	PORTFOLIO
HQL04	Strong Community Identity	Respond and start to assess 'community trigger' (need definition) anti-social behaviour complaints with 5 working days. Send updated information about responding to anti-social behaviour to Councillors annually	From April 2022	Community Development Officer	Support and Safeguarding
HQL05	Improving Health & Well Being	To deliver our Physical Activity Strategy Action Plan: <ol style="list-style-type: none"> <li>1. To support clubs and communities to 'Recover and Reinvent' from the pandemic through funding applications, guidance and support, and deliver a rebranded physical activity awards as outlined in the Physical Activity Strategy.</li> <li>2. To 'Connect Communities' by delivering a detailed engagement programme with at least 5 community groups, identifying at least 2 new champions from underrepresented communities who can promote physical activity and engaging at least 2 refugee families in local activity programmes, as outlined in the Physical Activity Strategy.</li> <li>3. To 'Make Activity Accessible' by supporting at least one new modified sport/activity that better suits people with reduced levels of mobility e.g. Walking Netball, working with partners to audit local walk routes and creating an accessible walks webpage, and promote new "Low-cost ways to be active", as outlined in the Physical Activity Strategy.</li> <li>4. To 'strengthen connections with health and wellbeing' partners, using their knowledge to identify gaps in local provision and delivering</li> </ol>	Outlined in Physical Activity Strategy Action Plan	Engagement, Wellbeing & Events Manager	Places and Strategy

REF	Five Year Strategy Aim	TARGET/PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	PORTFOLIO
		<p>at least one new initiative to address that gap, by increasing the number of referral partners by 60% and by working closer with social prescribers to easily track referrals to physical activity projects, as outlined in the Physical Activity Strategy.</p> <p>5. To create 'Active Environments' for local residents by supporting at least 2 Surrey Heath Schools to sign up to School Travel Plans, delivering Phase 2 of the Watchetts &amp; St Michaels bike recycling project and hosting a recreational bike event that encourages people to use their bikes for short journeys, as outlined in the Physical Activity Strategy.</p> <p>6. Support positive early experiences of physical activity for 'Children and Young People' by entering a team into every activity as part of the revamped Surrey Youth Games programme, relaunching the 'Friday Night Project' (or similar) giving young people a safe place to be active in the evenings, and supporting special schools to implement at least 2 new opportunities for students, as outlined in the Physical Activity Strategy.</p>			
<b>HQL06</b>	Improving Health & Well Being	To work with partners to implement year 1 objectives from Surrey Heath Healthy Weight Action Plan	To be agreed following a second partnership obesity workshop in February 2022	Engagement, Wellbeing & Events Manager	Environment and Health

REF	Five Year Strategy Aim	TARGET/PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	PORTFOLIO
HQL07	Improving Health & Well Being	We will promote a rich programme of cultural and community events across the Borough. Focus on delivering activities at not just Council-owned parks but also cricket grounds, sports areas, etc. Discuss with the Villages Working Group how to work with partners to deliver shows in villages.	August 2022	Venue and Operations Manager	Business and Transformation
HQL08	A safe place to live and work	<ol style="list-style-type: none"> <li>1. Deliver four Serious Organised Crime Joint Action Groups (SOCJAGs) with the Police and Partner groups each year (to meet Five Year Strategy target of 20)</li> <li>2. Continue to hold Community Harm And Risk Management meetings (CHARM) and Surrey Heath Partnership meetings to work effectively with public and voluntary partners to keep the borough a safe place to live and support vulnerable residents.</li> <li>3. Explore opportunities for collaboration with other Local Authorities on CCTV</li> </ol>	March 2023	Community Development Officer	Support and Safeguarding
HQL09	A safe place to live and work	Review safeguarding training across the organisation to maintain the target of all staff having completed safeguarding awareness training within the last three years. Roll out domestic abuse training to all front-line staff and agree an appropriate refresher period.	December 2022	Organisational Development Manager	Support and Safeguarding
HQL10	Housing & Homelessness	Delivering partnerships that aims to eradicate homelessness across the whole Borough. (Reliant on external funding) Homelessness forum/summit by October 2022 - Joint with community support working group	April 2022: following successful bid for Rough Sleeper Initiative Funding set up three year programmes for Housing First and Floating Housing Support, and recruit to	Housing Services & Family Support Manager	Support and Safeguarding

REF	Five Year Strategy Aim	TARGET/PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	PORTFOLIO
			Rough Sleeper Co-Ordinator role  By October 2022 hold a local homelessness forum/summit jointly with the Community Support Working Group		
HQL11	Housing & Homelessness	(With the overall Five Year Strategy aim to build at least 49 homes through a joint venture to support people receiving housing benefit or being paid minimum wages):  Identify sites with potential and progress discussions with appropriate Joint Venture partners, with a focus on commencing the build.	March 23	Head of Investment & Development	Planning and People
HQL12	Housing & Homelessness	Undertake feasibility work to investigate options to identify and allocate more sites for Gypsy and Travellers in the Draft Surrey Heath Local Plan by December 2022	December 2022	Planning Policy and Conservation Manager	Planning and People
HQL13	Safeguard and Support	To work in partnership with health and care partners in both Surrey Heath, and in North West Surrey, to identify opportunities for the Council to support prevention of hospital admissions and to assist in the facilitation of hospital discharge – subject to securing partnership funding where necessary	July 2022	Head of Community Services (Runnymede Borough Council)	Environment and Health
HQL14	Safeguard and Support	Undertake an independent review of our aids and adaptation service, funded with Better Care Fund grant and authorised by the Local Joint Commissioning Group (jointly chaired by SHCCG and SCC ASC).	Review to be completed by March 2023	Housing Services & Family Support Manager	Environment and Health

REF	Five Year Strategy Aim	TARGET/PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	PORTFOLIO
		The review is to look at improving joint working with health, social care, and housing to ensure effective delivery of services that keep residents independent in the community, reduce hospital admissions and, where they do occur, support timely discharge and reablement.			
HQL15	Safeguard and support	Through the Council's Family Support programme work together with families and children with complex needs or in crisis to help them get back on their feet, offering the right help at the right time to prevent things escalating. Over 5 years will support a minimum of 100 families in crisis.	70 families supported by March 2023	Family Support Team Manager	Support and Safeguarding
HQL16		Schedule regular meetings with the Business Improvement District to maintain good relationships and deliver best outcomes for local businesses.	Quarterly meetings April 2022, July 2022, September 2022 and January 2023	Revenues and Benefits Manager	Finance
HQL17		Review the impact of the first 6 months of the Local Council Tax Support Scheme on residents, and capacity within the team and report to the Community Support Working Group.	Report to Community Support Working Group in October 2022	Revenues and Benefits Manager	Finance
HQL18	Safeguard and Support	Continue to support families resettled in Surrey Heath to have the resources to thrive in the community, and respond to any further requests from the Government to assist in humanitarian programmes appropriately when considering local resources.	May 2022 – all Afghani families moved on from temporary accommodation and being supported in the community	Family Support Team Manager	Support and safeguarding

REF	Five Year Strategy Aim	TARGET/PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	PORTFOLIO
HQL19	Improving Health & Well Being	Following work with Parish Councils, and a public consultation, submit an external funding bid and proposals to carry out a pilot providing Council-run transport from the six outlying villages and other key locations. Subject to the proposals securing Government funding, use this pilot to understand demand and make proposals for future service. If external funding is not successfully secured, consider alternative options that may be possible within existing resources.	Summer 2022	Head of Community Services (Runnymede Borough Council)	Support and safeguarding

INDICATOR	DESCRIPTION	Q3 result 2021/22	TARGET 2021/22	PROPOSED TARGET 2022/23	RESPONSIBLE OFFICER
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.	1,293	6,500 (annual target)	6,500 (Annual target)	Recreation and Leisure Services Manager
Reduction in the Percentage of Surrey Heath Residents who say they do less than 30 minutes physical activity a week	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.	22.3%	23%	23% (Lower is better)	Engagement, Wellbeing & Events Manager
Participation at the Leisure centre - usage	NEW PROPOSED INDICATOR % quarterly analysis in useage compared to previous quarter	New indicator	New indicator	Trend Analysis (Quarter on Quarter)	Recreation and Leisure Services Manager

INDICATOR	DESCRIPTION	Q3 result 2021/22	TARGET 2021/22	PROPOSED TARGET 2022/23	RESPONSIBLE OFFICER
<b>People Attending Events at Camberley Theatre</b>	The number of people attending theatre and community events at Camberley Theatre.	19,545	55,000	55,000 (Annual target)	Venue and Operations Manager
<b>Food Businesses with a 'Food Hygiene Rating' of 3 or Over</b>	Percentage of establishments with a rating of 3 (generally satisfactory) or better under the Food Hygiene Rating Scheme.	97.4%	95%	95%	Environmental Health and Licensing Manager
<b>Food Premises that are Inspected Within 28 Days of Being Due</b>	Percentage of inspections due each quarter that were carried out within 28 days of the due date	<i>New indicator</i>	<i>New indicator</i>	100%	Environmental Health and Licensing Manager
<b>Environmental Health Nuisance Complaints</b>	The number of noise, bonfire (domestic & commercial), and light complaints received during each quarter and the number closed each quarter expressed as a percentage	84%	80%	80%	Environmental Health and Licensing Manager
<b>Number of Meals at Home products served in the Year</b>	Number of "meals at home" products served in the year including both lunch and tea.	10,121	37,000 (Annual target)	40,000 (Annual target)	Head of Community Services (Runnymede Borough Council)
<b>Number of residents supported by Community Alarms</b>	Number of residents supported by the community alarm service (could include two service users at the same address)	1,086	1,100	1,100 (Target based on a 'snapshot' at the end of each quarter)	Head of Community Services (Runnymede Borough Council)



INDICATOR	DESCRIPTION	Q3 result 2021/22	TARGET 2021/22	PROPOSED TARGET 2022/23	RESPONSIBLE OFFICER
<b>Number of referrals to social prescribing service</b>	Number of referrals to Social Prescribing service across whole of Surrey Heath partnership project.	212	900	650 (Annual target)	Head of Community Services (Runnymede Borough Council)
<b>Handyperson service referrals</b>	Number of referrals to the Handyperson service.	53	235	235 (Annual target)	Head of Community Services (Runnymede Borough Council)
<b>Benefits Processing – New</b>	a) Number of days taken to process new housing benefits claims	18.41	20 days	20 days	Revenues and Benefits Manager
<b>Benefits processing - Changes</b>	b) Number of days taken to process changes to benefits	2.70	10 days	10 days	Revenues and Benefits Manager
<b>Number of households living in temporary accommodation</b>	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.	25	30	30 (Target based on a 'snapshot' at the end of each quarter)	Housing Services and Family Support Manager
<b>Housing advice – homelessness prevented</b>	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 relieved (i.e. were found a move to an alternative home) by the work of the Council's Housing Solutions Team	27	30	120 (Annual target)	Housing Services and Family Support Manager

INDICATOR	DESCRIPTION	Q3 result 2021/22	TARGET 2021/22	PROPOSED TARGET 2022/23	RESPONSIBLE OFFICER
<b>Home Improvement Agency Activity</b>	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.	39	80	80 (Annual target)	Housing Services and Family Support Manager
<b>Family Support Feedback</b>	Proportion of children and young people (and/or parent carers) who feedback that they have made positive progress in relation to identified outcomes.	87%	70%	70%	Family Support Manager

## Economy

REF		TARGET/PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	PORTFOLIO
ECON01	Invest in our urban and rural areas	<ol style="list-style-type: none"> <li>1. Undertake consultation with borough parishes to identify and establish five sites and development needs across the borough.</li> <li>2. Establish and progress the Council's long term strategy for the House of Fraser building</li> <li>3. Establish and progress the Council's long term strategy for the former Alders site</li> <li>4. Secure planning consent for housing development at 63a High St, Bagshot</li> </ol>	March 23	Head of Investment and Development	Leader
ECON02	Invest in our urban and rural areas.	Update the London Road Block feasibility and options as Covid recovery progresses.	October 2022	Head of Investment and Development	Leader
ECON03	Invest in our urban and rural areas / Deliver a new Local Plan for Surrey Heath	<ol style="list-style-type: none"> <li>1. Publish a Draft Infrastructure Delivery Plan in the first quarter of 2022/23.</li> <li>2. Undertake a whole plan viability assessment by December 2022</li> <li>3. Public consultation on Draft Surrey Heath Local Plan policies, including site allocations, to support the delivery of new homes to address local housing needs</li> </ol>	<ol style="list-style-type: none"> <li>1. Publish first quarter 2022/23</li> <li>2. Publish assessment by December 2022</li> <li>3. Publish Draft Local Plan first quarter 2022/23</li> </ol>	Planning Policy and Conservation Manager	Leader / Planning and People
ECON04	Deliver a new Local Plan for Surrey Heath	Publish a SANG (Suitable Alternative Natural Green Space) topic paper to set out options for SANG provision to enable development for new homes.	Publish topic paper in first quarter of 2022/23	Planning Policy and Conservation Manager	Planning and People

REF		TARGET/PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	PORTFOLIO
ECON05	Pro-business approach / Support our businesses / Attract more inward investment into the borough as a whole	<ol style="list-style-type: none"> <li>1. Complete Town Centre strategy.</li> <li>2. Undertake borough engagement.</li> <li>3. Establish phasing plan and approach for early quick wins.</li> </ol>	March 23	Head of Investment and Development	Business and Transformation
ECON06	Investment in Infrastructure	Publish a Draft Infrastructure Delivery Plan in the first quarter of 2022/23.	Publish in the first quarter 2022/23	Planning Policy and Conservation Manager	Planning and People
ECON07	Pro-business approach / Support our businesses / Attract more inward investment into the borough as a whole	<ol style="list-style-type: none"> <li>1. Create and action a 'meanwhile strategy' for town centre units.</li> <li>2. Promote the opportunity</li> <li>3. Create a State of the Borough brochure to promote the borough opportunities</li> <li>4. Establish a Surrey Heath Independent Network</li> </ol>	<ol style="list-style-type: none"> <li>1. June 2022</li> <li>2. Post June 2022</li> <li>3. July 2022</li> <li>4. June 2022</li> </ol>	Economic Development Manager	Business and Transformation
ECON08	Pro-business approach	Create and roll out pro-business guidance to all departments within Surrey Heath Borough Council	September 2022	Economic Development Manager	Business and Transformation
ECON09	Pro-business approach / Support our businesses / Attract more inward	Increase the amount of Council procurement spent locally: <ol style="list-style-type: none"> <li>1. Benchmark current amount of procurement spent locally</li> <li>2. Review and agree new procurement strategy maximising local procurement</li> </ol>	March 2023	Procurement Officer / Strategic Director – Finance & Customer Services	Finance

