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Friday, 9 September 2022

To: The Members of the **EXECUTIVE**
(Councillors: Alan McClafferty (Chairman), Sarah Jane Croke, 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 on Tuesday, 20 September 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

AGENDA

Pages

Part 1 (Public)

- | | | |
|----|------------------------------|-------|
| 1. | Apologies for Absence | - |
| 2. | Minutes | 3 - 6 |

To confirm and sign the minutes of the meeting held on 16 August
2022 (copy attached).

- | | | |
|----|---------------------------------|---|
| 3. | Declarations of Interest | - |
|----|---------------------------------|---|

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

- | | | |
|----|-----------------------------|---|
| 4. | Questions by Members | - |
|----|-----------------------------|---|

The Leader and Portfolio Holders to receive and respond to questions

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

5.	Support for social inclusion charity in Surrey Heath	
6.	Surrey Heath Emergency Food Poverty Grant Scheme	7 - 12
7.	Community Fund Grants	13 - 18
8.	Afghan Relocation and Assistance Schemes - Wraparound Support	19 - 24
9.	Treasury Management Outturn 2021/22	25 - 32
10.	Write off of Irrecoverable Bad Debts	33 - 38
11.	Exclusion of Press and Public	39 - 40

**Part 2
(Exempt)**

12.	Executive Working Group notes	41 - 96
13.	Review of Exempt Items	97 - 98

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 on 16 August 2022**

+ Cllr Alan McClafferty (Chairman)

+ Cllr Sarah Jane Croke	+ Cllr Rebecca Jennings-Evans
- Cllr Colin Dougan	+ Cllr Adrian Page
+ Cllr Shaun Garrett	+ Cllr Robin Perry

+ Present

- Apologies for absence presented

In Attendance: Cllr Graham Alleway, Cllr Rodney Bates, Cllr Sharon Galliford, Cllr Mark Gordon, Cllr Morgan Rise, Cllr Pat Tedder and Cllr Helen Whitcroft

32/E Minutes

The minutes of the meeting held on 19 July 2022 were confirmed and signed by the Chairman.

33/E Questions by Members

The Leisure, Culture & Community Portfolio Holder, Councillor Rebecca Jennings Evans, responded to a question from Cllr Rodney Bates about investigating car parking issues at Places Leisure, Camberley. In response to concerns raised about the issuing of penalty notices and the appeals process, she undertook to provide a written response once she had had an opportunity to discuss the matter with the Strategic Director for Environment & Community.

Following a question from Councillor Sharon Galliford concerning the Council's insurance provision in relation to harm from the effects of radiation from communications masts, the Leader undertook to circulate information on the scope of the Council's insurance policy along with the government's latest health advice associated with the masts.

34/E Ward Councillor Community Fund Grants - Criteria Review

The Executive was reminded that, at its meeting on 20 October 2020, it had agreed to introduce a Ward Councillor Grant Scheme. Members considered a report proposing amendments to the Scheme's criteria. The proposed changes were intended to realign the Scheme with its original aims, namely to enable ward councillors to help the community by providing small grants of up to £500 for important acquisitions or for direct costs towards projects that focused on local needs.

RESOLVED that the Ward Councillor Community Fund Grant Scheme be amended, as set out in Annex A to the agenda report.

35/E Community Fund Grant Scheme

The Executive considered a report seeking approval of two grant applications received for the Council's Community Fund Grant Scheme. The applications related to funding requested by Chobham Rugby Football Club to support its extensive refurbishment and modernisation project, and the installation of a Stag Statue on the A322 junction with Guildford Road/Kerria Way/Fellow Green Road, West End applied for by West End Village Society (WEVS).

Whilst concerns about the use of public money for the Stag Statue were noted, it was also recognised that the grant proposed was lower than the amount requested by WEVS and the Council had a number of other grants schemes available to support residents with food and energy payments.

RESOLVED that

- (i) £10,000 be awarded to Chobham Rugby Football Club to support the building of its new facilities plan; and**
- (ii) £1,500 be awarded to West End Village Society to support the installation of the 'Stag Statue'.**

Note: It was noted for the record that Councillor Rebecca Jennings-Evans declared that she had allocated funding from her Surrey County Council Members' Community Allocation to West End Village Society for the Stag Statue.

36/E Adoption of the Working Definition of Anti-Semitism

The Executive was informed that, at its meeting on 29 June 2022, the Equality Working Group had considered whether the Council should adopt the International Holocaust Remembrance Alliance (IHRA) definition of the following non-legally binding working definition of antisemitism:

"Antisemitism is a certain perception of Jews, which may be expressed as hatred towards Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or Non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities."

The Working Group had confirmed its support of the definition and had also noted that this was part of a broader recognition of support of multiculturalism and diversity in the borough, which was supported through the Council's Equality Strategy and Annual Plan.

RECOMMENDED to Full Council that the Working Definition of Anti-Semitism (IHRA) and other minority groups, as proposed by the Equality Working Group, be adopted.

37/E Budget Supplementary Estimate - Council contribution to Collectively Camberley Limited

The Executive considered a request to make provision in the revenue budget for payments to Collectively Camberley Limited (CC), the administering body for the Camberley Business Improvement District (BID), outside of the statutorily set BID

Levy. The additional payments would contribute towards Christmas lights and additional events organised by CC across the year.

It was advised that historically the Council had made grants to CC on an ad hoc basis, in addition to the statutory levy it paid the BID in relation to its liabilities for properties within the BID area. These additional grants had often been made from previous budgets for business support and not from a single agreed budget; approval was therefore sought to put these contributions on a firmer footing to allow better budget planning by both the Council and CC. It was suggested by some Members that, in future, any additional contributions should be discussed at the time the Council was considering its vote on whether to re-elect the BID for a further term.