REF		TARGET/PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	PORTFOLIO
	investment into the borough as a whole	where possible and getting the most cost-effective outcome for the Council and residents 3. Ensure transparency information published is up to date (e.g. end dates of current contracts) to make available to local businesses			
<b>ECON10</b>	Help young people into employment	Continue to deliver the Youth Hub with DWP 2. Investigate further needs of the community and identify projects which can support further employment (subject to securing funding through DWP)	July 2022	Economic Development Manager	Business and Transformation
<b>ECON11</b>	Pro-business approach / Support our businesses / Attract more inward investment into the borough as a whole	Deliver a Business engagement strategy to incorporate the statutory business consultation on budget	April 2023	Economic Development Manager	Business and Transformation
<b>ECON12</b>	Pro-business approach / Support our businesses / Attract more inward investment into the borough as a whole	Deliver a robust economic development strategy supporting economic recovery and sustainable growth in the borough, and taking into account the 2022 Levelling Up White Paper. Align actions with the Climate Change Strategy and Action Plan.	Consult on new Strategy April / May 2022. Launch new Strategy June / July 2022.	Economic Development Manager	Business and Transformation

INDICATOR	DESCRIPTION	Q3 result 2021/22	TARGET 2021/22	PROPOSED TARGET 2022/23	RESPONSIBLE OFFICER
The number of people Parking	'Parking events' compared to pre-Covid numbers in 2019/20.	80.48% (Q3: 2019 - 224,698 customers 2021 - 180,845 customers)	70%	90%	Parking Services Manager

Effective & Responsive Council

REF	Five Year Strategy Aim	TARGET/PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	Portfolio
ERC01	To listen and engage with our communities.	<ol style="list-style-type: none"> <li>1. Agree a best-in-class framework for all consultations delivered by the Council and ensure officers have access to the tools and training required.</li> <li>2. Agree when consultation or engagement with the public/businesses should take place and which policies are considered key.</li> <li>3. Review best practice in consultation with external providers and other public bodies</li> </ol>	<ol style="list-style-type: none"> <li>1) December 2022</li> <li>2) From April 2022</li> <li>3) September 2022</li> <li>4) Ongoing</li> </ol>	Communications & Engagement Manager	Business and Transformation / Leader

REF	Five Year Strategy Aim	TARGET/PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	Portfolio
		and make recommendations for a future approach. 4. Ensure plain English is used in Council documents and when communicating with residents.			
ERC02	To deliver customer friendly and responsive services	1. Agree the current opening hours of the Council, and regularly review to ensure an accessible service. 2. Investigate the possibility of service reviews in some departments, dependent on resources, to improve customer processes and service. 3. Implement customer service objectives in all staff appraisals. 4. Refresh the Council's values and behaviours to ensure a strong emphasis on customer service which is ingrained into the culture of the organisation.	1. October 2022 2. March 2023 3. July 2022 4. May 2022	Customer Relations Manager / Organisational Development Manager	Leader
ERC03	To deliver customer friendly and responsive services	Consider partnership working when first implementing a service. Look at partnerships outside of Surrey for procurement purposes. Consider skill shortages in certain departments and look at opportunities for sharing information and learning across Councils.	March 2023	Head of HR, Performance, and Communications	Leader
ERC04	To deliver customer friendly and responsive services	Implement the actions from the 2021 Planning Advisory Service review of the Development Management Service.	December 2022	Development Manager	Leader
ERC06	Work towards financial autonomy and fully	Following the approval of the Council's new Medium Term Finance Strategy in February 2022, carry out a rolling annual update of the Strategy	Review to Council in February 2023	Strategic Director – Finance & Customer Services	Finance

REF	Five Year Strategy Aim	TARGET/PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	Portfolio
	sustainable services	alongside the annual budget every year, to reflect the priorities in the Five Year Strategy.  Ensure agreed savings targets in Strategy and the annual budget are achieved through regular budget management.			
<b>ERC06</b>	Work towards financial autonomy and fully sustainable services	Identify opportunities to bring down costs and/or increase income through the annual Revenue and Capital Bid process.	October 2022	Chief Accountant and Wider Management Team	Finance
<b>ERC07</b>	Continue to deliver Digital Transformation	Upgrade the Council's website, making it easier to access a wider range of Council services online.	November 2022	Communications & Engagement Manager	Business and Transformation
<b>ERC08</b>	Continue to deliver Digital Transformation	Implement Citizens Access packages for Revenues, Benefits and Landlords to enable our residents, businesses and landlords to manage their council tax and business rates accounts online.	CLL (Landlord portal): to go live April 2022 CAB (Benefits): to go live May 2022	Revenues and Benefits Manager / ICT Manager	Business and Transformation
<b>ERC09</b>	Continue to deliver Digital Transformation	Continue to search for opportunities to re-furbish and re-use our old PC stock and deliver them to charitable causes. Specifically we will aim to deliver 15 PCs to the Youth Hub for re-distribution.	December 2022	ICT Manager	Business and Transformation
<b>ERC10</b>	Making the Council a more agile and responsive organisation	Ensure Uniform software (supporting a number of key frontline services) is upgraded to be supported by laptops for all users. Ensure all PC users are migrated onto laptops.	May 2022	ICT Manager	Business and Transformation



REF	Five Year Strategy Aim	TARGET/PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	Portfolio
ERC11	Making the Council a more agile and responsive organisation	Increased income in 2022/23 and better partnership working through increased space in Surrey Heath House for the Police.	From April 2022	Head of HR, Performance, and Communications	Business and Transformation

INDICATOR	DESCRIPTION	Q3 result 2021/22	TARGET 2021/22	PROPOSED TARGET 2022/23	RESPONSIBLE OFFICER
<b>Percentage of Complaints Responded to Within Target</b>	Percentage of 'formal' complaints (stage 2-3) responded to within target 2 days to acknowledge and 10 days to reply)	100%	90%	90%	Customer Relations Manager
<b>Customer Satisfaction Rating of Good/Excellent to Exceed 90%</b>	Contact centre and wider organization. Customer satisfaction rating of good/excellent to exceed 90%	90%	95%	90%	Customer Relations Manager
<b>Council Tax Collected</b>	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	84.44% (98.7% year end 2020/21)	99.25%	99%  (Year-end target – measured cumulatively through the year)	Revenues and Benefits Manager
<b>Non-Domestic (Business) Rates Collected</b>	Percentage calculated, as a cumulative year-to-date figure, from the total business rates payments received compared to the total amounts payable in that year	79.49% (99.8% year end 2020/21)	99.25%	99%  (Year-end target – measured cumulatively through the year)	Revenues and Benefits Manager

INDICATOR	DESCRIPTION	Q3 result 2021/22	TARGET 2021/22	PROPOSED TARGET 2022/23	RESPONSIBLE OFFICER
<b>Invoices Paid On Time</b>	Percentage of invoices paid on time.	97.98%	97%	97%	Chief Accountant

**Surrey Heath Borough Council**  
**Executive**  
**15<sup>th</sup> March 2022**

---

**Household Support Grant – Update**

<b>Portfolio</b>	Support & Safeguarding – Cllr Shaun Garrett
<b>Strategic Director/ Head of Service</b>	Louise Livingston – Head of HR, Performance & Communications
<b>Report Author</b>	Jayne Boitout – Community Partnership Officer
<b>Date Portfolio Holder Signed off the Report</b>	18 February 2022
<b>Key Decision</b>	Yes
<b>Wards Affected</b>	All

---

**Summary and purpose**

To note the additional £21,650.39 ( giving a new total of £198,470.56) awarded in relation to this Central Government scheme for distribution, to those who are in the greatest need locally based upon the revised action plan detailed at 2 and funding breakdown at point 3.

**Recommendation**

The Executive is advised to RESOLVE that

- (i) the revised action plan outlined in paragraph 22, and the allocation outlined in paragraph 3 of this report be agreed; and
- (ii) in order to ensure that all money is allocated, authority be delegated to the Head of HR, Performance & Communication in consultation with the Portfolio Holder for Support & Safeguarding to distribute the funds as required

**1. Background and Supporting Information**

- 1.1 On the 18<sup>th</sup> November 2021 an urgent Action was sought by the Executive to approve and implement in-advance of the Council Executive on the 7<sup>th</sup> December a new government (DWP) fund aimed to provide financial support for vulnerable households over the winter months. Full details available in item 79/E.

- 1.2 With the approval provided local arrangements were put in place quickly after agreeing a 'local eligibility framework and approach' with our partners at Citizens Advice Surrey Heath.
- 1.3 The new grant, known as the Household Support Grant is available until the 31 March 2022 and totals £500m Nationally. Surrey County Council's allocation of the funding totalled £5,290,829.72, which is based on the population of each authority weighted by a function of the English Index of Multiple Deprivation.
- 1.4 The original allocation for Surrey Heath is £176,820.17, and this has been received and confirmed by the Chief Accountant. Submission of Management Information was dispatched for the first period ending 31<sup>st</sup> December 2021 outlining the authority's grant spend.

## **2. Other Considering Factors**

With some underspends from other authorities Surrey County Council asked if other B&Ds could use extra funding and this has resulted in Surrey Heath receiving an additional award of £21,650.39, giving a new total of £198,470.56.

### **2.1 Surrey Heath Revised Action Plan December February – March 2022**

- A. Letters were sent in November to all households who receive the Council's Tax Subsidy (2500+) advising of the HSF and inviting them to apply. Citizens Advice have to date (17/02) awarded £77,000 and will award a further £44,000 in second applications to qualifying households. An minimum allocation can be made available of up to a further £33,000 to meet the demand from new applications. Citizens Advice are confident that by the 31<sup>st</sup> March at least £27,000 will be expended.
- B. Discussions are ongoing with the main foodbanks to contribute towards food provision for residents impacted by hardship. The awards will be distributed to each foodbank depending upon identified gaps to ensure the service has sufficient funds to meet the demand.
- C. It is suggested that an allocation be made available from Initial discussions that are underway in the Community Support WG areas to develop a 'community larder project' with seed funding up to £5,000.
- D. The fund will continue to be promoted via social media, flyers, posters provided to community organisations for distribution.
- E. Continue to work with our community and statutory partners to promote far and wide, via twitter/Instagram.

- F. To retain the open dialogue 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. The vouchers will be awarded until the close of business on the 31<sup>st</sup> March 2022, allowing redemption until end of April 2022.
- H. To complete the Central Government returns as necessary to ensure of 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.

**2.2 Revised Suggestions for the funding breakdown for all funds recieved:**

<b>Area</b>	<b>Amount</b>	<b>Organisation</b>
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 additional funding if necessary	£15,000 - £20,000	Camberley Besom, West End, and Woking
Community Larder – seed funding	Up to £5,000	Project details and location to be confirmed.
Direct awards to families and individuals who meet the criteria	£ 150,000- £156,000	Citizens Advice this will be paid in two instalments.
Sub-Total	£197,500	

### **3. Proposal and alternative options:**

3.1 The Executive has the option to:

3.1.1 Approve the options in 2.1 & 2.2

3.1.2 Not to approve the options outlined in 2.1 & 2.2

3.1.3 Approve some of the option outline in 2.1 & 2.2

3.1.4 It is suggested to approve at 3.1.1 above

### **4. Contribution to the Council's Five Year Strategy**

4.1 Within the Council's 5 Year plan this fund and we will take a positive approach to supporting all sectors of our community, including those who are most vulnerable.

### **4. Resource Implications**

4.2 *There are no issues arising at this time.*

### **5. Section 151 Officer Comments:**

5.1 The expenditure is funded from government grant that is disbursed by Surrey County Council. Therefore there is no direct pressure on existing budgets.

### **5. Legal and Governance Issues**

5.2 There are no issues arising at this time.

### **6. Monitoring Officer Comments:**

6.1 There are no matters arising at this time

### **7. Other Considerations and Impacts**

7.1 There are no issues arising at this time.

### **Environment and Climate Change**

7.2 There are no issues arising at this time.

### **Equalities and Human Rights**

7.3 The organisations support vulnerable people with information, advice and/or funding and increase participation in activities to improve social inclusion.

**Risk Management**

7.4 There are no issues arising at this time.

**Community Engagement**

7.5 The availability of this scheme will be promoted widely through all known routes.

This page is intentionally left blank



**Surrey Heath Borough Council**  
**Executive**  
**15 March 2022**

---

**CCTV Review**

<b>Portfolio</b>	Support & Safeguarding – Cllr Shaun Garrett
<b>Strategic Director/ Head of Service</b>	Louise Livingston – Head of HR, Performance & Communications
<b>Report Author</b>	Jayne Boitout – Community Partnership Officer
<b>Key Decision</b>	Yes
<b>Date Portfolio Holder Signed off the Report</b>	9 February 2022
<b>Wards Affected</b>	Camberley Town Centre and other Wards with CCTV provision

---

**Summary and purpose**

To note and review the outcomes of the existing CCTV review in Camberley Town Centre undertaken over the last 6 months.

**Recommendation**

The Executive is advised to RESOLVE that

- (i) a 'CCTV Management Group' to implement a consistent approach in connecting all Council teams involved in this area be established;
- (ii) the outcome of the CCTV in Focus audit carried out in 2021 relating to the Camberley Town Centre and Old Dean monitored CCTV system and for the above group outlined in a) to develop a short and medium term plans to meet the ICO governance requirements, based upon the local community and business requirements by optimising all resource available without cost to the Council be noted; and
- (iii) the terms of reference for this group as outlined in Annex A be agreed.