Members discussed exploring opportunities for further partnership working with CC, including the provision of 'pump priming' and other financial support where this delivered real benefits for local residents and the economy. It was agreed to further investigate opportunities, which would be reported back to the Executive for decision.

RESOLVED that a supplementary estimate for a base budget uplift of £15,000 to fund grant contributions to the Collectively Camberley Limited BID, outside of the ringfenced BID levy collected by the Council on behalf of the BID, be approved.

Chairman

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**Surrey Heath Borough Council
Executive**

20th September 2022

Surrey Heath Emergency Food Poverty Grant Scheme

Portfolio	Support & Safeguarding – Cllr Sarah Jane Croke
Strategic Director/ Head of Service	Louise Livingston – Head of HR, Performance & Communications
Report Author	Jayne Boitault – Community Partnership Officer
Key Decision	No
Wards Affected	All
PH Sign off	Yes

Summary and purpose

To amend the qualifying criteria for the Council's Emergency Food Poverty Grant Scheme by extending its remit to include applications from not-for-profit organisations to assist with meeting fuel/energy costs when setting up a 'warm bank' type of initiative.

Recommendation

The Executive is advised to RESOLVE that

- (i) the criteria of the Emergency Food Poverty Grant Scheme be altered to accept applications from not-for-profit organisations to assist with meeting fuel/energy costs when setting up a 'warm bank' type of initiative within Surrey Heath;
- (ii) an upper limit of £5,000 per application or organisation for either food or fuel be introduced; and
- (iii) authority to agree any grant condition changes be delegated to the Head of HR, Performance & Communications in consultation with the Support & Safeguarding Portfolio Holder.

1. Background and Supporting Information

- 1.1 This scheme was launched in December 2020 and has awarded 5 grants to date at a total cost of £10,400. An initial £20,000 was agreed at the Executive meeting in October 2020 to meet local demand, and this was increased by a

further £50,000 in February 2021, with the scheme at that time being open and available until 31st March 2022.

- 1.2 This scheme formed part of the Community Grants Review in January 2022 considered by the Executive where it was agreed to extend the closing date for applications until 31st March 2023. The fund presently has £59,600 available.
- 1.3 As we move towards autumn, fears around the cost of living crisis are rising in the face of increasing fuel, energy and utility costs, coupled with the highest inflation in years. With the rising Energy costs, changes within the energy caps, communities are becoming nervous about being able to meet the costs over this next 6-month period.
- 1.4 A new concept originally tweeted by Martin Lewis, the money saving expert, suggested that people who are unable to afford their heating may have to turn to warm spaces as winter approaches. The concept of “warm banks” was introduced, which is the equivalent of “food banks” where people who can’t afford heating are invited to spend their time at no cost with heating churches, halls and other open public buildings.
- 1.5 Plans are being developed through the Council’s Community Support Working Group, to enable our communities to collaborate in partnerships to make available communal warm banks. Discussions are underway with the Watchetts Residents Group now who are working with St Marys Church to open a ‘warm bank’. Organisations who are working to develop this initiative will require financial support and by changing the criteria of this scheme to include fuel and food poverty will enable this Council to pro-actively provide this support to help meet some of the additional heating costs that will be incurred.
- 1.6 It is proposed to make available up to £5,000 per application or organisation for either food or fuel. It should also be noted that the Council has supported the main local foodbanks with funds from the Government Household Support Grant Scheme.
- 1.7 It is proposed that the amendments to the scheme are implemented by 1st October 2022 at the latest and for this to be widely publicised and to help galvanise this initiative locally. It is also proposed for the fund to be open until exhausted or 31st March 2023, whichever is earlier.

2. Proposal and Alternative Options

- 2.1 The Executive has the option to:
 - 2.1.1 Agree the suggested amendments as set-out within this agenda item
 - 2.1.2 Agree alternative amendments to this funding scheme
 - 2.1.3 To retain the scheme as is without any changes

2.2 It is suggested to approve as outlined in 2.11 above.

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

3.1 Health and Quality of Life:

3.1.1 The health and quality of life of all the Borough's residents is very much at the core of the services that the Council provides to its residents understanding that having a warm, safe and secure home, and a healthy, attractive environment which is key for improving health outcomes and our residents' quality of life.

3.1.2 The Council wants to ensure communities have the infrastructure and accessibility to meet the needs of a changing and growing population. Supporting the development of attractive, sustainable and vibrant communities for people to live, work and enjoy. We will also take a positive approach to supporting those who are most vulnerable.

3.1.3 To nurture the strong sense of community across the whole borough, fostering a sense of respect and consideration. We aim to ensure everyone can access a safe, quality home to meet their needs.

3.1.4 We will take a positive approach to supporting all sectors of our community, including those who are most vulnerable. We will promote active and healthy lives for all and a rich programme of cultural and community events

4. Resource Implications

4.1 No changes as this is utilising existing budgeted funding.

5. Section 151 Officer Comments:

5.1 To be completed

6. Legal and Governance Issues

6.1 To be completed

7. Monitoring Officer Comments:

7.1 To be completed

8. Other Considerations and Impacts

Environment and Climate Change

8.1 Providing support to a number of these organisations helps protect the borough's environment.

Equalities and Human Rights

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

Risk Management

8.3 To be completed

Community Engagement

8.4 To be completed

Annexes

Annex A. Existing Emergency Food Poverty Grant criteria

Background Papers

None

Emergency Food Poverty Scheme

The Emergency Food Poverty Scheme aims to support local-not-for-profit groups delivering services to those experiencing hardship in the Borough.

This scheme is in addition to, and is not designed to replace any existing funding streams, such as free school meals provided by the Government.

For individuals and families who require help in providing food parcels, please contact visit the [Citizens Advice Surrey Heath](#) website or call them on 01276 417900.

The scheme is currently open until 31 March 2023 and is discretionary and may be withdrawn at any time or when the funds are exhausted.

Applicant criteria

The group must have a constituted group, a registered charity or CIO with their own bank account and two signatories.

Applications are restricted to the areas of Surrey Heath only.

A copy of the last bank statement and financial accounts are required.

Please clearly identify how this bid will help meet the local food poverty need, to include information relating to: timescales, wards, costs and any others who have been approached to fund this work.

In completing this application you confirm that this work/project does not duplicate other local services being provided.

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Surrey Heath Borough Council
Executive
20th September 2022

Community Fund Grant Scheme

Portfolio Holder:	Support & Safeguarding – Cllr Sarah Jane Croke
Strategic Director/Head of Service	Louise Livingston – Head of HR, Performance & Communications
Report Author:	Jayne Boitout – Community Partnership Officer
PH Sign off:	Yes
Key Decision:	No
Wards Affected:	All

Summary and purpose

To consider grant applications to the Council’s Community Fund Grant Scheme received by 30th June 2022.

Recommendation

The Executive is advised to RESOLVE that

- (i) Up to £5,500 be awarded to Frimley Cricket Club to support the purchase of the new roller for the cricket green;
- (ii) Up to £3,400 be awarded to The Eikon Charity to support the Surrey Heath Youth Council costs with hall hire and project costs for the next year; and
- (iii) Up to £6,050 to be awarded to Chobham Recreational Ground Charitable Trust to undertake safety repairs to 5 play areas at the recreation ground in Station Road Chobham.

1. Background and Supporting Information

- 1.1 Full details and Information on the Community Fund Grant scheme is provided on the Council’s website and articles are regularly published in the Council’s Heath scene magazine promoting recent successful awards.
- 1.2 This scheme provides grants of up to £25,000 to assist local ‘not for profit organisations’ with the delivery of community projects. Total project costs of up to £2,000 can attract 75% funding and total project costs over £2,001 can attract up to 50% funding from the scheme.

- 1.3 The total amount requested from the three applications totals £24,050. However, it is recommended a total spend of £14,950 is awarded from an existing reserve of £75,772. No payments are made until after evidence is submitted that the work is completed.

2. Frimley Cricket Club

- 2.1 The club was established in 1820 and is a not for profit, constituted club located in Chobham Road, Frimley. It is club mark accredited, an ECB Focus Club, plus an all stars (for 5–8-year-olds) cricket centre. The present membership is around 180 with 80% from Surrey Heath, there are male and female adult and junior teams, and the site is used by Tomlinscote School for training purposes on a Tuesday evening and The Grove school on a Monday evening during term time.
- 2.2 The club are seeking assistance in replacing their 60-year-old roller that is not working, all parts are obsolete with any repairs possible are achieved through hacking parts together. An unverified replacement cost is estimated at £11,000 and the club are seeking up to £5,500 from the Councils Community Fund grant scheme to enable its replacement to be purchased. The remaining 50% of the costs are to be contributed by the club. As yet no further applications have been made to alternative funding sources. With the current roller being out of order the cricket square will diminish and impact all club and community users. The ECB suggest that a new modern roller will see an 15-25% improvement with the square and improved experience for the 1800 cricketers who use the site each season.
- 2.3 The club signed a 20-year lease with the Council from 1st September 2015 with the annual rent of £4,500 being reduced to £700 from the community benefits and access provided.
- 2.4 The club have recently invested in improved security measures, from a spate of burglaries, which include re-enforced doors, steel roller shutters and CCTV which have used some of the reserves, which are now insufficient for the club to be able to purchase the roller without the help of a grant award.
- 2.5 Any award would be subject to obtaining two quotations for a comparable roller and that further funding bid applications are sought to assist with this cost.

3. The Eikon Charity

- 3.1 Eikon is a charitable company with a recorded expenditure on 31st March 2021 of £2,001,891 and an income of £2,495,792, of this £1,243,289 is from two government contracts and £65,278 from 1 government grant. There are forty-nine employees, 12 trustees, and 50 volunteers, with 1 employee who receives total benefits over £60,000.
- 3.2 The history of Eikon includes the merging of Windle Valley Youth Project in 2016, the Life train Trust in 2019 and the Raymond Coleman Charitable trust

in 2021. Eikon's office is in Addlestone, but the activities of the charity are countywide.

- 3.3 Eikon has supported the young people in Surrey Heath with their Youth Council for several years (a legacy from the Windle Valley Youth Project). This project enables change decided by and for young people in this local area and brings their views and opinions to the Council. The Youth Council has been operational for the past 10 years, and during term time, and when the young people are not home schooled, they meet weekly at St Martins Church in Camberley. There are presently 15 members aged between 11 and 18, with an ambition to increase this to 25 over the next year.
- 3.4 The project is designed to continue with the achievement and impact over the last 9 months, the ideas form, and galvanise from discussions and debates when the members meet weekly and then they each spend within their respective schools engaging the school population. Examples of this are: Cycling Safety project which sought to consult and hear views on how to improve safety, this generated 320 responses, which were submitted to the Active Travel Council members and Highways planning officers. The youth councillors were also consulted on their views connected to a skate park, where 90 social media accounts were reached. Over the next year, the group hope to go on a residential trip, no further details are available at present.
- 3.5 This project is designed to provide support from Eikon in meeting their costs which are £26,551 for one year, of which just under £20,000 is attributed to staff, training and on costs the venue hire, and project activities total £6,800 and the application seeks a contribution of £12,500. Historically funding for this project has been provided by the Community Foundation for Surrey who have contributed £5,000 in 2019, and 2021 and £1000 from the Youth Majors Project in 2022, the gaps have been filled with the use of Eikon's unrestricted reserves. In 2021, the charity overview showed that £493,900 was retained for future use.
- 3.6 The community fund grant scheme criteria are designed to assist with the one-off costs, and this project has operated for the past 10 years and hopes to continue, the staffing costs would generally fall outside of the scope of this grant criteria. It is suggested that this grant could support with the venue hire costs and project activities which are costed at £6,800 for the year from which a 50% contribution could award a grant of £3,400 to enable the charity to continue to support the Youth Council in Surrey Heath.