**1. Background and Supporting Information**

**Existing Service**

- 1.1 The Council introduced CCTV in Camberley in 1997 with further additions in 2002 and 2010. The existing specification includes 30 CCTV cameras located in Camberley town centre, and two monitoring the shops in the Old Dean. Surrey Heath entered into an agreement with Woking BC around 20 years ago relating to the monitoring service from a control room originally located within the Police station, and from December 2020 this relocated into the Peacocks shopping centre (Woking).
- 1.2 The Council has a statutory responsibility as part of the Crime and Disorder Act 1998 where Section 17 requires that has a duty to consider crime and disorder implications and places a responsibility upon the Council in conjunction with partners to mitigate risk and actuality of crime by utilising various options. Historically CCTV is a useful tool in discouraging and detecting crime and disorder and satisfies the statutory responsibility.
- 1.3 The long standing agreement with Woking BC is funded annually by the Council at a cost of £36,031.93 + VAT. At the present time the costs for the period starting 1<sup>st</sup> April 2022, are not confirmed and are subject to further negotiation.
- 1.4 The existing CCTV equipment is owned by the Council which incurs on-going annual costs: maintenance charges from Emcor of £10,336.92 + VAT and Virgin line rental costs of £9249.70 + VAT.

### **CCTV Audit – July 2021**

- 1.5 Late in July 2021 the existing monitored CCTV system located in Camberley Town centre was audited by 'CCTV in Focus' who are a specialised independent company, which was previously approved by the Executive in April 2021.
- 1.6 A summary of their findings is as set out below:
  - a) Due to the age of the system being up to 20 years old, the original operational requirements of the CCTV system design are not available and this coupled with the changing landscape of Camberley town centre over that time, has resulted in some camera locations no being longer fit for purpose, and some other camera locations are obscured.
  - b) The cameras are dated but remain operational and can be effective when combined with CCTV operators at Woking. The Council have an option to replace cameras on an individual basis when they stop working or it is uneconomical to repair when possible. The existing service works on an analogue platform, where the new generation of equipment is digital.
  - c) The server for the system is located at Surrey Heath House and this again is dated a concern was raised of cost implications should this fail. This potentially could be an operational risk, but EMCOR the contractors responsible for maintenance advise that a replacement would not be required as an alteration to the connection of the system would retain the imagery transmission, with no impact to the service.

- d) For a updated 'operation requirement' to be undertaken for each CCTV camera and then the whole system together to ensure of compliance of CIO regulations.

Further detailed information is available as a background item.

**Other Considering Factors:**

- 1.7 As a result of further research it has shown that other Council departments own and operate independent a range of CCTV operations which includes: parking services, Camberley theatre and the green space team. If agreed, the Council's overarching approach will see the introduction of an CCTV Management Group to ensure a consistency in approach for both monitored and unmonitored services, and the management group will collaboratively work towards the implementation a new Council CCTV policy which will include updates in the standard operating procedures, privacy risk for each camera and a register of cameras, and ensures that the Council fulfil its obligations from the Surveillance Code of Practice.
- 1.8 As part of this review the Town centre business stakeholders were consulted to seek their views and these are outlined within Annex B.
- 1.9 The perception is that CCTV is designed to help prevent and detect crime. It can reassure the public about community safety, and as such It is located in public places to provide evidence to relevant enforcement agencies. Camberley town centre is working hard to recover from the pandemic and the Council can contribute to this by ensuring all reasonable community safety measures are taken.
- 1.10 In 2018, Surrey Police introduced a new CCTV Strategy, which seeks to maintain access to CCTV's across the whole of the County. The funding formula is calculated on a sliding scale basis which has not seen this Council receive any income from accessing the Surrey Heath service operated via Woking. On average Surrey Police access information approximately 100 per year. The Management Group can review income options, to offset operating costs.

**2. Proposal and Alternative Options**

- 2.1 The Executive has the option to:
  - 2.1.1 To approve the options outlined in the recommendation.
  - 2.1.2 Not to approve the options outlined in the recommendation.
  - 2.1.3 Approve some of the options outlined in 1 the recommendation.
- 2.2 It is suggested to approve as set out in the recommendation.

### **3. Contribution to the Council's Five-Year Strategy**

- 3.1 As part of Health and Quality of Life, with the aim Building strong communities and connections with a sense of place and strong community identity, fostering a sense of respect and consideration between neighbours and communities.

### **4. Resource Implications**

- 4.1 Staff resources will be required to maintain and manage this service, ensuring full compliance but this will be from existing resource.

### **5. Section 151 Officer Comments:**

- 5.1 There are no additional budget implications from this report.

### **6. Legal and Governance Issues**

- 6.1 The Terms of Reference for the CCTV Management Group are attached at Annex A.

### **7. Monitoring Officer Comments:**

- 7.1 It will be necessary for the Monitoring Officer to work with the CCTV Management Group to ensure compliance with data protection laws in terms of achieving the Group's key objectives.

### **Annexes**

Annex A - Terms of Reference

Annex B - for survey results of town centre businesses

Background Papers  
CCTV in Focus Audit.

## Annex A

### **CCTV Management Group Terms of Reference**

The CCTV Management Group oversees the operation and Governance compliance of all systems within Surrey Heath Borough Council.

#### Operational Membership

The Group will consist of representatives from:

Community Safety Officer  
Information Governance Manager  
Contact Centre Manager  
Camberley Theatre Manager  
Parking Manager  
Green Space Team Leader  
Facilities Team Leader  
EMCOR – CCTV Specialist

#### Wider Membership when Required:

SHBC Community Partnership Officer  
SHBC Property Manager  
Woking CCTV Manager  
Head of HR, Performance & Comms or  
Strategic Director, Environment & Community  
Corporate Enforcement Manager  
Portfolio Holder - Support and Safeguarding

The Chairman of the Management Group will be the Community Safety Officer.

#### Key Objectives

1. Complete an operational and cost audit of all existing CCTV cameras within Surrey Heath.
2. Where possible re-negotiate with all existing suppliers, e.g. Woking BC, and Surrey Police access data costs and constantly review all options and income streams to offset Council costs.
3. Update existing operational practice for each functioning camera, for each service representative to take responsibility for their own area by working with the Information Governance Manager to comply with the obligations of the Surveillance Code of Practise to update all versions of the following documentation.

Code of Practise (CoP)  
Standard Operating Procedures (SOP)  
Privacy Risk Assessment for each camera (PIA)  
Register of cameras

## **Annex A**

4. Review the community needs of the existing CCTV monitored service, considering the outcome of the audit undertaken in 2021. Suggest actions to mitigate Council risk.
5. Evaluate the new CCTV technology to meet changing Council and Community needs and retain a watching brief for any funding streams that can be accessed to help with the costs.
6. Develop a 5 year plan for maintenance/replacement of CCTV equipment

### Meetings

The Working Group will meet as and when needed.



This page is intentionally left blank



### CCTV survey results from Camberley Town Centre businesses.

The survey sent to Camberley town centre business asked the following questions.

- Qu 1. Are they aware that the council has town centre CCTV
- Qu 2. What are their expectations of the service it provides
- Qu 3. Does its presence make any difference to their business
- Qu 4. Do they have their own CCTV system
- Qu 5. Would they have any views if the CCTV in the town was reduced in scale
- Qu 6. Any other questions or comments

Responses were received from 22 businesses the responses of their free text comments below.

#### In relation to Qu 1

20 businesses were aware that there was a CCTV provision and 2 were not.

#### In relation to Qu 2

In terms of victor tango Woking, helping us in deterring /preventing anti-social /criminal behaviour  
CRIME PREVENTION

Protection, having CCTV means that we have an extra level of security.

Very high, allowing us to track and actively stop known shoplifters before they reach the shops. As well as tracking items recently stolen from a store to recover the goods.

To help if incidents occur in the town centre

To provide traffic management, identify vehicles of Police interest, observe the pedestrianised external areas and service yards to ensure public safety

To assist local retailers and business in crime detection, prevention & communication

To track / identify individuals of concern / nuisance

That it makes the centre more secure and safe

crime prevention

it covers every walk way in town

security, crime prevention, evidence

Over watch, safety, security

All camera images are recorded and stored for at least 7 days

Safety and security

Very high, allowing us to track and actively stop known shoplifters before they reach the shops. As well as tracking items recently stolen from a store to recover the goods.

I would hope it would discourage anti-social behaviour such as vomiting and peeing in the streets after hours. We are on the corner of High Street and Portesbery Road and the streets are disgusting on a Monday morning.

With Vomit and Piss all around and in our doorway.

Security for staff and clients. could be relied on if there was shoplifting

To help in ongoing issues and provide evidence in court if required

to keep our community s

Safety, and capturing illegal activities - ASB, fly tipping etc.

crime prevention and investigation

### **In relation to Qu 3**

No

YES

Yes, if the store had CCTV outside of it, it would be easier to apprehend thieves and stop them reoffending.

Yes, allowing us to track and actively stop known shoplifters before they reach the shops. As well as tracking items recently stolen from a store to recover the goods.

nope

Yes - significantly important

yes

Good question / not sure

Yes

allsorts flowers

not really

Yes provides reassurance

Not in itself

No

I believe so, but hard to say for certain

Not sure. I'd like to think it has a positive effect

Yes

it makes me feel more secure and a secondary back up/support

Not sure - hopefully reassuring shoppers that use the town

not that I'm aware of, although great to be able to see if anything happened to the outside of our practice

Not really wide enough spread, or visible enough to act as a deterrent

### **In relation to Qu 4**

14 businesses have their own CCTV, 8 did not

### **In relation to Qu 5**

extremely uncomfortable

DISAPPOINTED, I AM PART OF THE RADIO GROUP AND HEAR HOW MUCH SHOP LIFTING THERE IS!

Dramatically disappointed and I would feel more unsafe coming to work.

that would be the worst. We need more CCTV not less

I think if incidents occur especially outside pubs etc. it would be harder to find evidence

Frustrated - petty theft and store theft are increasing by targeted gangs. Street crime is largely unreported as there is no follow up and the town centre Police team have minimal resources

Not supported

Annoyed

Unsafe

same

indifferent

not overly happy

Let down

Disappointed

Ok, I am unclear of the size and scale of the CCTV in its current format. Would be a strange decision to reduce it at a time when most towns and public are wanting more security and safety precautions in place  
Upset in the fact that the council would be potentially allowing more thefts and crimes to happen in the centre, by reducing securities ability to track shoplifters

unsure

Less safe

with the reduction in Police numbers/patrols, i do not think this would be a good move

Very disappointed

I wouldn't like it to be reduced

Really annoyed, it should cover all of the town centre and be more visible. E.G corner of High Street and Portesbery Road.

### **In relation to Qu 6**

no

I FULLY REALISE THAT LARGE CHAINS FACTOR IN THEFT TO COSTINGS ETC BUT IT HURTS SMALL BUSINESSES!

No.

I believe CCTV should be increased as well as more security for the centre as a whole, my business has seen a rise in thefts recently with little to no action being taken to reduce this fact.

With an increasing F&B and evening economy retaining the same level of CCTV coverage is extremely important.

With distribution and logistics being spread further over a 24 hr delivery period, activities need to be monitored to prevent fraud, theft and assault.

use it don't lose it

No

no

none

No

I believe CCTV should be increased as well as more security for the centre as a whole, my business has seen a rise in thefts recently with little to no action being taken to reduce this fact.

With numbers of police reduced, the Cctv provides a valuable service in watching incidents before the police arrive, to advise and pinpoint issues

CCTV is a supportive part of our Business Community, please don't withdraw this service.

No.

I am really fed up with the Vomit and Piss outside my business in the mornings. It is disgusting and will drive small businesses out of the town centre. Our customers and staff do not want to have to walk though this stuff. It gets all over the carpets as well. The pavement outside our front door is sometimes so filthy there isn't a clean bit to step on.

This page is intentionally left blank

## Surrey Heath Borough Council

### Executive

15 March 2022

---

## Scheme of Delegation of Functions to Officers

<b>Portfolio Holder</b>	Leader
<b>Head of Service</b>	Gavin Ramtohal – Head of Legal & Democratic Services
<b>Report Author:</b>	Rachel Whillis – Democratic Services Manager
<b>Date Portfolio Holder Signed off the Report</b>	2 March 2022
<b>Key Decision:</b>	No
<b>Wards Affected:</b>	n/a

---

### Summary and purpose

To review the Scheme of Delegation of Functions to Officers in respect of executive functions.

### Recommendation

The Executive is advised to RESOLVE that the Scheme of Delegation of Functions to Officers in respect of executive functions be updated, as set out at Annex A to this report.

### 1. Background and Supporting Information

- 1.1 The review of the Scheme of Delegation of Functions to Officers (SODOFTO) forms part of the holistic review of the Constitution being undertaken by the Monitoring Officer.
- 1.2 The proposals were reviewed by the Governance Working Group at its meeting on 28 January 2022. At its meeting on 23 February 2022, the Council reviewed the SODOFTO in respect of non-executive functions and agreed the changes proposed.

### 2. The Scheme of Delegation

#### The Scheme of Delegation and its General Principles

- 2.1 The SODOFTO has been amended to reflect changes to the senior management structure.

- 2.2 In addition, wording has been added to state clearly that a matter being delegated does not preclude the matter being referred to Members if considered appropriate by the officer. This is not a new position but simply clarifies any concerns that might arise.
- 2.3 An additional paragraph has been inserted which seeks to clarify how new policies, along with amendments to policies, are managed as this is a matter that requires clarification. Additional wording has also been inserted in relation to the awarding of contracts.
- 2.4 An additional delegation has been proposed to enable officers to respond to consultations in a timely manner. Such consultations often have short timescales in which to prepare a response. The oversight by Members, including the Portfolio Holder, provides for such matters to be referred to the Executive or committee where they consider appropriate and time permits. A section has also been added to clarify that officers may make speculative bids for grants where there is no commitment for any additional resource at that stage.

#### **Additional delegations**

- 2.5 It is proposed to give the Chief Executive delegated authority to make changes to the membership of any of the Executive Working Groups as necessary during the Council year, which will be undertaken in accordance with the wishes of the respective group leader.
- 2.6 A generic delegation relating to the award of grants has been inserted that effectively reflects authorisations already in place.
- 2.7 An additional delegation for awarding Shopfront Scheme grants is proposed for the Head of Investment & Development. This has arisen due the delegation for Shopfront Grants contained within the scheme being out of date. By encompassing it in the SODOFTO, it falls under the generic provision for a delegation to transfer to another officer and/or Portfolio Holder in the event that responsibilities are transferred.
- 2.8 An additional delegation has been added to agree the replacement of playground equipment on a like for like basis, where it is within existing budget or the budget has already been agreed. It is recognised that this function is more operational than directional.
- 2.9 An additional delegation to allow officers agree to enter into or exit any arrangements for the pooling of Business Rates has been proposed to enable a timely response to any proposals. The oversight by the Portfolio Holder, provides for such matters to be referred to the Executive where appropriate and when time permits.