4. Chobham Recreation Ground Charitable Trust

- 4.1 The recreation ground playing fields, the children's playground and the memorial garden are looked after on behalf of Chobham village by a charity, the Chobham Recreation Ground Charitable Trust, with the only trustee being Chobham Parish Council this was established in 1920.

- 4.2 The trust's income for the year ending 31/03/21 was £37,908 of which £21,513 from Chobham Parish Council and an SHBC (Government Business) grant of £10,808, from the impact of closures due to Covid.
- 4.3 The bid to this fund is focussed upon the replacement of the safety surfaces of many pieces of equipment in the children's playground, specifically the five areas of wet pour under two sets of swings, a rocker, springer, and roundabout an area of rubber mulch under a galleon climbing frame, and an area of grass mattering under a large nest swing, the recreation ground location is accessible to all.
- 4.4 The estimated cost provided to undertake the works is £12,158 and an application for funding has been received for £6,050. The applicant has confirmed that further applications will be made for funding, and that the remainder of the funds will be contributed by either the trust or via a grant from Chobham Parish Council.

5. Reasons for Recommendation

Frimley Cricket Club

- 5.1 A suggestion of £5,500 has been made in relation to this application, which is reflective of the local benefits provided in and around the Frimley community, and the reduced reserves due to the recent improved security measures.

The Eikon Charity

- 5.2 A suggestion of £3,400 is made in relation to this application which has carefully considered the benefits to the community, and in particular young people, however the numbers are extremely low at present at 15, this with the charity overview that £493,900 was retained for future use. A condition of this award is that future projects are wherever possible linked to Council priorities to enable improved collaboration and greater partnership opportunities.

Chobham Recreation Ground Charitable Trust

- 5.3 A suggestion of £6,050 in connection to this grant application, the award is offered at this level due to the benefits provided to the community of Chobham and surrounding areas, and conditional that the applicant introduces a policy that manages, plans and budgets accordingly for future maintenance works of this nature.

6. Proposal and Alternative Options

- 6.1 The Executive has the option to:
- i) Fund the organisations in line with the recommendations.
 - ii) Fund the organisations applications at a greater or lesser percentage of their requested sums.

- iii) Not fund any of the organisations.

7. Contribution to the Council's Five-Year Strategy

7.1 Health and Quality of Life:

- 7.1.1 The health and quality of life of all the Borough's residents is very much at the core of the services that the Council provides to its residents understanding that having a warm, safe and secure home, and a healthy, attractive environment which is key for improving health outcomes and our residents' quality of life.
- 7.1.2 The Council wants to ensure communities have the infrastructure and accessibility to meet the needs of a changing and growing population. Supporting the development of attractive, sustainable and vibrant communities for people to live, work and enjoy. We will also take a positive approach to supporting those who are most vulnerable.
- 7.1.3 To nurture the strong sense of community across the whole borough, fostering a sense of respect and consideration. We aim to ensure everyone can access a safe, quality home to meet their needs.
- 7.1.4 We will take a positive approach to supporting all sectors of our community, including those who are most vulnerable. We will promote active and healthy lives for all and a rich programme of cultural and community events.

8. Resource Implications

- 8.1 The Council funds a voluntary organisation which either work in partnership with the Council or can perform functions on the Council's behalf.

9. Section 151 Officer Comments:

- 9.1 None

10. Legal and Governance Issues

- 10.1 No matters arising.

11. Monitoring Officer Comments:

- 11.1 All Community Fund Grant awards are subject to a standard offer conditions letter with confirmation being required prior to payment.

12. Other Considerations and Impacts

Environment and Climate Change

- 12.1 No matters arising.

Equalities and Human Rights

12.2 No matters arising

Risk Management

12.3 No matters arising.

Community Engagement

12.4 No matters arising.

Annexes none

Background Papers: Applications.

Surrey Heath Borough Council
Executive
20 September 2022

Afghan Relocation and Assistance Schemes – Wraparound Support

Portfolio Holder:	Cllr Sarah-Jane Croke, Housing, Safeguarding and Support
Strategic Director/Head of Service	Nick Steevens
Report Author:	Emily Burrill – Family Support Team Manager
Key Decision:	No
Date Portfolio Holder signed off the report	31st August 2022
Wards Affected:	Town (in the first instance)

Summary and purpose

This report sets out the Home Office plan for the provision of temporary accommodation in Camberley as part of the Afghan Relocation and Assistance Scheme and seeks agreement for the Council's participation in supporting Afghan families through the Family Support Team.

Recommendation

The Executive is advised to RESOLVE that Surrey Heath Borough Council participates in the Afghan Relocation and Assistance Scheme – Wraparound Support by agreeing to support families who are placed in temporary accommodation in the six units of accommodation in Camberley Town Centre through the Family Support Team.