- 2.10 A more generic delegation has been inserted in relation to Housing and Homelessness functions, delegating all decisions to officers except the agreement of any changes to policies. This reflects what is currently happens in practice.
- 2.11 A generic delegation has been added for the Head of Investment & Development to undertake all administrative actions and negotiations in relation to the day to day management of lettings of the Council's estate and property portfolio.

### **Removal of Delegations**

- 2.12 It is proposed to remove the delegation for agreeing the Pantomime title as this is an administrative function. It is recognised that this discussion may still take place with the Portfolio Holder as part of normal arrangements.
- 2.13 The delegation to authorise officers to set the Council Tax Base has been removed at the request of the Revenues and Benefits Manager. This delegation has never been exercised.

### **Recommendations for delegations not supported by the Governance Working Group**

- 2.14 The Governance Working Group considered a proposal to add a new delegation to enable off-street parking fees to be raised every 2 years in line with RPI, after consultation with the Portfolio Holder, for established tariffs only. This had been intended to help to ensure an efficient process and that costs and management were sustainable. Having considered the proposal, the Working Group was of the opinion that this decision should remain with Members.

## **3. Reasons for Recommendation**

- 3.1 The changes to the Scheme have been proposed to address any gaps or inconsistencies, rationalise processes and add procedures that enable further efficiencies in decision making. The proposals have the support of the Governance Working Group.

## **4. Proposal and Alternative Options**

- 4.1 It is proposed that the Executive reviews the proposed amendments and suggests any changes as appropriate.

## **5. Contribution to the Council's Five Year Strategy**

- 1.1 No matters arising at this time.

## **6. Resource Implications**

6.1 There are no specific resource implications arising from the review.

## **7. Legal and Governance Issues**

7.1 The delegation of executive functions to officers is the responsibility of the Executive and cannot be agreed by the Council. The delegation of non-executive functions to officers can only be agreed by the Council. Only the Council can make amendments to the TOR. The Executive is therefore asked to consider

7.2 As part of the previous review of the SODOFTO in 2014, a new approach was undertaken whereby many of the delegations (particularly those from the Planning Applications Committee, the Licensing Committee and the Council in relation to HR functions) would be dealt with on an exceptions basis, i.e. the decisions to be made by the Committee have been identified and reserved to that Committee. Officers are authorised to take all remaining actions relating to that function. This approach has been continued and extended where possible, as it is felt it provides a more flexible and responsive Scheme.

## **8. Monitoring Officer Comments:**

8.1 Article 12 of the Council's Constitution recognises the Monitoring Officer's duty to monitor and review the operation of the Constitution to ensure that the aims and principles of the Constitution are given full effect.

## **9. Other Considerations and Impacts**

### **Environment and Climate Change**

9.1 No matters arising at this time.

### **Equalities and Human Rights**

9.2 No matters arising at this time.

### **Risk Management**

9.3 No matters arising at this time.

### **Community Engagement**

9.4 No matters arising at this time.

## **Annexes**

Annex A – Proposed Scheme of Delegation of Functions to Officers

## **Background Papers**

None



# **PART 3 – RESPONSIBILITIES FOR FUNCTIONS**

## **SECTION B**

### **SCHEME OF DELEGATION OF FUNCTIONS TO OFFICERS**

#### **General Principles**

##### **Statutory Officers**

Head of Paid Service

The Returning Officer and Electoral Registration Officer

The Monitoring Officer

The Section 151 Officer

##### **Chief Executive**

**Strategic Director – Finance & Customer Services**

**Strategic Director – Environment & Community**

**Head of HR, Performance & Communications**

**Head of Investment & Development**

**Head of Legal & Democratic Services**

**Head of Planning**

## Part 3 – Section B

### SCHEME OF DELEGATION OF FUNCTIONS TO OFFICERS

#### General Principles

#### 1. Powers

- 1.1 This Scheme of Delegation is made pursuant to the Local Government Act 1972 Section 101 and by reference to Section 100G and the Local Government Act 2000 Section 15 and The Local Authorities (Functions and Responsibilities) (England) Regulations 2000/2853 (as amended) and all other enabling powers.
- 1.2 The powers in this Scheme of Delegation are only exercisable within the limitations in the Scheme and are subject to the provisions of the Council's Constitution, including Financial Regulations, Contracts Procedural Rules and the Council's Procurement Strategy.
- 1.3 Where the Council, a Committee, Sub-Committee, the Leader, the Executive, Portfolio Holder or this Scheme of Delegation gives authority for any action, the officer designated shall be entitled to take all necessary steps for the doing of such thing.
- 1.4 In the event that ~~an Executive Head of Service~~ Strategic Director or a Head of Service's post ceases to exist or his or her responsibilities are transferred to another ~~Executive Head of Service~~ Strategic Director or Head of Service (as the case may be), temporarily or permanently, then the powers given by this Scheme of Delegation shall be exercisable by the officer in whose area of responsibility the power falls to be exercised.
- 1.5 The delegation of a decision to an officer does not preclude that officer referring a matter to the appropriate decision making body when that officer considers it appropriate, unless otherwise prevented by legislation.

#### 2. Exercise of Functions

- 2.1 All decisions by officers made under this Scheme of Delegation, may only be exercised provided they are within budgetary provision and in accordance with proper authorities, in particular Financial Regulations.
- 2.2 The Chief Executive may appoint one or more deputies to exercise his or her functions owing to absence or illness and such deputies are

authorised to exercise the functions of the Chief Executive pursuant to the Constitution, Financial Regulations and this Scheme of Delegation.

- 2.3 The Chief Executive may exercise the powers delegated to any ~~Executive Head of Service~~ Strategic Director or Head of Service except in relation to those functions allocated to the chief finance officer (within the meaning of Section 151 of the Local Government Act 1972 and Section 112-114A of the Local Government Finance Act 1988) and to the Monitoring Officer (within the meaning of Sections 5, 5A of the Local Government and Housing Act 1989).

### 3. Sub-Delegation Scheme

- 3.1 Where the Chief Executive, ~~Executive Head of Service~~ Strategic Director or Head of Service, are authorised to take decisions, action to implement such decisions will be taken
  - 3.1.1 in the name of (but not necessarily personally by) the Chief Executive, Strategic Director ~~Executive Head of Service~~ or Head of Service; or
  - 3.1.2 by any other officer authorised by Chief Executive, Strategic Director ~~Executive Head of Service~~ or Head of Service to take such action in their name or the sub delegates own name.
- 3.2 The Chief Executive, Strategic Directors ~~Executive Head of Service~~ and each Head of Service must prepare and maintain a Sub-Delegation Scheme setting out which officers have been authorised to make decisions under their delegated powers and subject to which terms and conditions. Sub-delegation Schemes must be lodged with the Democratic Services Manager.
- 3.3 Where delegations are to be exercised after consultation with the Leader, Portfolio Holder, Group Leaders, ward members or nominated officers, the authorised officer will carry out the consultation and ensure that a record is made.
- 3.4 Where delegations are to be exercised after consultation with a Portfolio Holder and that Portfolio Holder is unavailable, consultation shall take place with the Leader.
- 3.5 Where delegations are to be exercised after consultation with other officers, if agreement between officers cannot be reached, the matter must be referred to the Chief Executive for consideration.

### 4. Urgent Action

- 4.1 The Chief Executive, ~~Strategic Director Executive Head of Service~~ or Head of Service are authorised to determine matters of an urgent nature which cannot wait for the next meeting of the decision-making body which are not key decisions and which do not contravene established policies or budgets,
- 4.1.1 after consultation with the Leader and Mayor in relation to Council functions;
  - 4.1.2 after consultation with the Leader or relevant Portfolio holder and with the Chairman or Vice-Chairman of the relevant Scrutiny Committee in relation to Executive functions;
  - 4.1.3 after consultation with the Chairman or Vice Chairman of the relevant regulatory Committee.
- 4.2 All Members will be advised by email as soon as a decision has been made and that decision will also be reported to the next meeting of the appropriate decision-making body.

## **5. Policy Development and Review**

- 5.1 Subject to paragraph 5.3, as a general principle, the adoption and agreement of any new policies is reserved to the Council, Executive or relevant Committee.
- 5.2 Authority to make non-material amendments to adopted policies is delegated to the Chief Executive, Strategic Directors and Heads of Service, except:
- 5.2.1 Planning Policy documents, which is reserved to the Executive
  - 5.2.2 Human Resources Policies and Procedures, which is reserved to the Employment Committee
- 5.3 The Head of Legal & Democratic Services is authorised, after consultation with the relevant Portfolio Holder or Committee Chairman, to amend policies to reflect changes in legislation or correct errors or inconsistencies.

## **5.6. Finance and Budgets**

- 5.46.1 The Chief Executive, ~~Strategic Directors Executive Heads of Service~~ or Heads of Service are authorised to set annual discretionary fees and charges after consultation with the Leader or relevant Portfolio Holder and Executive Head of Finance, as set out in Financial Regulations.

5.26.2 The Chief Executive, ~~Strategic Directors~~~~Executive Heads of Service~~, Heads of Service, or Returning Officer are authorised to vire amounts specified in revenue budget headings in accordance with Financial Regulations, subject to the approval of Corporate Management Team.

5.36.3 Financial Regulations at Part 4 of this Constitution contain a number of authorisations to officers. All financial decisions made by officers must be taken in accordance with Financial Regulations or as otherwise authorised in this Scheme of Delegation.

5.46.4 No officer may release any security, warranty or guarantee in favour of the Council, unless contractually obliged to do so, without the written approval of the Council's Section 151 officer or the Executive/ relevant Committee;

## **7. Awarding of Contracts**

7.1 All contracts must be awarded in accordance with the Contract Standing Orders at Part 4 of this Constitution.

7.2 Subject to any financial limits set out in the Contract Standing Orders and below, the Chief Executive, Strategic Directors and Heads of Service are authorised to award contracts as necessary for the day to day running of their service.

7.3 The Chief Executive, Strategic Directors and Heads of Service are authorised to award contracts up to a value of £100,000 as defined in Contract Standing Orders. All contracts of a value of £100,000 or more are reserved to the Executive, unless a decision is made by the Executive to delegate authority to award a contract. Contract Standing Orders specify how this relates to the lifetime of a contract.

## **8. Bids for Grant Funding**

8.1 The Chief Executive, Strategic Directors and Heads of Service are authorised to submit speculative bids for grant funding where no resource commitment is made to the Council at that stage. Where the bid is successful and will have a notable and/ or material impact on resources, any decision will be subject to a report to the Executive or relevant committee setting out a full business case.

## **9. Response to Consultations**

9.1 The Chief Executive, Strategic Directors and Heads of Service are authorised to submit responses to consultations, after consultation with the relevant Portfolio Holder or Committee Chairman, as appropriate.

9.2 All Members will be advised of the consultation and any comments received will be taken into account. Where appropriate and time permits, draft responses will be submitted to Working Groups for consideration.

## **6-10. Schedule of Authorisations**

6-110.1 A schedule of authorisations is attached at Appendix 1.

## **7-11. Amendments**

7-111.1 Amendments to this Scheme will be approved as follows:

7-1-111.1.1 Non-executive functions – by the full Council

7-1-211.1.2 Executive functions - by the Leader/Executive

7-1-311.1.3 in respect of the officers designated to exercise delegated authorities where changes in the management structure and post titles have resulted from organisational restructures – by the ~~Executive Head of Corporate~~Head of Legal & Democratic Services.

7-1-411.1.4 updates to reflect new legislation where there is no extension to the limit of the existing delegation – the Monitoring Officer.

## **8-12. Interpretation**

8-112.1 Any reference to a statute or statutory instrument should be taken to include any subsequent statute or statutory instrument that replaces, amends or extends it, or contains related provisions.

8-212.2 The terms “officer”, “staff” or “employee” include any person employed by the Council irrespective of the particular terms and conditions under which they are employed.

8-312.3 Where a delegation is shown as being both an Executive and Non-Executive Function, advice should be sought from the Monitoring Officer regarding the individual circumstances.

## Schedule of Authorisations

### 1. Legal Proceedings

- 1.1 In accordance with Article 14 of the Constitution the Head of Legal & Democratic Services is authorised to institute legal proceedings in respect of all functions of the Council.
- 1.2 The Strategic Director of ~~Executive Head of~~ Finance & Customer Services and Head of Legal & Democratic Services are authorised to investigate and prosecute using the powers contained within the Prevention of Social Housing Fraud Act 2013 and any current or amending legislation relating to fraudulent acts associated with the provision of social housing.
- 1.3 The Head of Legal & Democratic Services is authorised to institute criminal or civil proceedings in respect of any corporate fraud offence on behalf of the Council or the DWP or any other relevant stakeholder and/or partner.

### 2. Representing the Council in Legal Proceedings

- 2.1 The Head of Legal & Democratic Services is authorised to appoint any appropriate officer to appear on behalf of the Council and to conduct legal proceedings or complete formal proof in court or tribunal. A record of those officers so appointed will be kept by the Head of Legal & Democratic Services in accordance with the Sub Delegation Scheme.

### 3. Land, premises, samples, records, articles, equipment or information

- 3.1 The Chief Executive, Strategic Director~~Executive Head of Service~~, Head of Service, and any other officer authorised by those officers, are authorised to
  - 3.1.1 enter, visit or inspect premises,
  - 3.1.2 procure samples,
  - 3.1.3 inspect, seize, detain or destroy any goods, articles or equipment;
  - 3.1.4 inspect, seize and detain any records, including records held in electronic form;
  - 3.1.5 demand or require information

in accordance with and as provided for by any legislation covering any Council function.

- 3.2 The Chief Executive, Strategic Director~~Executive Head of Service~~, Head of Service, and any other officer authorised by those officers, may apply

to the Justices of the Peace to obtain warrants to enter premises as provided for by any legislation covering any Council function.

- 3.3 A record of any other officers authorised as set out above, will be kept by the Chief Executive, Strategic Director ~~Executive Head of Service~~ or Head of Service as appropriate in accordance with the Sub Delegation Scheme referred to in the General Principles.

#### 4. Instruments of Appointment

- 4.1 The Chief Executive is authorised to issue Instruments of Appointment to the ~~Executive Head of~~ Strategic Director of Environment & Community as an inspector under the Health & Safety at Work Act 1974 and associated Acts together with all related Regulations and Orders specifying the powers exercisable, having regard to that inspector's qualifications and duties.
- 4.2 The Strategic Director of Environment & ~~Executive Head of~~ Community is authorised to issue Instruments of Appointment to an inspector under the Health & Safety at Work etc Act 1974 and associated Acts together with all related Regulations and Orders specifying the powers exercisable having regard to that inspector's qualifications and duties.

#### 5. Serving of Notices

- 5.1 The Chief Executive, Strategic Director ~~Executive Head of Service~~, Head of Service and any other authorised officer employed by the Council are authorised to serve any statutory notices as provided for by any legislation covering any Council function. A record of any other officers so authorised will be kept by the Chief Executive, Strategic Director ~~Executive Head of Service~~ or Head of Service as appropriate in accordance with the Sub Delegation Scheme referred to in the General Principles.

- 5.2 Electronic signatures are acceptable for the purpose of executing any documents, unless prevented by law.

#### 6. Cautions

- 6.1 The Chief Executive, Strategic Director ~~Executive Head of Service~~, Head of Service and any other officer authorised by those officers, are authorised to act as Cautioning Officer in order to issue cautions to persons making a clear and reliable admission of an offence, where it is considered that the use of a formal caution is appropriate. A record of any other officers so authorised will be kept by the Chief Executive, Strategic Director ~~Executive Head of Service~~ or Head of Service as appropriate in accordance with the Sub Delegation Scheme referred to in the General Principles.

#### 7. Appeals



- 7.1 Unless otherwise reserved to the Council, the Executive, a Committee or Sub Committee, as set out in their Terms of Reference, the Chief Executive, ~~Strategic Director~~~~Executive Head of Service~~, Head of Service and any other officer authorised by those officers, are authorised to hear appeals as provided for by any legislation covering any Council function and in accordance with Council Policies. A record of any other officers so authorised will be kept by the Chief Executive, ~~Strategic Director~~~~Executive Head of Service~~ or Head of Service as appropriate in accordance with the Sub Delegation Scheme referred to in the General Principles.

## 8. Regulation of Investigatory Powers Act 2000

- 8.1 The Chief Executive is authorised to agree the use of a covert human intelligence source where that source is a vulnerable person or a juvenile or where knowledge of confidential information is likely to be acquired under the Regulation of Investigatory Powers Act 2000.
- 8.2 The ~~Strategic Director of Environment & Community~~~~Executive Head of Community~~, the ~~Strategic Director~~~~Executive Head~~ of Finance & ~~Customer Services~~ and the ~~Executive Head of Regulatory~~~~Head of Planning~~ are authorised
- 8.2.1 to agree the use of directed surveillance under Section 28 of the Regulation of Investigatory Powers Act 2000; and the use of covert human intelligence sources under Section 29 of the Regulation of Investigatory Powers Act 2000;
- 8.2.2 as a Designated Person, to issue a Notice/Authority under Chapter II Part 1 of the Regulation of Investigatory Powers Act 2000 requiring communications data to be obtained and disclosed; and
- 8.2.3 to undertake directed surveillance pursuant to Section 28 of the Regulation of Investigatory Powers Act 2000.
- 8.3 The Head of Legal & ~~Democratic~~ Services is authorised
- 8.3.1 after consultation with the appropriate portfolio holder and the Leader of the Council, to amend the Regulation of Investigatory Powers Act 2000 Policy and Procedure, to reflect changes to the legislation or for better performance of the Policy.
- 8.3.2 to add to, or delete from, the list of authorised officers in Annex 1 of the Policy and Procedure pursuant to the Regulation of Investigatory Powers Act 2000.
- 8.4 The ~~Audit and Investigations Manager~~~~Head of Legal & Democratic Services~~ is authorised to act as the Council's Single Point of Contact for

the purposes of accessing and disclosing communications data under Chapter II Part 1 of the Regulation of Investigatory Powers Act 2000.

## **9. ~~Consultant in Communicable Diseases Control~~ Response to Matters of Public Health and Protection**

9.1 The Consultant in Communicable Diseases Control is authorised by the Council to carry out the following actions:

- 9.1.1 To apply to Justices for orders and certificates with a view to preventing spread of disease.
- 9.1.2 To apply to Justices for orders and certificates for the removal of aged or infirm persons to hospital, after consultation with the patient's General Practitioner and the Strategic Director of Environment & Community ~~Executive Head of Community~~.
- 9.1.3 To serve notices relating to infected food and control of notifiable diseases.

## **10. Response to Pandemics**

10.1 The Strategic Director of Environment & Executive Head of Community ~~is~~ Community is appointed as the designated officer for the purposes of legislation or statutory guidance of the following legislation relating to health and public protection, in so far as they relate to functions of the Council.

- ~~10.1.1 The Health Protection (Coronavirus, Restrictions) (England) Regulations 2020 (as amended)~~
- ~~10.1.2 The Health Protection (Coronavirus, Restrictions) (No.2) (England) Regulations 2020 (SI 2020/684), as amended~~
- ~~10.1.3 The Health Protection (Coronavirus, Restrictions) (Obligations of Undertakings) (England) Regulations 2020 (SI 2020/1008) (as amended)~~
- ~~10.1.4 The Health Protection (Coronavirus, Restrictions) (Self-Isolation) (England) Regulations 2020~~
- ~~10.1.5 The Health Protection (Coronavirus, Collection of Contact Details etc and Related Requirements) Regulations 2020 (SI 2020/1005)~~
- ~~10.1.6 The Health Protection (Coronavirus, Wearing of Face Coverings in a Relevant Place) (England) Regulations 2020 (SI 2020/791), as amended.~~

~~and any subsequent relating legislation.~~

10.2 ~~The following officers are appointed for the purposes of the enforcement of the above regulations:~~

- ~~10.2.1 Any Environmental Health Officer~~

~~10.2.2 Any Licensing Officer.~~

~~10.310.2~~ The ~~Strategic Director of Environment & Executive Head of Community will~~ Community will be appointed as the designated officer or equivalent in response to a national or local pandemic, as declared by the Government or Surrey Local Resilience Forum. The ~~Strategic Director of Environment & Community Executive Head of Community~~ and Head of Legal & Democratic Services will be authorised to appoint officers to undertake any necessary enforcement arising from the pandemic.

## Statutory Officers

### Head of Paid Service

	Authority	Function
1.	<p>To make all decisions in relation to Human Resources functions in accordance with the Council's Policies and within budgetary provision, except (a), (b), (c), and (d) below which are reserved to Full Council, (e) and (f) which are reserved to the Employment Committee, and (g) which is reserved to the Appointments Sub Committee:</p> <p>(a) the appointment of the Chief Executive and the statutory posts;</p> <p>(b) the adoption of the annual Pay Policy Statement;</p> <p>(c) the approval of and amendments to the Pension Policy Statement;</p> <p>(d) the settlement of any staff pay award;</p> <p>(e) amendments to Terms and Conditions of Employment for Staff and Human Resources Policies;</p> <p>(f) any other decisions identified in the Employment Committee's Terms of Reference; and</p> <p>(g) the appointment of Executive Heads and Heads of Service.</p>	Non-executive
<u>2.</u>	<u>To undertake any functions designated to the Head of Paid Service in legislation.</u>	<u>Non-executive</u>

### The Returning Officer and Electoral Registration Officer

	Authority	After Consultation with	Function
1.	Within the approved budget, to approve scales of remuneration of persons employed on Borough and Parish Council elections.	Other local authorities in Surrey.	Non-executive
2.	<p>To amend the designation of a Polling Place, where within six months of an election,</p> <p>(a) a designated polling place unexpectedly</p>	Ward councillors, local party agents and, if applicable, official candidates.	Non-Executive

## Statutory Officers

	becomes unavailable; and  (b) it is impractical to report to Council.		
--	---	--	--

### The Monitoring Officer

	Authority	After Consultation with	Function
1.	<del>To appoint the Director for SHBC Camberley Ltd.</del> <u>any Directorships for Council-owned companies or companies part-owned by the Council.</u>	The Leader	Executive

	Authority	Function
1.	The general delegations and authorisations for the Monitoring Officer are as set out in the Constitution at Article 12, the Members' Code of Conduct Part 5 Section A, and the Monitoring Officer Protocol at Part 5, Section J.	Non Executive
<u>2.</u>	<u>To undertake any functions designated to the Monitoring Officer in legislation.</u>	<u>Non- executive</u>
<del>2.</del>	<del>To appoint members to the Standards Sub-Committee from the membership of the Audit and Standards Committee.</del>	<del>Non Executive</del>

### The Section 151 Officer

	Authority	Function
1.	The delegations and authorisations for the Section 151 Officer are as set out in the Constitution at Article 12, and Financial Regulations at Part 4, Section H.	Executive
<u>2.</u>	<u>To undertake any functions designated to the Section 151 Officer in legislation.</u>	<u>Non- executive or Executive depending on the function</u>

## Chief Executive

### Meetings, Members and the Constitution

	Authority	After Consultation with	Function
2.	To appoint members to the Independent Remuneration Panel.	The <del>party</del> -group leaders.  All decisions to be reported to all Members by email.	Non-Executive
3.	In respect of ad hoc appointments during the year, to appoint or nominate members and representatives on outside bodies; to appoint trustees; and to identify the meetings of outside bodies which are an approved duty for paying allowances.	The <del>party</del> -group leaders.  All decisions to be reported to all Members by email.	Non-Executive
4.	To review decisions to list in the List of Assets of Community Value and to review decisions in relation to claims for compensation.	The relevant Portfolio Holder	Executive
5.	To approve the annual timetable of meetings of the Council and Standing Committees.	The Leader	Non-Executive

	Authority	Function
6.	To make changes to the membership of any of the Council's Committees <u>or working groups</u> as necessary during the Council year in accordance with the wishes of the respective group leader. Any changes made to <u>the Committees to</u> be reported to the next meeting of the Council.	Non-Executive
<u>7.</u>	<u>To make changes to the membership of any of the Executive Working Groups as necessary during the Council year in accordance with the wishes of the respective group leader.</u>	<u>Executive</u>
<u>7-8.</u>	Where there is uncertainty on whether the effect of an Executive decision is "significant", to decide whether a decision is to be regarded as a Key Decision.	Executive
<u>8-9.</u>	Following the receipt of representations received in relation to the intention to consider an item in the private part of an Executive meeting, to decide	Executive

## Chief Executive

	whether an item should continue to be considered in private and to formulate the response.	
--	--	--

## Strategic Director – Environment & Community

### Arts and Leisure

	Authority	After Consultation with	Function
1.	<del>To choose the Annual Pantomime title and the production company.</del>	<del>The relevant Portfolio Holder.</del>	Executive
2.	<u>To agree the replacement of playground equipment on a like for like basis where the project is within existing budget or funds have previously been agreed</u>	<u>The relevant Portfolio Holder and ward councillors</u>	<u>Executive</u>

	Authority	Function
1.	To make all day to day management decisions relating to the Camberley Theatre and Conference Centre.	Executive
2.	To make all day to day management decisions relating to the Council's Leisure and Green Space functions <del>except in relation to the Arena Leisure Centre Contract and the Grounds Maintenance Contract which are reserved to the Executive.</del>	Executive

### Burial or Cremation

	Authority	Function
1.	To arrange the burial or cremation of persons for whom no other suitable arrangements for the disposal of their remains have been made (under Section 46 of the Public Health (Control of Disease) Act 1984) and any necessary administration of the deceased's estate in liaison with the Treasury Solicitor.	Executive

### Car Parking

	Authority	Function
1.	To make all day to day management decisions relating to the management and use of the Council's car parks, except for the following which are reserved to the Executive:  (a) The adoption of and amendments to the Council's Car Parking Strategy; (b) The setting of off street car parking charges.	Executive

### Closure of Streets



## Strategic Director – Environment & Community

	Authority	Function
1.	To make and issue temporary street closures orders in connection with special events in accordance with Section 21 of the Town Police Clauses Act 1847.	Executive

### Community Safety

	Authority	Function
1.	To carry out the Council's functions and any actions authorised by the Community Incident Action Group, relating to anti-social behaviour, in accordance with the Anti-Social Behaviour Crime and Policing Act or subsequent legislation.	Executive

### Environmental and Community Protection

	Authority	Function
1.	<p>To make all decisions in accordance the Council's adopted policies, under the following Acts</p> <ul style="list-style-type: none"> <li>(i) the Control of Pollution Act 1974</li> <li>(ii) the Environmental Protection Act 1990</li> <li>(iii) Dangerous Dogs Act 1991</li> <li>(iv) Noise &amp; Statutory Nuisance Act 1993</li> <li>(v) the Environment Act 1995</li> <li>(vi) the Noise Act 1996</li> <li>(vii) the Dog (Fouling of Land) Act 1996</li> <li><del>(viii)</del> <u>The Anti-Social Behaviour Crime and Policing Act 2014</u></li> <li><del>(viii)</del><u>(ix)</u> <u>Clean Neighbourhoods and Environment Act 2005</u></li> <li><del>(ix)</del><u>(x)</u> <u>the Health Act 2006</u></li> <li><u>(xi)</u> <u>the Refuse Disposal (Amenity) Act 1978</u></li> <li><del>(x)</del> <u>Sunday Trading Act 1994</u></li> </ul> <p><u>and any subsequent legislation and statutory guidance, and</u> to take all actions relating to the Council's functions, including but not limited to the following:</p> <ul style="list-style-type: none"> <li>A. <i>Pollution control</i></li> <li>B. <i>air pollution control and clean air;</i></li> <li>C. <i>smoke free premises <u>and vehicles</u></i></li> <li>D. <i>Waste collection</i></li> <li>E. <i>Recycling</i></li> <li>F. <i>Controlled waste</i></li> <li>G. <i>Contaminated land</i></li> <li>H. <i>Statutory nuisance</i></li> <li>I. <i>Litter</i></li> <li>J. <i>Dangerous and Out of Control dogs</i></li> </ul>	Executive

## Strategic Director – Environment & Community

	<p>K. Dog fouling  L. Authorisations in relation to controlled processes  M. High Hedges complaint  N. graffiti removal  O. noise nuisance  P. abandoned vehicles and other refuse  Q. prevention of crime and disorder  <u>R. Drug and alcohol abuse/misuse of substances</u>  <u>S. Controlled Trading Hours</u>  <u>R.T. Control of weeds</u></p> <p><del>except for the award of the Waste Collection and Recycling Contract which is reserved to the Executive.</del></p>	
--	--	--