1. Background and Supporting Information

- 1.1 The Afghan Relocation and Assistance Schemes were launched in July 2021 and focused on those who served alongside British armed forces in Afghanistan and provided important support to Her Majesty's Government defence and security mission there. This predominantly related to those who were employed directly by the British Armed Forces, or in certain special cases via contractors, or those working in support of British interests who were likely to be killed as a result of their work.
- 1.2 Surrey Heath Borough Council made an early commitment to directly support 5 families. These families arrived in the borough in August 2021 and the Council has been successful in supporting these families into settled

accommodation in the private sector and meaningful employment.

- 1.3 Many families who arrived in the UK under this scheme were also placed by the Government in 'Bridging Hotels' where they continue to reside. In the South East, there are 3 Bridging Hotels which due to the relaxation of Covid regulations and the increase in local travel and tourism will no longer be the Government's preferred approach.
- 1.4 The Home Office and South East Strategic Partnership for Migration (SESPM) are looking to relocate those families currently in bridging hotels into smaller units of temporary accommodation in the South East.
- 1.5 The Home Office have identified apartments in Boroughs and Districts to be used as Temporary accommodation. In Surrey Heath, six units of accommodation have been identified in Camberley Town Centre. These consist of one bedroom apartments, which would hold a maximum capacity of two people, such as a couple, a couple with a baby under 1 year old or single people.
- 1.6 Appropriate accommodation has been secured by the Home Office for a minimum of 6 months, up to 1 year. Those placed in the apartments, will have been residing in the UK previously, for up to a year. These apartments are fully funded by the Home Office.
- 1.7 The identified apartments have an allocated Home Office Liaison Officer who attends weekly. Their responsibility is to liaise between residents and the apartment provider to help maintain a successful arrangement and mediate if there are any concerns in relation to the residents or their accommodation.
- 1.8 New funding instructions for participating local authorities have been created and published. Funding available for local authorities will be £28 per day per person. For illustration, if two people were placed in each of the 6 apartments for 6 months, this would equate to £61,500. This funding would be paid to the Council for the services provided by its Family Support Team. Separate additional funding would be allocated directly to health and social care and education to support with costs of GP's, schooling etc.
- 1.9 The role of the Borough Council would be to support guests to focus on accessing employment, normal day to day life and help with securing longer term settled accommodation in the private rented sector. They will already be set up with Universal Credit, have awareness of health care arrangements in the UK and have already accessed a level of English as a Second Language (ESOL) classes.
- 1.10 At the end of the time in the secured accommodation, the Council would have discretion on whether it continues to support those residents or not. If the residents found permanent accommodation in the borough, the Council would have the option to claim Afghan Relocations and Assistance Policy (ARAP) funding as it does with other Afghan families (3 year support and funding

package).

- 1.11 If residents move out of the apartments before the contracted end, the Home Office would continue to use the accommodation to place new residents.
- 1.12 Should residents refuse appropriate permanent accommodation on more than 2 occasions and subsequently become homeless, additional funding is in place from the Home Office to cover these costs which are set out in Section 9 of this report.
- 1.13 The Home Office have confirmed they intend to commence placing residents in the temporary accommodation from September. The use of the temporary accommodation in Camberley will proceed irrespective of whether the Council chooses to participate in the Afghan Relocation and Assistance Schemes. To date there is only 1 other local authority in the UK who is taking part in this level of support but this is likely to change over the coming months as the Home Office progressively move away from the use of Bridging Hotels.

2. Reasons for Recommendation

- 2.1 The Home Office are seeking to work in partnership with the Council to support residents out of bridging and temporary arrangements and into more permanent accommodation. The Home Office are contending with bridging hotels which are at capacity and impacted by the ending of contracts alongside new residents arriving. It is therefore likely that unless there were resounding overriding concerns expressed by the Council about the proposed accommodation, the Home Office will proceed with placing residents in the identified apartments irrespective of whether the Council intended to participate in the scheme.

3. Proposal and Alternative Options

- 3.1 The proposal is to work with the Home Office in supporting families and individuals who are placed in the borough. The Family Support Programme would be providing practical support in signposting to employment opportunities and permanent accommodation.
- 3.2 The alternative option is that the Council does not agree to supporting families and individuals placed in the borough through this scheme. This option would increase the risk of these families becoming homeless and presenting at the Borough Council offices. Under this scheme, the Council can claim £3,280 for an accepted homeless duty and temporary accommodation for one household over 6 months. The cost of placing a couple in B&B for 3 months would be in the region of £4,000 so the available funding would not cover temporary accommodation costs or the additional administrative burden.

4. Contribution to the Council's Five Year Strategy

- 4.1 Effective and Responsive Council
Working together with the Home Office and SESPM to continue positive,

professional working relationships meets the objectives of the Council's Five Year Strategy. Adopting the recommendations of this report will ensure services and support are delivered in the most financially efficient way.

4.2 Health and Quality of Life

Ensuring the most vulnerable are supported to access a safe, quality home and reducing their risk of homelessness. Guidance and support from Council officers will reduce the risk of long term unemployment and support individuals to reduce the risk of exploitation.

5. Resource Implications

5.1 Support would be provided to individuals and families from the current team resource. At this stage, additional staffing is not proposed and therefore does not represent a specific resource implication.

5.2 £28 per person, per day is available to the Borough Council to cover resource costs.

6. Section 151 Officer Comments:

6.1 As with all central government grant funding schemes, care should be taken to ensure that the Council is not left with any legacy costs once the funding stream comes to an end.

7. Legal and Governance Issues

7.1 Although functions and services related to housing are delegated to the Strategic Director of Environment and Community, officers may refer decisions to the Executive where appropriate. The Family Support Team Manager considers referral to the Executive is appropriate given the public interest in the subject matter of this report.

8. Monitoring Officer Comments:

8.1 No matters arising.

9. Other Considerations and Impacts

9.1 With regard the refusal by a resident of 2 accommodation placements (as per point 1.8) the Home Office is seeking to move the decision making from central to local government. The initial two offers are likely to be from the Council however, refusal for no good reasons then triggers an ending of the Home Office accommodation and a transfer of the accommodation duty to the Council under homelessness legislation. The Council can discharge its homeless duty by one offer of suitable accommodation and due the scarce availability of accommodation may offer the same accommodation under both the Home Office scheme and through its homeless duty. If the accommodation is not accepted at either point the duty to offer accommodation is ended. Whilst there is no appeals process under the

Home Office scheme, when the homelessness duty is ended it can be challenged first by internal review and then by County Court appeal.

- 9.2 There is an awareness and understanding that this scheme comes at the same time as the Homes from Ukraine scheme. In a borough with a very limited supply of affordable private sector accommodation for rent to meet local need include homeless households, the Family Support Team would account for this as part of their wider remit, to ensure those in greatest need are prioritised for places in settled accommodation.
- 9.3 As the individuals and families in the Afghan Relocation and Assistance Wraparound Support Scheme do not have family and local connections in the borough, we would look to encourage them to explore opportunities over a wider geographical area to find more affordable private accommodation alongside access to good employment.

Environment and Climate Change

- 9.4 No matters arising.

Equalities and Human Rights

- 9.5 Individuals eligible for this support are those who
- 1) Assisted UK efforts in Afghanistan and stood up for values such as democracy, women's rights and freedom of speech, the rule of law; and vulnerable people, including women and girls at risk, and members of minority groups at risk.
 - 2) Served alongside our armed forces in Afghanistan and provided important support to Her Majesty's Government defence and security mission there, predominantly those who were employed directly, or in certain special cases via contractors, and who are assessed to be at serious risk as a result of such work. It is available to people regardless of rank or role, or length of time served, and builds on the long-standing support already available.

Risk Management

- 9.6 No matters arising.

Community Engagement

- 9.7 No matters arising.

Annexes

None

Background Papers

None

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Surrey Heath Borough Council
Executive
20 September 2022

Treasury Management Outturn 2021/22

Portfolio Holder:	Councillor Robin Perry- Finance
Strategic Director/Head of Service	Bob Watson
Report Author:	Tony McGuinness/Miriam Norris
Key Decision:	no
Date Portfolio Holder signed off the report	1 September 2022
Wards Affected:	All

Summary and purpose

To provide the Executive with a high-level view of the treasury management performance during 2021/22 including compliance with the 2021/22 prudential indicators.

Recommendation

The Executive is advised to NOTE the report on Treasury Management including compliance with the 2021/22 Prudential Indicators.

The Executive is also advised to note the comments made in Section 6 by the Strategic Director Finance and Customer Services (the Council's 'section 151 officer') regarding the Treasury policy and the sustainability of debt and reserve balances.

1. Background and Supporting Information

- 1.1 This report is the annual report for the 2021/22 financial year. It includes both a summary of treasury management performance during the year as well demonstrating compliance with the 2021/22 Treasury Management Strategy, agreed by Council in February 2021.
- 1.2 Treasury risk management at the Council is conducted within the framework of the Chartered Institute of Public Finance and Accountancy's (CIPFA) Treasury Management in the Public Services: Code of Practice 2017 Edition which requires the Council to approve a treasury management strategy before the start of each financial year and, a mid-year and annual treasury outturn report. This report fulfils the Council's legal obligation under the Local Government Act 2003 to have regard to the CIPFA Code.
- 1.3 Treasury Management is defined as: "The management of the organisation's borrowing, investments and cash flows, its banking, money market and capital

market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.” Each of these areas are detailed below in the report and illustrate that the Council complied with its Investment and Borrowing Strategies for 2021/22 in line with the CIPFA Treasury Management Code of Practice.

- 1.4 The Council’s treasury management strategy for 2021/22 was approved at the Council meeting on 24 February 2021. The Council borrows and invests substantial sums of money and is therefore exposed to financial risks including the loss of invested funds and the revenue effect of changing interest rates. The successful identification, monitoring and control of risk remains central to the Council’s treasury management strategy. All investments are considered with regard to security, liquidity and yield, and in that order.
- 1.5 The 2017 Prudential Code includes a requirement for local authorities to provide a Capital Strategy, a summary document approved by full Council covering capital expenditure and financing, treasury management and non-treasury investments. The Council’s Capital Strategy, complying with CIPFA’s requirement, was approved by full Council on 24 February 2021.
- 1.6 Treasury income returns decreased in 2021/22 compared to the previous year; Treasury income in 2021/22 was £115k which was a reduction of £10k compared to £125k in 2020/21. In comparison with other Surrey councils, Surrey Heath achieved a rate of return on its investments of 0.23%. The lowest return for other local authorities was 0.04% up to the highest of 0.793%; however it is important to note that different councils will have different strategies all set to their local needs and factors such as balances and appetite for treasury risk.

2. Supporting Information

Treasury Management Strategy 2021/22

- 2.1 The Council approved the 2021/22 Treasury Management Strategy, which includes the investment strategy, at its meeting on the 24th February 2021. All treasury management activity complied with the approved treasury management strategy, the CIPFA Code of Practice and the relevant legislative provisions.

Investment Strategy 2021/22

- 2.2 The approved investment strategy for 2021/22 adopted a view to investment that sought to balance risk against return. It maintained a policy, on the advice of our treasury advisors Arlingclose of diversifying investments including longer term investment funds which give a good return but can be more volatile. The Council maintained its longer term investment in the CCLA Property Fund.

- 2.3 The Council continued to use local authorities and money markets with investments being placed generally for short periods only.

Borrowing Strategy 2021/22

- 2.4 The Council's chief objective when borrowing has been to strike a low risk balance between securing low interest costs and achieving cost certainty over the period for which funds are required, with flexibility to renegotiate loans should the Council's long-term plans change being a secondary objective.
- 2.5 The Council uses a combination of short term borrowing from local authorities coupled with long term loans mainly from the PWLB to achieve this objective.

Treasury Advisors

- 2.6 In 2021/22 the Council used Arlingclose Limited as its treasury management advisors to provide advice on all aspects of treasury management including interest rate forecasts, counterparty lists and management advice. From the 1 April 2022 following a competitive tender process this independent treasury advice is provided by Link Asset Services.

Borrowing and Investment Activity in 2021/22

Borrowing Activity 2021/22

- 2.7 The Council's underlying need to borrow for capital expenditure is termed the Capital Financing Requirement (CFR). The CFR arises directly from the capital activity of the Council, and the resources applied to fund the capital spend; this represents the unfinanced element of capital expenditure. At 31 March 2022 the Council's underlying need to borrow for capital was £174m.
- 2.8 At 31 March 2022, the Council had £184.9m (£180.6m at 31 March 2021) of actual borrowing and £38.9m (£22.3m at 31 March 2021) of cash and treasury investments. The net level of borrowing and investments was £146.00m (£158.3 m at 31 March 2021). This is less than the CFR of £174 m as at 31 March 2022 as the Council is able to use "Internal borrowing" to fill this gap subject to holding a minimum short-term investment balance of £5m.
- 2.9 A large proportion of the Council's borrowing consisted of short term loans. This enabled the Council to reduce borrowing costs by taking advantage of low interest rates. In 2021/22 the average interest rate on 6 month borrowing was 0.08% (2020/21 - 0.53%).
- 2.10 However, in order to manage interest rate risk, the Council arranged in 2017/18, £50 million of forward starting loans. Loan 1 for £25 m commenced in 2020/21 at a rate of 2.853% and Loan 2 also for £25 m will commence in February 2022 at a rate of 2.908%. Both loans will be repayable over 40 years.
- 2.11 The Council is confident that it will be able to refinance the short term loans either by other short-term loans or by longer term borrowings primarily from

the PWLB. It is always advisable to have a mix of short term borrowing and longer term borrowing so as to allow the Council to reduce its borrowed balances if capital receipts are received.

2.12 The Council's borrowing activity is shown in the table below:

	31.03.21 Balance £m	2021/22 Movement £m	31.03.22 Balance £m	31.03.22 Rate %
Public Works Loan Board	-53	1	-52	2.57%
Phoenix Loan	-25	-25	-50	2.86%
Local authorities (long term)	0	0	0	0.00%
Local authorities (short term)	-102	19	-83	0.08%
Total Borrowing	-180	-5	-185	1.26%

2.13 The outturn for debt interest paid in 2021/22 was £1.9m (2020/21 - £1.7m) on a debt portfolio of £185m (2020/21 - £180 m).

Investment Activity 2021/22

2.14 The Council held investments which represent income received in advance of expenditure plus balances and reserves held. During the year, the Council's investment balance rose from £22.3 million to £38.9m. The CIPFA code and government guidance gives priority to security and liquidity and the Council's aim is to achieve a yield commensurate with these principles.

2.15 The table below shows a summary of the investment activity for 2021/22:

Investment counterparty	Balance on	Investments	Maturities /	Balance on	Average
	01/04/2021	Made	Investments	31/03/2022	Rate at
	£000s	£000s	Sold	£000s	%
UK Central Government					
Short Term	12,802	297,975	302,970	7,807	0.052%
Long Term	0	0	0	0	
UK Local Authorities					
Short Term	0	20,000	0	20,000	0.585%
Long Term	0	0	0	0	
Banks, Building Societies & Other Organisations					
Short Term	2,681	743,307	744,021	1,967	0.010%
Long Term	0				
Money Market Funds					
Short Term Cash Equivalents	4,700	9,924	- 7,924	6,700	0.054%
Property Investments					
Long Term	2,091	367		2,458	16.14%
Total Investments	22,274	1,071,573	1,054,915	38,932	

- 2.16 Both the CIPFA Code and government guidance require the Council to invest its funds prudently, and to have regard to the security and liquidity of its investments before seeking the highest rate of return, or yield. The Council's objective when investing money is to strike an appropriate balance between risk and return, minimising the risk of incurring losses from defaults and the risk of receiving unsuitably low investment income.
- 2.17 Security of capital has remained the Council's main investment objective. This has been maintained by following the Council's counterparty policy as set out in its Treasury Management Strategy for 2021/22. Investments held during the year included:
- Deposits with the Debt Management Office
 - Deposits with Other Local Authorities
 - Investments in AAA-rated constant and variable net asset value Money Market Funds
 - Longer Term Property Fund

Budgeted Income and Outturn

- 2.18 £2m of the Council's investments are held in externally managed strategic pooled property funds where short-term security and liquidity are lesser considerations, and the objectives instead are regular revenue income and long-term price stability. These funds generated an average total return of £462k, comprising a £95k income return which is used to support services in year, and £367k of unrealised capital gain.
- 2.19 These unrealised capital gain will not have an impact on the General Fund as the Council has elected to present changes in the funds' fair values in other comprehensive income (FVOCI).
- 2.20 Because this fund has no defined maturity date, but is available for withdrawal after a notice period, its performance and continued suitability in meeting the Council's investment objectives is regularly reviewed. Strategic fund investments are made in the knowledge that capital values will move both up and down on months, quarters and even years; but with the confidence that over a three to five-year period total returns will exceed cash interest rates. In light of the fund's performance over the long-term and the Council's latest cash flow forecasts, investment in this fund has been maintained.

Non-Treasury Investments

- 2.21 The definition of investments in CIPFA's revised Treasury Management Code now covers all the financial assets of the Council as well as other non-financial assets which the Council holds primarily for financial return. This is supported by guidance issued by the government. The performance of the Council's non-treasury investments is reported separately to members twice a year.

Compliance

2.22 The Council confirms that all treasury management activities undertaken during the year complied fully with the CIPFA Code of Practice and the Council's approved Treasury Management Strategy. Compliance with specific investment limits is shown in the table below:

Investment Limits

	2021/22 Limit	Complied? Yes/No
Any single organisation except the UK Government	£3m	Yes
UK Central Government	Unlimited	Yes
Any group of organisations under the same ownership	£3m per group	Yes
Money Market Funds	£15m in total	Yes

2.23 Compliance with the authorised limit and operational boundary for external debt is demonstrated in the table below:

Debt Limits

	31.03.2022 Actual £m	2021/22 Operational Boundary £m	2021/22 Authorised Limit £m	Complied? Yes/No
Borrowing	185.0	230.0	235.0	yes
Finance Leases	0	0		yes
Total Debt	185.0	230.0	235.0	

3. Reasons for Recommendation

3.1 Part of strong financial management is that the treasury management performance is reviewed regularly and reported to Performance and Finance Scrutiny Committee and the Executive for review and discussion

4. Proposal and Alternative Options

4.1 The Executive is asked to note the report on the Treasury Management performance for the period 1st April 2021 to 31st March 2022

5. Contribution to the Council's Five Year Strategy

5.1 The budgets agreed at Council including treasury management budgets are aligned to and supports the approved five year strategy.

6. Resource Implications

6.1 The resource implications are detailed in this report

7. Section 151 Officer Comments:

- 7.1 This report is one of three statutory reports that are required to be produced by the CIPFA code on Treasury Management. The report shows that the Council operates a sound treasury strategy and did not breach any of its prudential indicators during the last financial year (1 April 2021 to 31 March 2022).
- 7.2 The Council operates a prudent treasury policy with due regard to minimising the risk of any financial investments (security of lending by the Council), the requirement to have funding available at the appropriate time (liquidity) and the need to make the best possible return on investment after priority is given to the previous two criteria.
- 7.3 The Council is permitted to borrow longer term to finance its capital programme and delivery of infrastructure. The level of debt held is both sustainable and affordable within current revenue budgets. The policy of a mix of long term debt (at fixed rates) and some shorter term debt is sound and hedges against rate rises, whilst maintaining the flexibility to repay debt if the opportunity arises.
- 7.4 The Council has invested in recent years in assets within the borough that support its principles of regeneration, protection of employment and ensuring the viability and future of the town centre in Camberley. The borrowing for these assets is supported through the income they generate and although they have recently experienced a downward valuation due to prevailing market conditions and the recent Covid-19 pandemic, it is considered that as these are long-term assets held for regeneration purposes, any down turn in capital appreciation is temporary and provided the annual revenue returns cover the cost of the debt financing, the long-term (in excess of 25 years) potential for capital appreciation is favourable based on historic trends.
- 7.5 The Council can raise borrowing from a number of sources and as this is essentially underwritten by the government's sovereign rating, there are no anticipated problems with refinancing of short-term debt, either from other local authorities or from the Public Works Loans Board.

8. Legal and Governance Issues

- 8.1 No matters arising.

9. Monitoring Officer Comments:

- 9.1 No matters arising.

10. Other Considerations and Impacts

Environment and Climate Change

10.1 No impact

Equalities and Human Rights

10.2 No impact

Risk Management

10.3 Regular reviews of risk are undertaken when investments are placed and investments are made in accordance with the approved counterparty lists

Community Engagement

10.4 Where necessary engagement will be undertaken

Background Papers

None

Surrey Heath Borough Council
Executive
20 September 2022

Write off of Irrecoverable Bad Debts

Portfolio Holder:	Cllr Robin Perry – Finance Portfolio Holder
Strategic Director/Head of Service	Bob Watson – Strategic Director Finance Customer Services
Report Author:	Robert Fox – Revenues and Benefits Manager
Key Decision:	No
Date Portfolio Holder signed off the report	30 August 2022
Wards Affected:	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 £55,333.86 in respect of Council Tax and £64,291.21 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. For 2021/22 in year collection for Business Rates was 99.7% of the debit. For Council Tax in year collection was 98.4%
- 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 Irrecoverable debts are put forward for write off twice in the financial year. This is the first report for the financial year.
- 1.4 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.

- 1.5 All of the debts have been subject to the relevant recovery action and tracing enquiries have been undertaken.
- 1.6 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.
- 1.7 In respect of Council Tax a total of £55,333.86 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 £142,534.63 for 2021/22. The net collectable debt for 2022/23 is £97,394,022.21 and the amount written off represents 0.06% of the total collectable debt. The reasons for writing off are given in the attached annex.
- 1.8 In respect of business rates £64,291.21 is being written off to date compared to £200,206.98 in total for 2021/22. The cost is shared amongst all the preceptors. The net collectable debt for 2022/23 is £43,963,861.45 and represents 0.1% of the total collectable debt. The reasons for writing off the balances are listed on attached annex.
- 1.9 During 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.
- 1.10 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.
- 1.11 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

Annex A – list 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.

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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>
10 (part)	1&3
12	3
13	1&3

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