### Environmental Health

	Authority	Function
1.	<p>To make all decisions in accordance the Council's adopted policies under the following Acts</p> <p>the Local Government Act 1972  the Local Government (Miscellaneous Provisions) Act 1976  <u>the Local Government (Miscellaneous Provisions) Act 1982</u>  the Public Health Act <u>1936</u>  <u>the Public Health Act</u> 1961  <u>the Public Health (control of diseases) Act 1984</u>  the Clean Neighbourhoods  the Environment Act 2005</p> <p>and any subsequent legislation <u>and statutory guidance,</u>  <u>and</u> to take all actions relating to the Council's functions, including but not limited to the following:</p> <p>(a) drains, private sewers, water closets or soil pipes  (b) a satisfactory supply of wholesome water  (c) the control rats and mice  (d) filthy or verminous premises, articles or persons  (e) the prevention and suppression of nuisances  <u>(f) emergency situations arising outside normal working hours.</u>  <u>(g) Boarding up of empty properties</u>  <u>(f)(h) Infectious disease control</u></p>	Executive

### Food and Safety

	Authority	Function
--	-----------	----------

## Strategic Director – Environment & Community

1.	<p>To make all decisions in accordance the Council's adopted policies <del>under the following Acts</del></p> <p>(i) the European Communities Act 1972  (ii) the Food and Environmental Protection Act 1985  (iii) the Food Safety Act 1990,  (iv) the Health &amp; Safety at Work etc. Act 1974  (v)</p> <p>and any associated regulations and any subsequent legislation <u>and statutory guidance</u>, <u>and</u> to take all actions relating to the Council's functions in respect of food and health &amp; safety and pesticides, except the following which are reserved to the <del>Executive after consultation with the</del> Licensing Committee</p> <p><del>(a) Food law enforcement</del> <u>Safety</u> Service Plan  <del>(a)(b) Health and Safety Service Plan</del>  <del>(b) Food Hygiene Rating Scheme</del></p>	Non Executive/ Executive
----	--	-----------------------------

### Housing and Homelessness

	Authority	After Consultation with	Function
1.	To review decisions taken under the Personal Files (Housing) Regulations Act 1989 concerning access to, or correction or erasure of information held in housing records of which a tenant (or member of his family) is aggrieved.	The relevant Portfolio Holder	Executive

	Authority	Function
<u>2.</u>	<p><del>To make all decisions in relation to the Council's Housing and Homelessness functions except the following which are reserved to the Executive:</del></p> <p><del>(a) Policy for the Allocation of Social Housing</del>  <del>(b) Tenancy Strategy</del></p>	<u>Executive</u>
<u>2.3</u>	<del>To make decisions to depart from the Council's Allocations Policy in special needs circumstances.</del>	<del>Executive</del>
<u>3.4</u>	<del>To review decisions under the Allocation of Housing and Homelessness (Review Procedures) Regulations 1999.</del>	<del>Executive</del>

## Strategic Director – Environment & Community

4.5	To make decisions under Access to Personal Files (Housing) Regulations 1989.	Executive
5.6	To make decisions under the Rent Deposit Guarantee Scheme.	Executive

### Licensing

	Authority	After Consultation with	Function
1.	<p><b>On behalf of the Council, to submit objections and pursue such objections at a public inquiry if needed to:</b></p> <p><b>(a) applications for operators licences (including variations) made under the Goods Vehicles (Licensing of Operators) Act 1995; and</b></p> <p><b>(b) reviews undertaken of existing licences.</b></p>	<b>The appropriate ward councillors.</b>	<b>Non-executive</b>
2.	<b>The determination of applications for street collections to provide funding to meet a major local/national/international disaster.</b>	<b>The Chairman of the Licensing Committee.</b>	<b>Non-executive</b>

	Authority	Function
3.	<p>To make all decisions in accordance the Council's adopted policies under the following Acts</p> <p>(i) The Town and Police Clauses Act 1847</p> <p>(ii) the Public Health Act 1936 and 1961</p> <p>(iii) The Pet Animals Act 1951</p> <p>(iv) Caravan Sites and Control of Development Act 1960</p> <p>(v) Animal Boarding Establishments Act 1963</p> <p>(vi) Riding Establishments Acts 1964 and 1970</p> <p>(vii) Dangerous Wild Animals Act 1976</p> <p>(viii) Local Government (Miscellaneous Provisions) Act 1976</p> <p>(ix) the Local Government (Miscellaneous Provisions) Act 1982,</p>	Non Executive

## Strategic Director – Environment & Community

<p><del>(x) Breeding and Sale of Dogs (Welfare) Act 1999, Breeding of Dogs Act 1991 and Breeding of Dogs Act 1973</del></p> <p><del>(xi)(x)</del> Animal Welfare Act 2006</p> <p><del>(xii)(xi)</del> Animal Health Acts 1981 and 2002</p> <p><del>(xiii) The Regulatory Reform Act 2001</del></p> <p><del>(xiv)(xii)</del> Licensing Act 2003,</p> <p><del>(xiii)</del> the Gambling Act 2005</p> <p><del>(xv)(xiv)</del> <u>the Legislative and Regulatory Reform Act 2006</u></p> <p><del>(xv)</del> the Scrap Metal Dealers Act 2013</p> <p><del>(xvi)</del> <u>the Animal Welfare (licensing of activities involving animals) (England) Regulations 2018</u></p> <p><del>(xvi)(xvii)</del> <u>Business and Planning Act 2020</u></p> <p>and any subsequent legislation <u>and statutory guidance</u>, to take all actions relating to the Council's licensing functions, including but not limited to the following:</p> <ul style="list-style-type: none"> <li>A. <i>Personal, premises, club premises licences and Temporary Event Notices</i></li> <li>B. <i>Hackney carriage <del>vehicles</del> and private hire <u>drivers and vehicles, and private hire operators</u></i></li> <li>C. <i>House to house and street collections</i></li> <li>D. <i>Street trading</i></li> <li><u>E. Club gaming/club machine permits and small society lotteries</u></li> <li><u>E.F. <i>Gambling and gaming activities</i></u></li> <li><u>F.G. <i>Sexual Entertainment Venues</i></u></li> <li><u>G.H. <i>Scrap metal dealers</i></u></li> <li><u>H.I. <i>Animal boarding establishments, riding establishments, dog breeders, pet shops, <u>animal exhibitions, and dangerous wild animals and zoos</u></i></u></li> <li><u>I.J. <i>Animal Health and Welfare</i></u></li> <li><u>J.K. <i>Caravan, camping sites and gypsy sites</i></u></li> <li><del>K. <i>Game dealers</i></del></li> <li><u>L. <i>Tattooing, acupuncture, ear piercing, body piercing and electrolysis</i></u></li> <li><u>L.M. <i>Pavement licences</i></u></li> </ul> <p>except for</p> <ul style="list-style-type: none"> <li>(a) approval of and amendments to the Statement of Licensing Policy and the Gambling Policy which are reserved to Council;</li> <li>(b) approval and amendments to policies relating to functions under the Acts set out above which is reserved to the Licensing Committee;</li> </ul>	
--	--

## Strategic Director – Environment & Community

	<p>(c) approval of increases, <u>decreases or suspension of</u> <del>in</del> the hackney carriage fare scale <del>and amendments to the scale of charges for hackney carriage and private hire licence fees</del>, which is reserved to the Licensing Committee;</p> <p>(d) the designation of and amendments to hackney carriage vehicle ranks which is reserved to the Licensing Committee;</p> <p>(e) the power to make an Order identifying a place as a designated public place for the purposes of police powers in relation to alcohol consumption which is reserved to the Licensing Committee;</p> <p>(f) all applications and appeals reserved to the Licensing Sub Committee as set out in its Terms of Reference at Part 3, Section E of the Constitution.</p>	
4.	<p>On behalf of the Council as the Responsible Authority for Environmental Health, the Responsible Authority for Health and Safety, or the Responsible Authority for Licensing, under the Licensing Act 2003, subsequent amendments and all relevant legislation and regulations:</p> <p>(a) to make a relevant representation</p> <p>(b) to apply for a review of a premises licence</p> <p>(c) to apply for a review of a club premises certificate</p>	Non Executive

### Private Sector Housing

	Authority	After Consultation with	Function
1.	<p>To determine the charges for default works undertaken pursuant to the Public Health and Housing Acts and the clearance of private drains and private sewers, all in respect of Environmental Protection legislation.</p>	<p>The relevant Portfolio Holder</p>	<p>Executive</p>

## Strategic Director – Environment & Community

	Authority	Function
1.	To undertake all actions relating to the Council's functions under the Housing Grants, Regeneration and Construction Act 1996 and any subsequent legislation, including but not limited to the following:  (a) Disabled facilities grants (b) Renovation grants (c) common parts grants, (d) house in multiple occupation grants (e) major repair grants	Executive
2.	To undertake all actions relating to the Council's functions under the Regulatory Reform (Housing Assistance) (England & Wales) Order 2002 for the securing of loans given for the improvement or repair of dwellings as a formal Land Charge.	Executive
3.	To undertake all actions relating to the Council's functions under the Housing Acts and any subsequent legislation regard to unfit housing and houses in multiple occupation.	Executive
4.	To administer and approve loans under the Flexible Improvement Loans Scheme.	Executive

### Town Twinning

	Authority	After Consultation with	Function
1.	<b>To agree grants for town partnership activities within the budget provision.</b>	<b>The relevant Portfolio Holder.</b>	Executive

### Waste and Recycling

	Authority	Function
2.	To waive payment for the collection of household refuse at mixed hereditaments where a clearly defined dwelling exists separately from business premises.	Executive

## Strategic Director – Finance & Customer Services

### Assets of Community Value

	Authority	Function
1.	To make decisions in relation to compensation claims relating to the List of Assets of Community Value.	Executive

### Council Tax and NNDR

	Authority	After Consultation with	Function
1.	<del>To set the Council Tax Base.</del>	<del>The relevant Portfolio Holder.</del>	<del>Executive</del>
2.	<u>To agree to enter into or exit any arrangements for the pooling of Business Rates.</u>	<u>The relevant Portfolio Holder.</u>  <u>Members of the Performance &amp; Finance Scrutiny Committee to be notified.</u>	<u>Executive</u>

	Authority	Function
1.	To apportion rates under Section 44A of the Local Government Finance Act 1988, and any subsequent legislation, on premises partially unoccupied for short periods.	Executive
2.	To grant applications for discretionary rate relief which meet the adopted criteria and can be funded within the approved budget.	Executive
3.	To execute warrants of arrest for Council Tax and Non-Domestic Rate debts.	Executive

### Financial Management

	Authority	After Consultation with	Function
1.	To grant discounts on market rents in accordance with the Community Rent Discount Framework.	The relevant Portfolio Holder, and taking into account any information received from local ward members.	Executive
2.	To monitor and manage the revenue reserves and provisions of the Council,	The Chief Executive and the relevant Portfolio Holder.	Executive



## Strategic Director – Finance & Customer Services

	including the release of such funds within agreed policy guidelines.		
--	--	--	--

	Authority	Function
3.	To determine areas and levels of cover for insurance.	Executive
4.	To approve spending from the Insurance Fund in individual projects or a group of related projects or a group of related items up to a maximum of £20,000.	Executive
5.	To determine rates of interest payable under:  (a) Public Health Acts and Housing Acts (rechargeable works executed by the Council)  (b) Local Government (Miscellaneous Provisions) Act 1976 (dangerous trees and restoration of supplies).	Non-Executive

### General

	Authority	Function
1.	To make all day to day management decisions relating to the Council's functions as they relate to customer services.	Executive

## Head of HR, Performance and Communication

### Human Resources

	Authority	After Consultation with	Function
1	To suspend a Statutory Officer at short notice in accordance with the provisions set out at Part 4, Section J of the Constitution	Chairman of the Employment Committee	Non-executive

### Voluntary Organisations and Community Grants

	Authority	After Consultation with	Function
1.	To agree Service Level Agreements with voluntary organisations	The relevant Portfolio Holder.	Executive
<u>2.</u>	<p><u>To award grants in accordance with the Council's adopted policies for revenue, community and leisure grant schemes except the following which are reserved to the Executive</u></p> <p style="margin-left: 40px;"> <u>1) Annual Revenue and Leisure Grants</u>  <u>2) Community Fund Grants Scheme</u> </p>	<p><u>The relevant Portfolio Holder.</u></p> <p><u>The relevant ward councillors as required.</u></p>	<u>Executive</u>

### General

	Authority	Function
1.	To make all day to day management decisions relating to the Council's functions as they relate to media and marketing.	Executive

## Head of Investment & Development

### Estate Management

	Authority	After Consultation with	Function
1.	To agree, with Laser, or any other supplier as agreed by the Council, changes to the cost of supplying gas and electricity services at different times within the contract period in accordance with the terms of the contract.	The relevant Portfolio Holder	Executive
2.	To approve expenditure from the Repairs and Maintenance Fund on individual or related items up to £20,000.	The Leader or the appropriate Portfolio Holder	Non-executive or Executive as appropriate to the function being exercised.
3.	To seek permission for development to be carried out by the Council (Regulation 4) and for development to be carried out by other parties on land vested in the Council (Regulation 5).	The relevant Portfolio Holder(s)	Executive

	Authority	Function
1.	<u>To undertake all administrative actions and negotiations in relation to the day to day management of lettings of the Council's estate and property portfolio</u>	Executive

### Economic Development

	<u>Authority</u>	<u>After Consultation with</u>	<u>Function</u>
<u>1.</u>	<u>To agree any grants awarded under the Shop Front Grant Scheme</u>	<u>The relevant Portfolio Holder</u>	<u>Executive</u>

## Head of Legal & Democratic Services

### Data Protection Act ~~1998~~2018

	Authority	Function
1	<p><del>To waive in cases of hardship the subject access fee allowed for under the Data Protection Act 1998.</del></p> <p><u>To determine a reasonable fee for the administrative costs of complying with a Subject Access Request, FOI and EIR requests in cases where the request is manifestly unfounded or excessive and/or where an individual requests further copies of their data.</u></p>	Executive

### Estate Management

	Authority	Function
	<p>To <del>undertake all actions</del><u>agree all leases, licences, contracts and other legal documentation</u> in relation to the administration of the Council's estate and property portfolio <b>except</b> the following matters which are reserved to the Executive:</p> <p>(a) acquisitions or disposal of land or property with a <del>value</del><u>sale or purchase price</u> in excess of £25,000;</p> <p>(b) the grant or renewal of all commercial leases in excess of 2 years that do not reflect market conditions in terms of value or risk;</p> <p>(c) the grant of all leases for the purposes of development or refurbishment schemes including building leases;</p> <p>(d) the grant or renewal of all leases where the Head of Legal &amp; <u>Democratic</u> Services considers referral to the Executive is appropriate.</p>	Executive

### Legal

	Authority	After Consultation with	Function
1.	To make decisions in relation to the inclusion of assets in the List of Assets of Community Value	The relevant Portfolio Holder	Executive
2.	Where the nomination is in respect of council owned land, to make decisions in relation to	The relevant Portfolio Holders	Executive

## Head of Legal & Democratic Services

	the inclusion of council assets in the List of Assets of Community Value.		
--	---	--	--

### Members Meetings and the Constitution

Authority	After Consultation with	Function	
1	To review, update and amend the Documents Which Support the Constitution	Members of the Governance Working Group	Non-executive
2	To appoint members to the Appointments Sub Committee, <del>Hearing Sub Committee, and Appeals Sub Committee</del> from the membership of the Employment Committee	<del>Chairman of the Employment Committee</del>	Non-executive
3	<del>To appoint members to the Hearing Sub Committee from the membership of the Employment Committee</del>	<del>Chairman of the Employment Committee</del>	<del>Non-executive</del>
4	<del>To appoint members to the Appeals Sub Committee from the membership of the Employment Committee</del>	<del>Chairman of the Employment Committee</del>	<del>Non-executive</del>
5	To appoint Independent Panel members, when required, in accordance with the provisions at Part 4, Section J of the Constitution	<del>Chairman of the Employment Committee</del>	Non-executive

Authority	Function
2.	To amend the Constitution when the changes result from requirements of new legislation or <del>to ensure compliance with the Local Government Act 2000 and associated regulations. statutory guidance.</del>
3.	<del>To amend the Constitution to make changes due to administrative error or oversight, in line with the most recent decision of the Council.</del>  <del>Any changes are to be reported to the Governance Working Group.</del>
3.4	To appoint the Licensing Committee Licensing Sub Committees.
5.	<del>To appoint members to the Standards Sub Committee from the membership of the Audit and Standards Committee.</del>

## Head of Legal & Democratic Services

4.6	To exercise powers under Section 41 of the Local Government (Miscellaneous Provisions) Act 1982 relating to lost and uncollected property.	Executive
-----	--	-----------

## Head of Planning

### Building Control

	Authority	After Consultation with	Function
1.	To adjust Building Control charges appropriately to ensure income will cover the cost of the chargeable service	The relevant Portfolio Holder.	Executive

	Authority	Function
2.	To exercise the Council's powers in relation to Building Control legislation, including, but without prejudice to the generality of the foregoing, the determination of applications for the approval of plans and specifications, applications for relaxations, the issue and service of all Notices, the making of requirements and the decision to carry out works in default.	Executive
3.	To exercise the powers and duties of the Council, including the recovery of costs, relating to dangerous, dilapidated or defective buildings or structures, hoardings, scaffolding and the demolition of buildings.	Executive

### Development Management

	Authority	After Consultation with	Function
1.	<p>To determine major planning applications where these are re-submitted applications previously refused only for SPA reasons which are now resolved and where:</p> <p>(a) the application is not materially different from the original application;</p> <p>(b) the material considerations affecting the decision have not changed;</p> <p>(c) there is no request from a councillor to call in the application for determination by the Committee as set out in 3(b) below.</p>	The Chairman of the Planning Applications Committee and Ward Councillors	Non-executive

## Head of Planning

2.	To agree variations to Section 106 legal agreements under the Town and Country Planning Act 1990 which relate to planning applications determined by the Planning Applications Committee or Full Council.	The Chairman of the Planning Applications Committee and Ward Councillors	Non-Executive
3.	To make decisions relating to the strategy of the Council's case in planning appeals where the strategy would be contrary to or considered unsupportive of a decision of the Planning Applications Committee	The Chairman and Vice Chairman of the Planning Applications Committee and the relevant Ward Councillors.	Non-Executive

	Authority	Function
4.	<p>(A) to determine planning applications, applications for advertisement consent, non-material and minor material amendments applications, details to comply with conditions, variation/removal of condition applications, prior notifications/prior approval notices and certificates of lawfulness, <u>or revocation of planning permission</u>;</p> <p>(B) to determine applications for listed building and conservation area consent and to take action in relation to listed buildings and Conservation Areas; and</p> <p>(C) to respond to consultations and notifications, including Habitat Regulation Assessments;</p> <p>(D) to determine the need for an environmental impact assessments;</p> <p>(E) to take direct action/seek injunctions in relation to breaches of planning control, remove unauthorised signage/advertisements and remedying the condition of land;</p> <p>(F) to serve notices (including enforcement notices, breaches of condition notices, temporary stop notices, stop notices planning contravention notices;</p> <p>under the Town and Country Planning Acts and any Regulations made in relation to this legislation or any amendments, <b>except</b> (a) (b) (c) (d) (e) <del>and (f)</del> <u>and (g)</u> set out below which are reserved for decision by the Planning Applications Committee <del>or (g) set out below which is reserved for decision by the Full Council:</del></p> <p>(a) planning applications for</p> <p style="padding-left: 20px;">(i) the erection of 10 or more dwelling houses;</p>	Non-Executive



## Head of Planning

	<p>(ii) erection of flatted developments, or conversion of existing properties into 10 or more units <u>where the officer recommendation is to approve the application</u>;</p> <p>(iii) new developments, extensions or change of use for non-residential development of 1000 sq metres or more <u>where the officer recommendation is to approve the application</u>;</p> <p>(b) any planning application <u>or advertisement consent</u>, where within 28 days of the publication of the weekly list of planning applications, the Chairman, Vice Chairman of the Planning Applications Committee or a relevant ward councillor makes a request, supported by broad planning reasons, asking the <del>Executive</del>-Head of <del>Regulatory Planning</del> to refer an application to the next appropriate meeting of the Planning Applications Committee for determination.</p> <p>Where the 28 day call-in period has expired, but the <del>Executive</del>-Head of <del>Regulatory Planning</del> is satisfied that the circumstances are exceptional and the application has not been determined, they may, after consultation with the Chairman, arrange for that application to be referred to the Committee;</p> <p>(c) any planning application submitted by a serving Councillor <u>or persons who were councillors within the previous 4 years</u>, <del>senior officers or any officers considered to be connected with the planning process, an officer</del> who <del>are</del><u>is</u> currently employed by the Council <u>or who has been employed within the previous 4 years</u>, or the spouse or partner of any of the above persons;</p> <p>(d) any planning application where an objection from a statutory consultee remains unresolved and the officer's recommendation is to approve the application;</p> <p>(e) any planning application where the Council is the applicant;</p> <p>(f) any planning application which is required to be referred to the Secretary of State;</p>	
--	--	--

## Head of Planning

	<p><u>(g) any confirmation of a Tree Preservation Order where the Council has an interest as a landowner;</u></p> <p><del>(g)</del><u>(h)</u> large-scale planning applications relating to land owned by the Council, or elsewhere if the proposed development is likely to have a very significant impact on the community as set out in Article 4.2(n).</p>	
5.	To take action, make decisions, serve notices and carry out works relating to trees pursuant to the Town and Country Planning Act 1990, the Hedgerow Regulations 1997 and Section 23 of the Local Government (Miscellaneous Provisions) Act 1976, and any Regulations made in relation to this legislation or any amendments, <b>except</b> the confirmation or revocation of a tree preservation order where objections have been received which is reserved for decision by the Planning Applications Committee.	Non-Executive
6.	To agree the terms of, and variations to, Section 106 legal agreements under the Town and Country Planning Act 1990, in connection with the grant of planning permission under delegated powers.	Non-Executive

### Land Drainage

	Authority	Function
2.	<p>To take all actions to alleviate flooding under the Water Management Acts relating to the Council's land drainage functions, except the following which are reserved to the Executive:</p> <p>(i) approval of the annual Drainage Works Programme;</p> <p>(ii) authority to submit funding bids for projects requiring external funding for drainage works on third party land where this would require the Council to part fund from the Drainage Reserve.</p>	Executive

### Licensing

	Authority	Function
1.	Under the Licensing Act 2003	Non-executive

## Head of Planning

	<p>(a) to respond to the licensing authority in connection with consultations on applications on behalf of the local planning authority;</p> <p>(b) to apply for a review of a premises licence or a club premises certificate.</p>	
--	---	--

### **Street Naming and Numbering**

	Authority	After Consultation with	Function
1.	To determine the names of highways under the Public Health Act 1925.	The appropriate Portfolio Holder and appropriate ward councillors.	Executive

	Authority	Function
1.	To exercise the street numbering function under the Public Health Act 1925.	Executive

This page is intentionally left blank

**Surrey Heath Borough Council**  
**Executive**  
**15 March 2022**

---

**Revenue Budget 2021/22**  
**Monitoring Report – Quarter 3**

<b>Portfolio Holder:</b>	Councillor Robin Perry - Finance
<b>Date Portfolio Holder signed off:</b>	7 March 2022
<b>Strategic Director:</b>	Bob Watson
<b>Report Author:</b>	Bob Watson
<b>Key Decision:</b>	yes
<b>Wards Affected:</b>	<b>All</b>

---

### Summary and purpose

To provide the Executive with a high-level view as to the Financial Performance for the 3rd Quarter of 2021/22.

### Recommendation

The Committee is advised to RESOLVE that they note the spend against the approved revenue budget for the period 1<sup>st</sup> April to 31<sup>st</sup> December 2021 and the end of year forecast.

#### 1. Background and Supporting Information

- 1.1 This is the quarterly monitoring report against the 2021/22 approved Revenue budget as at the 31<sup>st</sup> December 2021 (end of Quarter 3).
- 1.2 At the end of Quarter 3 (as at 31 December 2021) the Council's services are still reporting an overspend position of **£0.893 million** (£1.6 million at Quarter 2) in their forecasts of outturn for the end of the financial year.
- 1.3 The Covid-19 pandemic is still heavily influencing the Council's finances during this financial year, either through increasing expenditure in some areas or lower than budgeted revenues being received in some of the major income producing services, such as car parking and property rents. The position has improved since the mid-year report and it is anticipated that this trend will continue as the economic conditions improve not just within the Surrey Heath borough but nationally across the country.

<u>Service</u>	<b>Full Year Budget</b> £ 000	<b>Actual at P9</b> £ 000	<b>Forecast</b> £ 000	<b>Variance</b> £ 000
Chief Executive	162	93	151	(£11)
Legal	1,200	675	1,049	(£150)
Transformation	3,960	2,571	3,795	(£165)
Finance & Customer Services	2,033	1,611	1,962	(£71)
Investment and Development	(£3,104)	(£1,826)	(£2,103)	1,001
Business	945	770	1,578	633
Regulatory	1,243	181	796	(£447)
Planning	1,143	702	1,084	(£58)
Community	4,757	2,872	4,916	160
	<b>12,337</b>	<b>7,648</b>	<b>13,229</b>	<b>893</b>

1.4 Please note that the above table is not presented in the new structure that was introduced this year. The new structure will be used for the 2022/23 budgets as presented to Council on 23 February 2022.

1.5 Major variances (over £50k) to note are:

Legal

Income from recharges to other authorities, and some one-off staff savings £138k favourable

Transformation

One-off staff savings in-year and reduction in spend on supplies and services. £133k favourable

Finance and Customer Service

Cost of collection of Council Tax and BR – the additional workload of processing and administering the various grant initiatives from central government has meant the team working more hours and increased costs have been incurred from flexing this workforce. This has been offset by s.31 grants from the government to refund the extra cost. £114k favourable (net)

Accountancy has incurred extra costs of agency staff due to issues around accountant recruitment. It is anticipated that this will reduce as the team resources become more permanent over the next few months. Includes the corporate ‘managed vacancy factor’ still to be achieved. £170k adverse

Additional income from support to external organisations and some one-off staff-savings within the Contact centre team. £46k favourable

Investment and Development

Although still forecasting an adverse variance due to income from rents being below the original budgeted figure, the forecast is an improved position by over £1 million than the Quarter 2. £1 million adverse

This reflects the hard work that has been carried out by the service area to renegotiate current tenancies and let new tenancies. This improves the rent income position and also reduces the costs incurred when the Council holds 'void' properties

### Business

There is an impact reduced income from the car parks as a consequence of the pandemic and various lockdowns over the financial period. £393k adverse

The budgets for the management fees payable to Places Leisure over the first year of the Leisure Management Contract were not loaded at the start of the financial year. The fees were agreed as part of the leisure management contract, but due to a budgeting oversight were not included in the base budgets. This has been corrected in future budgets, but is shown here as a budgetary pressure in 2021/22. £191k adverse

### Regulatory

There has been a continuation of the 'one-off' Homelessness grant which has now been received. Indications when the budget was set was that this grant was one-off in 2020/21 and prudence meant that no grant was anticipated or included in the budgets for 2021/22. £324k favourable

### Planning

Although there is an increase in planning fee applications, there has also been an increase in the use of agency and consultants to ensure planning services continue to be delivered. £64k adverse

There is an in-year underspend on the Local Plan budgets, and this will be subject to a carry-forward request at year end to allow the Local Plan to be completed. £101k favourable

### Community

Higher than budgeted contract inflation on core contracts £55k adverse

Impact of the suspension on the collection of Green Waste in current financial year. £78k adverse

## **2. Reasons for Recommendation**

- 2.1 It is imperative for strong financial management that the revenue budgets are reviewed regularly and reported on a quarterly basis to Performance and Finance Scrutiny Committee and the Executive.

## **3. Proposal and Alternative Options**

- 3.1 The Executive is asked to note the report on the 21/22 Revenue Budget for the period 1st April to 31st December 2021.

#### **4. Contribution to the Council's Five Year Strategy**

- 4.1 The budgets agreed at Council are aligned to and supports the approved five-year strategy.

#### **5. Resource Implications**

- 5.1 The budget monitoring is related back to the original budgets set at Council in February 2021.

#### **6. Section 151 Officer Comments:**

- 6.1 Whilst the Council is still predicting an overspend at year end, as a result of the work over the last quarter on cost control and identifying efficiencies, the is position has improved since Quarter 2 by over £700,000. It is hoped that this will continue in the final quarter of the year and the position will further improve by year-end.

#### **7. Legal and Governance Issues**

- 7.1 The revenue budget is monitored monthly and reported to CMT, Executive and Performance and Finance Scrutiny Committee quarterly.

#### **8. Monitoring Officer Comments:**

- 8.1 Section 2.3.6 of the Council's Financial Regulations requires the Director of Finance and Customer Services to prepare reports on revenue budget monitoring and present such reports to the Executive on a quarterly basis.

#### **9. Other Considerations and Impacts**

##### **Environment and Climate Change**

- 9.1 Details of these are in the individual service areas the budgets support

##### **Equalities and Human Rights**

- 9.2 Details of these are in the individual service areas the budgets support

##### **Risk Management**

- 9.3 Regular financial monitoring enables risks and budgetary pressures to be highlighted and addressed at an early stage so that mitigating actions can be taken.

##### **Community Engagement**



9.4 Where necessary engagement will be taken through individual service areas the budgets support

<b>Background Papers</b>	None
<b>Author/Contact Details</b>	Adrian Flynn: Chief Accountant Adrian.Flynn@surreyheath.gov.uk
<b>Head of Service</b>	Bob Watson - Strategic Director of Finance & Customer Services. Bob.Watson@surreyheath.gov.uk

This page is intentionally left blank

**Surrey Heath Borough Council**  
**Executive**  
**15 March 2022**

---

**Capital Programme 2021/22**  
**Monitoring Report – Quarter 3**

<b>Portfolio Holder:</b>	Councillor Robin Perry - Finance
<b>Date Portfolio Holder signed off:</b>	7 March 2022
<b>Strategic Director:</b>	Bob Watson
<b>Report Author:</b>	Bob Watson
<b>Key Decision:</b>	yes
<b>Wards Affected:</b>	<b>All</b>

---

### **Summary and purpose**

To note the expenditure on the approved capital programme for the current financial year (2021/22) up to Quarter 3 ending on 31 December 2021 and to inform the Executive of the end of year forecast.

### **Recommendation**

The Executive is advised to RESOLVE that they note the expenditure on the capital programme for the period 1<sup>st</sup> April to 31st December 2021 and the end of year forecast.

#### **1. Background and Supporting Information**

- 1.1 This capital monitoring report is a new report for 21/22 and it allows Members to gain a more detailed understanding of the spend associated with the various projects included within the 21/22 capital programme.
- 1.2 The actual spend to the 31st December is £3.812 million which is 27.18% of the total programme of £14.024 million. The year end forecast outturn is £5.034 million which is 35.90% of the programme. These are detailed in Appendix 1
- 1.3 This report is in conjunction with the work that the capital monitoring programme board are currently completing in ensuring that projects are properly scoped, costed and delivered as per the original business case, the

project specification and any that project delays and/or cost overruns are notified at the earliest opportunity.

- 1.4 A number of projects may have to be rephased to 22/23 due to planned delays in delivery of the programme during the year. The value of these projects is £8.499 million.

## **2. Reasons for Recommendation**

- 2.1 It is imperative for strong financial management that the capital programme budgets are reviewed regularly and reported on a quarterly basis to Performance and Finance Scrutiny Committee and the Executive.

## **3. Proposal and Alternative Options**

- 3.1 The Executive is asked to note the report on the 21/22 Capital Programme spend for the period 1st April to 31st December.

## **4. Contribution to the Council's Five Year Strategy**

- 4.1 The capital agreed at Council is aligned to and supports the approved five-year strategy.

## **5. Resource Implications**

- 5.1 The capital programme was approved at Council in February 2021 and the resource implications are within that report.

## **6. Section 151 Officer Comments:**

- 6.1 There are several projects that may be rephased into the 22/23 programme due to expanding budget profiles to match the four-year medium term strategy and the value of these projects are £8.499 million.
- 6.2 The Appendix 1 report is based on the current programme as agreed at Council in February 2021; a review of the current year programme has been directed by the Executive and this will be reflected in the end-of-year outturn report along with any reprofiling.

## **7. Legal and Governance Issues**

- 7.1 The capital programme is monitored monthly and reported to CMT, Executive and Performance and Finance Scrutiny Committee quarterly.

## **8. Monitoring Officer Comments:**

- 8.1 Section 2.7 of the Council's Financial Regulations provides for the Executive to have oversight of the Capital Programme.

## **9. Other Considerations and Impacts**

### **Environment and Climate Change**

9.1 Details of these are in the individual programme bids

### **Equalities and Human Rights**

9.2 Details of these are in the individual programme bids

### **Risk Management**

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

### **Community Engagement**

9.4 Where necessary engagement will be taken through individual projects.

## Appendices

1. Capital Programme Monitoring Q3

	B/Fwd From 2020.21	Approved Bids 2021.22	Total 2021.22 Programme	Current Spend & Commitments	Funds Available	Forecast	Proposed Re-Phasing into 2022/23
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<b>Investment and Development</b>							
1 Public Realm Works	0	754	754	422	332	422	332
2 Cambridge Square Refurbishment	0	1,460	1,460	48	1,412	48	1,412
3 Camberley High Street Trees	0	90	90	34	56	50	0
<b>Sub Total</b>	<b>0</b>	<b>2,304</b>	<b>2,304</b>	<b>504</b>	<b>1,800</b>	<b>520</b>	<b>1,744</b>
<b>Legal</b>							
4 Property Acquisition Strategy	2,343	0	2,343	0	2,343	0	2,343
5 London Rd Block	3,128	630	3,758	160	3,597	160	3,597
6 Theta	81	0	81	0	81	85	0
7 Ashwood House (Market Hall)	300	-300	0	0	0	0	0
8 Theta (2nd Floor)	49	0	49	0	49	51	0
9 Boiler @ Hudson House, Albany Park	25	0	25	0	25	0	25
<b>Sub Total</b>	<b>5,926</b>	<b>330</b>	<b>6,256</b>	<b>160</b>	<b>6,096</b>	<b>296</b>	<b>5,966</b>
<b>Transformation</b>							
10 SHORE	10	-10	0	0	0	0	0
11 Elections - Equipment	0	25	25	0	25	25	0
12 XCAM360 Imagery Service	0	13	13	13	0	13	0
13 Upgrading of Facilities in Council Chamber	0	100	100	100	0	100	0
14 Door Access System Upgrade	0	91	91	0	91	0	91
<b>Sub Total</b>	<b>10</b>	<b>219</b>	<b>229</b>	<b>113</b>	<b>116</b>	<b>138</b>	<b>91</b>
<b>Business</b>							
15 Main Square Car Park Refurbishments	42	0	42	0	42	0	0
16 Frimley Lodge Car Park - Capacity Increase	0	105	105	0	105	0	0
17 Theatre Frontage & Lighting Upgrade	120	75	195	220	-25	220	0
18 Lightwater CP Visitors Centre	6	0	6	0	6	0	0
19 Deanside DR Woods Play Area	19	0	19	0	19	10	0
20 Mytchett Skate Park	54	0	54	0	54	54	0
21 Board Sites	7	0	7	0	6	7	0
22 Chobham Rd Play Area	20	50	70	70	0	70	0
23 Frimley Lodge Play Area	0	28	28	28	0	28	0
24 London Rd Rec Play Area	77	0	77	77	0	77	0
25 Whitmoor Rd	25	0	25	0	25	0	25
26 Watchetts Recreation Ground Tennis & Netball	134	0	134	0	134	0	134
27 CCTV Equipment	0	7	7	5	2	4,811	0
28 Camberley Bowls Club	0	45	45	0	45	0	45
29 Arena	2,219	0	2,219	1,932	287	1932	0
30 Green Spaces - Increased Security Measures	166	0	166	4	162	74	0
31 Orchard Way Playground	0	70	70	70	0	70	0
<b>Sub Total</b>	<b>2,889</b>	<b>380</b>	<b>3,269</b>	<b>2,406</b>	<b>863</b>	<b>2,546</b>	<b>204</b>
<b>Community</b>							
32 Community Bus	40	0	40	41	-1	41	0
33 Travellers' Sites - Contribution	0	127	127	0	127	0	127
<b>Sub Total</b>	<b>40</b>	<b>127</b>	<b>167</b>	<b>41</b>	<b>126</b>	<b>41</b>	<b>127</b>
<b>Regulatory</b>							
34 Renovation Grants	755	780	1,535	969	566	1220	315
35 Openspace Works	2	0	2	0	2	0	0
36 Drainage Works	60	0	60	7	53	7	53
37 128 London Rd (Connaught Court)	50	0	50	93	-44	93	0
38 151 Gordon Avenue (Night Stop)	0	152	152	174	-22	174	0
<b>Sub Total</b>	<b>867</b>	<b>932</b>	<b>1,799</b>	<b>1,244</b>	<b>555</b>	<b>1,495</b>	<b>368</b>
<b>GRAND TOTAL OF ALL SCHEMES</b>	<b>9,732</b>	<b>4,292</b>	<b>14,024</b>	<b>4,467</b>	<b>9,556</b>	<b>5,036</b>	<b>8,499</b>

**Surrey Heath Borough Council**  
**Executive**  
**15 March 2022**

---

**Write off of Irrecoverable Bad Debt**

<b>Portfolio Holder:</b>	Cllr Robin Perry – Finance Portfolio Holder
<b>Strategic Director/Head of Service</b>	Bob Watson – Strategic Director Finance Customer Services
<b>Report Author:</b>	Robert Fox – Revenues and Benefits Manager
<b>Date Portfolio Holder Signed off the Report:</b>	22 February 2022
<b>Key Decision:</b>	Yes
<b>Wards Affected:</b>	All wards

---

**Summary and purpose**

To approve the write-off of irrecoverable bad debts for Council Tax and Business Rates over £1,500.

**Recommendation**

The Executive is advised to RESOLVE that bad debts totalling £49,153.55 in respect of Council Tax and £93,045.17 in respect of Non-Domestic Rates be approved for write off.

**1. Background and Supporting Information**

- 1.1 Surrey Heath Borough Council, Revenues Team have consistently maintained in year collection rates for Council Tax and Business Rates which are in the top 20 performing Local Authorities in England. For 2020/21 in year collection for Business Rates was 99.8% of the debit and 1<sup>st</sup> nationally. For Council Tax in year collection was 98.7% and 6<sup>th</sup> nationally. This represents a collection of £19.6M collected for Business Rates and £77.3M for Council Tax.
- 1.2 Whilst the Revenues Team maintain high collection rates there are debts which cannot be recovered in full due to circumstances of the debtor.
- 1.3 Attached at Annex A is a schedule of bad debts for Council Tax and Business Rates, the individual amounts of which are greater than £1,500. Financial Regulations 26.1 requires that any bad debt in excess of £1,500 shall only be written off with the approval of the Executive.

- 1.4 All of the debts have been subject to the relevant recovery action and tracing enquiries have been undertaken.
- 1.5 The Council's enforcement agents have also been unable to recover the debts from the forwarding address obtained from the tracing undertaken and the debt is now considered irrecoverable. In the future if a Council Tax payer's address is found the debt can be written back on for the debt to be pursued.
- 1.6 In respect of Council Tax a total of £49,153.55 is being written off in the current financial year to date with the cost being shared between all preceptors. This compares with a total of £186,673.84 for 2020/21. The reasons for writing off are given in the attached annex and the amount written off represents 0.05% of the total collectable debt.
- 1.7 In respect of business rates £93,045.17 is being written off to date compared to £262,913.27 in total for 2020/21. The cost is shared amongst all the preceptors and represents 0.2% of the total collectable debt. The reasons for writing off the balances are listed on attached annex.
- 1.8 Between March 2020 and October 2020, due to the restrictions imposed by the Government we did not carry out normal recovery action on outstanding debts. This gave us the opportunity to carry out a cleansing exercise on old balance to trace them. Where all tracing options were exhausted we out them to write off, this increased the write off figure for 2020/21. Also recovery on 2020/21 balances were delayed therefore any potential write offs will be delayed.
- 1.9 The continued collection of the Council Tax arrears has been achieved by judicious use of all the recovery options made available to us by the Council Tax (Administration and Enforcement) Regulations. The recovery options available including making special arrangements, direct deductions from a debtor's wages or benefits and in cases where all other options are not available or have failed, the use of Enforcement Agents.
- 1.10 We use all legal methods available to us carefully to ensure that we maximise collection but allow viable businesses to continue trading.

## **2. Reasons for Recommendation**

- 2.1 These debts are deemed as irrecoverable after exhausting all available recovery methods therefore requesting for them to be written off. We then have a clear representation of all the remaining debts to collect.

## **3. Proposal and Alternative Options**

- 3.1 It is proposed that the debits as set out in Annex A, having deemed irrecoverable, be written off. The only other option would be to leave them on the accounts which would show a false situation.



#### **4. Contribution to the Council's Five Year Strategy**

4.1 N/A

#### **5. Resource Implications**

5.1 N/A

#### **6. Section 151 Officer Comments:**

6.1 None in addition to the matters raised within the report

#### **7. Legal and Governance Issues**

7.1 In accordance with the advice from the Information Commissioner's office, personal details of the debtor's subject write-off can only be made public if a full risk analysis as regards possible vulnerability has been undertaken. In cases being recommended for write-off the authority holds insufficient information as to the debtor's circumstances e.g. age group or possible disability, to perform a proper risk assessment and therefore all cases should remain on the confidential part of the agenda

#### **8. Monitoring Officer Comments:**

8.1 None in addition to the matters raised within the report

#### **9. Other Considerations and Impacts**

##### **Environment and Climate Change**

9.1 N/A

##### **Equalities and Human Rights**

9.2 As some of the debtors maybe vulnerable, if any of their personal details were place in the public domain the Council could be subject to legal action.

##### **Risk Management**

9.3 As some of the debtors maybe vulnerable, if any of their personal details were place in the public domain the Council could be subject to legal action.

##### **Community Engagement**

9.4 N/A

##### **Annexes**

Attached in Annex A is a listing of the individual debts for write-off showing the name of the debtor or business name, year the debt arose, the reason for the write-off and

the amount of the debt.

**Background Papers**

None

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

Document is Restricted

This page is intentionally left blank

**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>
11 (part)	1&3

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank