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Monday, 9 January 2023

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, 17 January 2023 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 6 December
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.

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|----|-----------------------------|---|
| 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.	Revenue Grants 2023/24	7 - 38
6.	Outcome of Executive Decisions Called-In and Considered by the Performance & Finance Scrutiny Committee	-
	Report to follow	
7.	SEP 2025 - A partnership approach to waste prevention and recycling	39 - 60
8.	Procurement of a New Car Park Management System	61 - 66
9.	Exclusion of Press and Public	67 - 68

**Part 2
(Exempt)**

10.	Redevelopment of Property	69 - 76
11.	Review of Exempt Items	77 - 78

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 6 December 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

* In attendance virtually

In Attendance: Cllr Peter Barnett, Cllr Rodney Bates, Cllr Cliff Betton, Cllr Tim FitzGerald, Cllr Mark Gordon, Cllr Graham Tapper, Cllr Pat Tedder, Cllr Victoria Wheeler, Cllr Helen Whitcroft and Cllr Valerie White

67/E Minutes

The minutes of the meeting held on 15 November 2022 were confirmed and signed by the Chairman.

68/E Questions by Members

There were no questions received from Members.

69/E Calculation and setting of the Council Tax Base for 2023/24

The Executive received a report on the setting of the Council Tax Base for 2023/24, which included detailed breakdowns of the calculations of the Tax Base for each part of the borough and a breakdown of the calculation of the Tax Base for the whole area. Members noted that there had been an increase in the Tax Base of 637.23 Band D equivalent properties.

Technical changes to Council Tax introduced from April 2013 meant that the Council was empowered to set a number of changes to Council Tax discounts and exemptions, as well as introduce a premium for long term empty properties. It was proposed to retain the current premiums that would result in a 100% charge on full amount of rates payable after 2 years of a property being empty, a premium of 200% where the property had been empty for 5 years and a premium of 300%, where the property had been empty for 10 years or more.

Members were advised that, in February 2015, the Government had included money to be provided to compensate parishes for the loss of income from the Local Council Tax Support Scheme within the Council's Revenue Support grant but since 2017/18 the Revenue Support Grant had been reduced to zero and hence the funding lost. Since 2017/18 the Council has been making a payment to Parishes equivalent to the 2016/17 funding. However, it was noted that on 21 June 2022 the Executive had agreed to discontinue this funding with effect from April 2023.

The Executive was reminded that the Council Tax Exceptional Hardship Policy had been substantially amended the previous year. Following discussions on whether the Policy should be reviewed to assess if any further changes were required, in particular in view of the current economic situation, it was agreed to defer any recommendation relating to the Policy pending a review by the Community Support Working Group.

RESOLVED

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

		Band D Equivalent Properties
Bisley		1,666.50
Chobham		2,088.64
Frimley	and	25,116.26
Camberley		
West		2,413.37
End		
Windlesham		8,328.63
 Surrey Heath Borough		 39,613.40
Council		

- (ii) that, in accordance with the Local Authorities (Calculation of Tax Base) (England) Regulations 2012, the amount calculated by Surrey Heath Borough Council as its Tax Base for the year 2023/24 be 39,613.40 Band 'D' properties; and

- (iii) that the income bands for the calculation of entitlement to Local Council Tax Support for working age claimants be uprated by 10% rounded to the nearest £0.99.

RECOMMENDED to Full Council that with effect from 1 April 2023 the Empty Homes Premium remains at the maximum levels allowed in the legislation where the property has been empty for 2, 5 or 10 more years as detailed in paragraph 1.8 of the agenda report.

70/E Exclusion of Press and Public

In accordance with Regulation 4 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, the press and public were excluded from the meeting for the following items of business on the ground that they involved the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A of the Local Government Act 1972 as set out below:

Minute	Paragraph(s)
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- 71/E 3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information).
- 72/E 3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information).
- 73/E 3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information).

71/E Asset and Property Management Services Contract for the Council's retail holdings in Camberley Town Centre

The Executive considered a report seeking authority to award a contract for the provision of the Management Services, specifically asset management and property management, for the Council's predominantly retail holdings in Camberley Town Centre.

RESOLVED that

- (i) a contract be awarded to the successful bidder at a value as set out in the agenda report, to undertake Management Services for the Council's predominantly retail holdings in Camberley Town Centre; and**
- (ii) authority be delegated to the Head of Investment & Development to award the contract subject to the satisfactory completion of the standstill process.**

72/E Award of Contract for 63a High Street, Bagshot refurbishment

The Executive was reminded that, at its meeting on 21 June 2022, it had agreed to award a contract for the refurbishment and repair works to the Council's 63a High Street, Bagshot property to enable letting and occupation of part as offices. It was reported that the contractor had subsequently withdrawn before works commenced as they considered that they had underpriced the work. The work had subsequently been retendered using the same scope and specification as previously.

RESOLVED that, subject to completion of the standstill process without challenge,

- (i) a contract be awarded to the successful bidder at the value set out in the agenda report, to carry out refurbishment works to 63a High Street, Bagshot to enable the opportunity for letting and occupation of part as offices on a commercial basis;**
- (ii) a supplementary estimate for the amount identified in the agenda report to be added to the funding already approved; and**

(iii) the expenditure of any contingency budget be delegated to the Head of Investment & Development in consultation with the Economic Development and Transformation Portfolio Holder, Strategic Director for Finance & Customer Services and Finance & Customer Services Portfolio Holder.

73/E Review of Exempt Items

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

RESOLVED that the decisions at minutes 71/E and 72/E be made public following the completion of the standstill processes.

Chairman

Surrey Heath Borough Council
Executive
17 January 2023

Revenue Grants 2023/24

Portfolio	Support & Safeguarding – Cllr Sarah Jane Croke
Strategic Director/ Head of Service	Sally Kipping Head of HR, Performance & Communications
Report Author	Jayne Boitault – Community Partnership Officer
Key Decision	Yes
Wards Affected	All
PH Sign off:	20 December 2022

Summary and purpose

The Executive is asked to consider the revenue grant payments to voluntary organisations for the period 1 April 2023 to 31 March 2024.

Recommendation

The Executive is advised to RESOLVE that

- (i) the following Revenue Grants for 2023/24 be awarded to:
 - a. Surrey Heath Citizens Advice (CASH) – £80,000; *
 - b. Basingstoke Canal Authority - £10,000; *
 - c. Blackwater Valley Countryside Partnership - £10,000; *
 - d. Surrey Heath Age Concern - £10,000.
 - e. Camberley Central Job Club - £6,000.
 - f. The Hope Hub - £40,000.
 - g. Voluntary Support North Surrey - £20,000:
 - h. VSNS-Time to Talk - £10,000.
- (ii) the other in-kind benefits provided to organisations be noted;
- (iii) No grant awards to be made to Catalyst Support and Surrey Heath Sports Council;
- (iv) The Hope Hub to be classified as ringfenced organisation from 1st April 2023;

- (v) Notice to be given to Basingstoke Canal Authority and Blackwater Valley Countryside Partnership that the Council are not able to commit at this time to continue revenue funding beyond 31 March 2024; and
- (vi) all grants be subject to Service Level Agreements.

*As previously agreed at the Executive meeting on 19 January 2022, the Council would use remaining funds from the Containment Outbreak Management Fund (COMF) to meet the Revenue Grant costs for the three ringfenced organisations: 2023/24, for Citizens Advice Surrey Heath (£80,000); for Basingstoke Canal Authority (£10,000); and for Black Water Valley Countryside Partnership (£10,000).

1. Background and Supporting Information

- 1.1 The Council's non-ringfenced revenue grant recipient organisations were advised in February 2022 that from 1st April 2023, that as a result of budget restrictions the Council was not able to provide financial support through a revenue grant scheme beyond 31 March 2023, and in accordance with Surrey Compact guidance all organisations received letters confirming this position. Throughout the year the Council has worked to identify other funding sources and with the organisations have reviewed the potential community impact from the voluntary groups reducing or withdrawing services from the cessation of Council revenue support, details of which are outlined and attached in Annex A.
- 1.2 The outcome has informed the further review the latest budget position and to identify any opportunities to draw on funds wherever possible to continue to support the Surrey Heath community, particularly at a time of community vulnerability linked to economic hardship, which can lead to a greater demand on the local voluntary sector. This review has identified funds arising from a small underspend in the Charity Enabling Fund of £14,500 which closed in May 2022, plus adjustments to the Containment Outbreak Management Fund of £35,500, and a contribution of £31,500 from the Homeless Prevention Grant to retain the grant for The Hope Hub, this gives a total of £81,500 which can be used to contribute to voluntary sector grant funding for the year 2023/24. This is in addition to the COMF allocation of £100,000 which, will require a small budget allocation to meet the cost gap of £4,500, and for the year 2024/25 a minimum budget allocation of £186,000 to enable the continued support of local not for profit organisations.
- 1.3 The funds initially allocated to the three ring-fenced organisations in 2022/23 and for 2023/24 reflect what was agreed by the Executive in January 2022 minute reference 85/E. It is proposed that the support provided in kind, which includes office space, and car parking to be retained in line with the financial support offered.
- 1.4 Service Level Agreements were introduced in 2013 enable the Council to better assess the outputs and outcomes being delivered by voluntary sector organisations and to agree their key targets. This is set out in Annex B.

Officers use the agreements to monitor the performance of organisations throughout the year. Grant payments are authorised following receipt of a satisfactory monitoring report.

- 1.5 The Council follows the principles of the Surrey Compact, an agreement that supports how partners behave, engage, and work together in the statutory, community, voluntary and faith sectors.
- 1.6 The Council's grant support to voluntary organisations is a discretionary function of the Council and the Executive therefore has the option to vary the level of support to organisations, or to withdraw funding for some or all the grants. The following funding options are therefore presented as part of this report.
- 1.7 The proposed allocation for 2023/24 prioritises voluntary sector organisations that directly support the Council's statutory duties relating to its welfare benefits and distribution of grants to local residents and in support of housing and homelessness and see an addition of the Hope Hub to this category.

2. Citizens Advice Surrey Heath

- 2.1 Citizens Advice Surrey Heath (CASH) operates from the former museum space located within Surrey Heath House. The pandemic saw an adaption in the delivery of services to ensure that clients and volunteers were supported safely. The opening times of the service is from 10am-4pm, Monday – Thursday, and the mornings are dedicated to appointments, there is capacity for emergency drop-plus an outreach service, on average for the month of September 2021, 35 clients were supported each working day, which complies with the Service Level Agreement. Staff and volunteers can return to the office or continue to deliver the services from their homes, or on the phone
- 2.2 In September 22, a total of 668 clients were supported with advice and information, of these 12% were face to face, 75% phone advice and 13% received online advice via email and webchat. The revenue grant being sought represents 27% of its annual turnover.
- 2.3 A key partnership project relates to social prescribing and this works with the Council, Surrey Heath Clinical Commissioning Group, Surrey Heath Primary Care Network and Voluntary Support North Surrey, the aim is to improve the wellbeing of local residents. This has resulted in Citizens Advice Surrey Heath being able to offer an improved integrated clinical, social and community care service.
 - The key services provided by Citizen's Advice Surrey Heath include administrating the introduced Hardship Scheme, which is funded separately by this Council as well as the Household Support Fund and other small charitable pots of funding

- Providing specialist debt and welfare benefits advice, including outreach across the borough, as part of their 'No-one Left Behind' initiative, funded by Surrey County Council.
- Making food bank referrals and working with Camberley Besom and Woking Food Bank to provide advice to help people better manage financially.
- Working with other charities and organisations such as local churches, local solicitors, military veterans listening project, Frimley Fuel Allotments, Accent Housing, Age Concern, Your Sanctuary, Frontline, Surrey Heath Home Start, and Camberley Job Club to make sure clients are supported and referred to the most appropriate support.
- In October 2021, the Government (DWP) established a scheme to provide additional funding to target financial support for vulnerable households over the winter months, to be known as the **Household Support Grant**. This latest phase of Government grant will run until the 31 March 2023 (and redeemed until the end of April), this total £500m Nationally. The aim of the grant is designed to enable local Councils to support vulnerable households with the increasing costs of food, energy, water, and other essentials. Citizens Advice Surrey Heath (CASH) deliver this on the Councils behalf and have received additional income of £29,041 for this service. The scheme requires a quick time response to evaluate and turn around the applications promptly following discussion CASH agreed to be the agency, validating, and awarding by ensuring the emergency funds are provided to those who are most vulnerable.

2.4 Total 2023/24 annual costs are estimated at £274,530 and the unrestricted reserves recorded on 31 March 2022 show a further increase of £50,722 to £191,669. This is one of the current three ring fenced organisations, and it is suggested that a grant of £80,000 per year is approved subject to the satisfactory completion of a service level agreement together with the provision of benefits in kind, which consists of the office facilities valued at £25,000 and the staff and volunteer car parking which is provided without cost to the organisation.

3. Basingstoke Canal Authority

3.1 The Basingstoke Canal Authority (BCA) manages and maintains the 32-mile-long canal which serves Mytchett, Deepcut, and Frimley and Camberley (4.5km of canal is within the borough). The canal is a Site of Specific Scientific Interest (SSSI) and forms a significant part of the local blue/green infrastructure of the borough, providing recreational benefits to residents such as walking, cycling, and kayaking. The canal centre based in Mytchett also acts as a local tourist attraction providing historical interest, events, and activities.

3.2 The BCA works alongside The Basingstoke Canal Society to enable projects on the canal, ranging from new moorings and paths to events and boat rallies, and advise they help keep the borough a safe place to live as they keep the

canal in good condition, manage water levels to protect residents and regulate use of the Canal by issuing boating, angling and other recreational licences.

- 3.3 The BCA is founded on partnership between 9 local authorities including Surrey Heath and is reliant on annual contributions from these partners (plus nominal contributions from town and parish Councils), although it also supports itself through various income streams. The general reserves for the BCA at 31/03/22 were £801,852 which comprises of £697,774 in the general reserve and £80,000 allocated retrospectively for dredging & silt disposal and Wellesley. Adjusting for the slipped work, the total reserves balance is projected to decrease to £721,859 by 31 March 2023.
- 3.4 It is noted that this is a ring-fenced organisation, and it was previously agreed at the Council Executive in January 2021 to continue the revenue grant of £10,000 for the year 2023-2024, and that notice to be given to that the Council are not able to commit at this time to continue ongoing funding beyond 31 March 2024.

4. Blackwater Valley Countryside Partnership

- 4.1 The Blackwater Valley Countryside Partnership (BVCP) restore and manage the Blackwater Valley's Countryside to maximise its value for outdoor recreation, landscape, wildlife, and healthy living by involving and co-ordinating the work of local authorities, communities, and landowners.
- 4.2 BVCP stress that by being able to co-ordinate projects across political boundaries, raise funds and support partners and community organisations to carry out work, a great deal more can be achieved to benefit residents of the Valley than by any one partner working in isolation. If the partnership did not exist, most of the work would still need to be carried out but at each individual partner's expense. BVCP argue that investing in the partnership provides best value for money through economy of scale.
- 4.3 The balance on the reserve account on 31 March 2022 was £164,690 which has increased by over £30,000 which is attributed to staff vacancies, the operating costs are estimated at £350,000 for the year 2023/2024. Funding comes from local authorities and income from site management and project work. As a minimum, a balance equivalent to three months of forecasted operating costs (c. £80,000) must be held in reserves should the Partnership ever be wound up.
- 4.4 It is noted that this is a ring-fenced organisation, and it was previously agreed at the Council Executive in January 2021 to continue the revenue grant of £10,000 for the year 2023-2024, and that notice to be given to that the Council are not able to commit at this time to continue ongoing funding beyond 31 March 2024.

5. Non-Ringfenced Organisations

5.1 Voluntary Support North Surrey

5.1.1 Voluntary Support North Surrey (VSNS) is an infrastructure organisation operating beyond Surrey Heath, whereby they support the 400 + local community and voluntary groups that operate in Surrey Heath, over the past year.

- VSNS have supported over 70 organisations assisting with, volunteer support, funding advice, training, and governance advice.
- 20 free training courses over the past 6 months, supporting 100 volunteers and charity staff, relating to digital fundraising, legacies, managing volunteers, social media, governance, and good trusteeship.
- Delivered the annual volunteer award ceremony, supported by the Surrey Heath Mayor, this is where over 100 volunteers receive the recognition of their advocacy and the importance of their help. This type of annual event promotes the philanthropic benefits of helping others and encouraging new volunteers who we rely on to deliver so many frontline services.
- VSNS also have a role in providing volunteers to local organisations and support the vaccination centres, the recent numbers are 330 referrals, of which 216 were placed.
- Increased their work with corporates, and it is estimated that 70 volunteers have come from SH based companies as a result the following: these presently include:

2 new corporate relationships Ford way and Bank of America
10 corporate teambuilding days completed across 5 companies
Over 300 gifts to charities through the angel tree scheme
Over 200 easter eggs donated
£4,000 in direct donations to SH charities £2,000 from SC Johnson and £2,000 from Enterprise

Existing companies are SC Johnson, Enterprise, VM Ware, Hyster Yale, Overbury.

- It is suggested that a minimum grant consideration be supported of £20,000 is offered, subject to the delivery of an agreed service level agreement.

5.2 Surrey Heath Age Concern CIO

- Surrey Heath Age Concern (SHAC) delivers a range of services to those aged 50+ within Surrey Heath that support those who are amongst the most vulnerable and isolated locally.

- The Rainbow Café is an established facility in Camberley, and the charity actively work to promote this facility with tea and chatter/memories etc., and presently it provides an income of approximately £1,200 per month, as the café relies upon volunteers to support with the operation, which is restricted by the recent shortage of available people to help. The café is managed by a part time manager who works 20 hours per week, and a Shift Supervisor that works 12 hours per week.
- The visiting and befriending service continues to be very popular and is operated with the assistance of 42 volunteers who on average make almost 200 call and visits to isolated older people per month, this is managed by a part time V& B Co-ordinator who works 18 hours per week.
- It is suggested that for this financial 2023/24 a grant of £10,000 be retained for this year and is subject to a Service Level Agreement which is to includes continuing to work collaboratively with the V&B scheme operated by Voluntary Support North Surrey.

5.3 Camberley and District Job Club

- This constituted group has received revenue funding since 1st April 2016. Originally the plans focussed upon providing accessibility to training, advice, and guidance to those who were unemployed locally. Since this time, the strategies of the group have developed to include working with the Councils youth workshop until October 2022, supporting Ukrainian refugees, who fall outside of the scope of the families being supported by the Family Support Team, the Job Fairs, and liaison work with local schools such as Carwarden School.
- One of the key activities provided by the club is the face-to-face meetings on a Monday at High Cross Church where support, and one to one assistance relating to CV writing, and confidence building, are provided. The referral method to its service is varied and can be from the Job Centre Plus, churches, and self-referrals. With the increase in unemployment numbers, it is anticipated that this voluntary group will be busy next year providing vital support to those who are vulnerable within our community.
- The service level agreement is designed to focus upon supporting those who are unemployed ideally for the longest period, from which the group confirmed that for the period from July - October 22 of which 14 clients have found work, one of which is a Ukrainian refugee. At present there are 68 clients registered, and 24 visit regularly. There are 8 Ukrainian clients included within the above numbers who sought help in September and October.
- Without continuation of funding support the job club is unlikely to continue to operate, at a time where there is an economic downturn, it is suggested that the revenue grant of £6,000 be awarded to enable the continuation of this service within Surrey Heath.

5.4 Catalyst Support

- In 2017, Catalyst introduced a new initiative in Surrey Heath that provided a mental health and well-being community football team, called 'the Welcome Wizards' this is aimed at improving mental health.
- The scheme operates from Frimley Lodge Park and uses one of the 3G football pitches weekly to provide this service which has over 30 people registered and just under 20 people turn up to play.
- The annual costs to deliver the project for 23/24 are estimated at £4,000, and for the year 2022/23 £1,500 is sought was awarded as a revenue grant. The applicant has significant reserves, but the majority are restricted, due to the delivery of their commissioned contracts. The service is accessed via self-referrals or existing clients. The Welcome Wizards are part of the Surrey FA disability league with Catalyst hosting an annual tournament which is very popular.
- Catalyst has confirmed that they are hoping to secure funding elsewhere, to enable this project to continue, the proposal considers developing a mental health alliance with other local organisations with its own legal entity, the football group can become part of the current Community Connections Surrey Offer, with a security of funds from this source.
- It is suggested that the grant be withdrawn from the 31st March 2023.

5.5 The Hope Hub

- The Hope Hub have provided services to residents who are homeless or at the risk of becoming so since 2018 and one of its locations is in the porta cabin behind the library in Knoll Road. The service also works with those in poverty, and need food parcels, breakfast/refreshments/lunch, and emergency items such as toiletries, and clothes, plus shower and laundry facilities.
- From the 1st April 2021 the Council has supported with a grant revenue grant of £31,500 per year. This grant does not include other service support that relates to the Night stop project.
- The Hope Hub is a key strategic partner in reducing homelessness in the Borough, complementing the work of the Housing Service by empowering individuals through the personal, social and health education, providing crisis services, and linking in with health and social care partners.
- There is an opportunity in 2023/24 for all the Community Grant being supplemented with money from any Homelessness Prevention Grant awarded to the Council for this period.

- No Homelessness Prevention Grant has been awarded beyond 2022/23 but there has been consultation on the formula for calculation for future years. It, however, like all central Government funding schemes, will inevitably be subject to review over coming months.
- The applicant seeks to remain agile and flexible so that it can respond to the needs of the service users within our community. The Hope Hub has 15 members of staff, with costs annual costs estimated at £231,131 an increase from £103,786 in 2021, the unrestricted reserves carried forward on 31 March 2022 were £428,303 with £90,000 restricted to purposes specified by the donor, with £279,941 being classified as either unrestricted or free reserve as outlined within THH designated operating reserve policy.
- Given the significant and growing pressure arising from homelessness in the borough, including pressure arising from the cost of living crisis, and the key role undertaken by the organisation in supporting the Council's homeless response, it is suggested that the Council increase the grant to £40,000 and ensure that the organisation becomes ringfenced from 1st April 2023.

5.6 Surrey Heath Sports Council

- The function of Surrey Heath Sports Council is to promote sport and physical activity in the borough by financially supporting eligible residents (via the awarding of grants) and encouraging participation across all sports recognised by Sport England. The Sports Council collaborates with key partners such as National Governing Bodies, the County Sports Partnership, Active Surrey, and local schools.
- The Sports Council help the Borough Council meet its priorities by encouraging resident's live more active, happier, and healthier lives. The Sports Council also draw attention that the awarding of grants is of particular importance to help the borough's young people fulfil their potential.
- The Sports Council awards four types of grants. Aspiring athletes (at county standard or above) are supported with the cost of training and competition, coaches are supported with up to 50% of the cost of coaching qualifications (if the beneficiaries will be within the borough), local clubs are supported with initiatives that will engage new people into sport and grants are also awarded to support those who face financial hardship.
- The Sports Council due to operational difficulties the group have not made any awards this year and have not drawn down the grant offered for the period 2022/23. The group is set to use the funds available with their existing reserves of a minimum of £3,000 and are not seeking further funding from Surrey Heath Borough Council at the present time.

5. Proposal and Alternative Options

- 5.1 The Executive has the option to:

5.1.1 Fund the organisations in line with the “2023/24 Proposals” to include awards and to delegate any recommendation decisions to be finalised by the Head of HR, Performance & Communications in consultation with the Portfolio holder for Support & Safeguarding as outlined within the recommendations, all of which are subject to the delivery of service level agreements

5.1.2 Fund the organisations applications at a greater or lesser percentage of their requested sums.

5.1.3 Not fund any of the organisations.

6. Contribution to the Council’s Five-Year Strategy

6.1 The funding of voluntary organisations allows the Council to meet its objectives, particularly Health and Quality of Life, the Environment, and supporting the Council’s Effective and Responsive Services. In addition this funding contributes to:

- Work in partnership with local organisations to provide support to the community and diverse open space and recreation facilities.
- Understanding and supporting local voluntary groups.
- Significantly contribute to civic pride through the provision of events and green spaces.
- Work in partnership with the voluntary and third sector to extend opportunities in the Borough.
- Encouraging greater involvement from local clubs and organisations including volunteering.

7. Resource Implications

7.1 The proposed allocations recommended in this report total £186,000 for 2023/24. This compares with a total allocation of £192,000 in the current financial year, and overall increase of £10,000. In total £181,500 can be met from one-off funding, with a funding gap of £4,500 to be budgeted for, but to continue to fund at this level for a further year (2024/25), this full amount will need to be built into the base budget from 2024/25. Annex A provides a breakdown of relevant information relating to funds sought plus a grant amount that Officers suggest is awarded.

8. Section 151 Officer Comments:

8.1 The proposals contained in this report will be subject to approval of the available budget, by full Council, as part of the Council’s Budget-setting

meeting in February. Potential recipients are made aware of this as part of the process. It is particularly important, given the financial challenges that the Council is facing, that funding decisions are made considering the Council's overall financial position and targeted where they will best support the aims of the Council, and meet the needs of our communities. The report sets out other support that these organisations receive, including other grant streams and benefits in kind where this is provided, such as office accommodation and the provision of parking spaces, to provide a full picture of the support currently provided by the Council, to aid decision-making."

9. Legal and Governance Issues

9.1 All grants are subject to service level agreements which are reviewed by legal services.

10. Monitoring Officer Comments:

10.1 No matters arising.

11. Other Considerations and Impacts

Environment and Climate Change

11.1 Providing support to a number of these organisations helps improve access to and maintenance of the borough's environment.

Equalities and Human Rights

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

Risk Management

11.3 No matters arising.

Community Engagement

11.4 No matters arising

Annexes

Annex A Grant Applications summary of proposals

Annex B Non-Ringfenced organisations impact assessments

Annex B 22/23 Service Level Agreement performance to date

Background Papers

None

ANNEX A - Grant Application, Summary of Proposals

Organisation	Grant Use	Award	Est Annual Operating Costs	Proposed Award	Other Council in-kind benefits for the year 2022/23
		2022/23	2023/24	2023/24	
Surrey Heath Citizens Advice (CASH)	Helps people from within the community to resolve their legal, money and other problems.	80,000	274,530	80,000	Offices £25,000 & Car parking no specific cost
Voluntary Support North Surrey	The service has several roles including developing volunteering, providing advice on governance and funding for voluntary organisations.	30,000	540,000	20,000	Office subsidy £8,400 Car parking £2,350
Surrey Heath Age Concern	Provides a coffee shop in Camberley for use by the 50+ age group, a visiting and befriending service and an information signposting and support service.	10,000	87,625	10,000	Tea room 10,000 rentable values Car parking up to £2,850 Business Rate Relief £5,376
Camberley & District Job Club	Provision a Job Club facility within Camberley that includes a dedicated course helping clients return to work	6,000	9,818	6,000	N/A

Organisation	Grant Use	Award	Est Annual Operating Costs	Proposed Award	Other Council in-kind benefits for the year 2022/23
		2022/23	2023/24	2023/24	
Catalyst support	Provision of a community football team to help with mental health and wellbeing	1,500	3.9m	Zero	N/A
The Hope Hub	To provide a service to those who are homeless or preventing homeless, and a crisis care fund.	31,500	501,734	40,000	£18,500 office subsidy and Business Rates Relief £7,424
VSNS – Time to Talk	To provide a visiting and befriending service 'time to talk'	10,000	45,000	10,000	N/A
Basingstoke Canal Authority	Revenue support in maintaining facilities.	10,000	819,000	10,000	Not Applicable
Blackwater Valley Countryside Partnership	Revenue support in maintaining facilities to residents and visitors to Blackwater Valley	10,000	350,000	10,000	Not Applicable
Surrey Heath Sports Council	Distribution of small grants locally to gifted and talented athletes and coaches	3,000	Not known	Zero	Not Applicable
TOTAL		£192,000		£186,000	

Annex B Non-Ringfenced organisations impact assessments

1 Voluntary Support North Surrey

- Voluntary Support North Surrey (VSNS) is an infrastructure organisation whereby they support the 400 + local community and voluntary groups that operate in Surrey Heath. During the past year, VSNS have supported over 70 organisations details are provided within the background information, the broad categories of assistance being: volunteer support, funding advice, training, and governance advice. This support provides not for profit organisations with the access to a one stop shop, which helps to retain a healthy local voluntary sector that has the capacity to deliver front line services meeting the needs of Surrey Heath’s community.
- VSNS have provided 20 free training courses over the past 6 months, around application writing, digital fundraising, legacies, managing volunteers, social media, governance, and good trusteeship, whereby approx.: 100 staff/volunteers/trustees from Surrey Heath organisations have benefitted from this service.
- VSNS also deliver an annual volunteer award ceremony, supported by the Surrey Heath Mayor, this is where over 100 volunteers receive the recognition through different awards that acknowledge their advocacy and the importance of their help. This type of annual event promotes the philanthropic benefits of helping others and encouraging new volunteers who we rely on to deliver so many frontline services to those who are amongst the most vulnerable within Surrey Heath.
- Over the past year, VSNS has increased their work with corporates, and it is estimated that 70 volunteers have come from SH based companies as a result the following: these presently include:

2 new corporate relationships Ford way and Bank of America
10 corporate teambuilding days completed across 5 companies
Over 300 gifts to charities through the angel tree scheme
Over 200 easter eggs donated
£4,000 in direct donations to SH charities £2,000 from SC Johnson and £2,000 from Enterprise

Existing companies are SC Johnson, Enterprise, VM Ware, Hyster Yale, Overbury and examples of projects include Enterprise staff volunteered at Prior Heath School where they completed a sensory garden, volunteered at CSSEF, and the Basingstoke Canal for their annual community day in September 2022.

- VSNS also provide volunteers to local organisations and support the vaccination centres, the recent numbers are 330 referrals, of which 216 were placed.
- The organisation works hard in providing an effective communication/consultation platform to the collective voluntary organisations with 800+ emails sent weekly that disseminate the local and National information, for example recently the promotion of the High Sheriff Youth Awards, and the SH PC Re-cycling scheme.
- During the past year VSNS continues to provide funding advice and guidance to many organisations that has resulted in levering in funds to meet the needs of local groups.
- VSNS as part of their SLA directly support local groups such as ODCoG, and the Surrey Heath Show, in being members of the group.
- Surrey County Council have advised that a new programme of work around distributing the Sparks funding, which is a grant programme that cover the 21 areas of focus defined by the Health and Wellbeing strategy, within Surrey Heath this is linked to the Old Dean, whereby the grants (indicated value of £33,000) can galvanise community action and look to support important activities, such as Club Dean. A reduction in revenue support to VSNS could mean that these initiatives are impacted.
- VSNS have also been successful in attracting a National Lottery Grant valued at £459,000 over a 3-year period, which covers Surrey Heath, Runnymede and Spelthorne, the concept behind the bid is that there is a dedicated resource to capacity build local groups and up to 30 groups will benefit from a super trustee group yet to be initiated. The withdrawal of revenue grant may impact local support at a time of greatest need.
- The staffing levels that provide the service in 3 boroughs equates to 6.5 FTE.
- The operating costs estimated for the financial year 2023/24 are £540,000 which represents an increase due to new staff being recruited to deliver the Awards for All Lottery Scheme which is a 3-year project which relates to directly supporting not for profit

organisations in the 3 D&B's that VSNS deliver services and will benefit many organisations who are struggling locally. The unrestricted reserves are estimated at £250,000. There is a £150,000 ring fenced amount which is held by Surrey Community Foundation which provides around £8,000 in small grants support per annum to local not for profit organisations, such as, Camberley and District Men's Shed, Catalyst, garden project at Frimley Lodge Park, and SH Home Start.

- VSNS share office facilities with CSSEF and Camberley Care within the IGC and hope to retain this facility for local community groups, subject to negotiation with the Council.
- VSNS also operate in Runnymede, and Spelthorne where the funding support is broadly equal as this is based upon a tripartite agreement with Surrey County Council, plus two Clinical Commissioning Groups. Surrey Heath has received a letter from Nicola Kilvington at Surrey County Council in support of the continued funding of VSNS. SCC have shared the outcome of a VCFS infrastructure review undertaken this year, via an independent organisation which assesses and understands whether organisations like VSNS are fit for purpose and, drive the best value for the collective ongoing spend. The findings highlighted that infrastructure organisations, including VSNS is driving value for money and more, so it was important to receive feedback that users of VSNS value the services and support they offer. Surrey County Council, have placed a priority upon the continuation of funds for VSNS to ensure the delivery of practical and operational guidance to local organisations and communities, is retained during a time of financial instability.
- It is suggested that a minimum grant consideration be supported of £20,000 is offered, subject to the delivery of an agreed service level agreement.
- VSNS are based in the Ian Goodchild Centre, along with Camberley Care and CSSEF the benefits in kind are listed at £8,400 in rent subsidy and £2,350 in car parking at Knoll Road.

2 Voluntary Support North Surrey – 'Time to Talk' Project

VSNS developed a visiting and befriending arm in 2019, which met the increased demand from the successful social prescribing and integrated care project, VSNS work collaboratively with Surrey Heath Age Concern to meet this need, the key difference in service is that the VSNS supports adults of any age. A recent trend has seen an increase in referrals from Adult Social Care.

- VSNS continue to look to recruit and train volunteers for both services, but recently there has been a decline in volunteer numbers Nationally: The TTT data is as follows:

58 active referrals
2 on hold for personal reasons
6 clients who have been visited and are in the process of being matched with volunteers
4 people have been waiting for several months due to long term mental health. It has been challenging to find volunteer matches for these clients
42 Active Volunteers
20 people on a waiting list, who receive telephone befriending as an interim measure

- The service costs £45,000 per year to operate, and VSNS seeks a contribution of £10,000 to develop this further working collaboratively with Surrey Heath Age Concern for the period 2022/23.
- The Council has received an email from Tom Lawlor, NHS Frimley, who also fund this service, and has concerns from a health perspective with of the withdrawal of funds from this visiting and befriending service, the impact upon isolated residents' health and wellbeing, which will inevitably lead to further pressure on already over stretched service. Befriending is seen a key intervention to improve the wellbeing of people experiencing social isolation. Both Surrey Heath Age Concern and VSNS provide invaluable services supporting people who feel isolated by matching them to befrienders. Presently, our local befriending services are oversubscribed and there is a genuine concern that an impact from a reduction in funding will impact the level of befriending support offered and thus result in more vulnerable residents feeling isolated and lonely, and an increase in waiting times. Befriending is also an opportunity to develop the local for local resilience from volunteering within their own community and the positive effects that this can have on the volunteer as well as those befriended. There are over 40 trained and committed volunteers in the Time to Talk service alone and plenty of demand and referrals for them. Increasingly there are referrals of individuals with dementia and only Time to Talk is set up to match them with befrienders.
- It is suggested that the Council retain the grant of £10,000 to meet the demand in this area that will help to alleviate loneliness within Surrey Heath. The award will be subject to a service level agreement.

3 Surrey Heath Age Concern CIO

- Surrey Heath Age Concern (SHAC) delivers a range of services to those aged 50+ within Surrey Heath that support those who are amongst the most vulnerable and isolated locally.
- The Rainbow Café is an established facility in Camberley, and the charity actively work to promote this facility with tea and chatter/memories etc and presently it provides an income of approximately £1,200 per month, as the café relies upon volunteers to support with the operation, which is restricted by the recent shortage of available people to help. The café is managed by a part time manager who works 20 hours per week, and a Shift Supervisor that works 12 hours per week.
- The visiting and befriending service continues to be very popular and is operated with the assistance of 42 volunteers who on average make almost 200 call and visits to isolated older people per month, this is managed by a part time V& B Co-ordinator who works 18 hours per week.
- SHAC held an emergency trustee meeting on the 20th September whereby it was agreed to revise the present approach to fund raising and review the overall budgetary position of the charity. The following was outlined:
 - 3..1 Estimated £55,000 left from the legacy (originally at £150,000)
 - 3..2 Agreed to designate £33,000 to be set-aside for redundancy costs, café repairs, if the café lease is not renewed on a like for like basis, i.e. rental costs.
 - 3..3 Agreed to recruit a new dedicated part time fundraiser to work 14 hours per week.
- SHAC acknowledge that the staff salaries are the biggest cost and this for 2023/24 has an estimated cost of £72,791 they are reliant on a team of around 80 volunteers but are finding, along with everyone else in the not for profit sector that volunteer recruitment and retention and can be difficult to maintain, and it is for that reason SHAC have taken the difficult decision to increase staff hours particularly in customer facing roles, to ensure that a reliable service is provided. The charity will at that time will employ 6 part time staff which is the equivalent of 2.48 FTE, (from the additional role outlined in 3.4.3) who led the main projects, the Rainbow

Café, V&B, and social events such as the tea & memories, tea & chatter, seated movement, and the overall management of the charity.

- SHAC's board of trustees are committed to generating income through community fundraising, this is currently achieved through, Quiz nights, curry club, walk on the wild side an annual sponsored walk, these types of events raise awareness in our community.
- The SHAC board are genuinely concerned that one of the aside benefits of receiving ongoing funding from the Council, is the platform it provides from a reputational and confidence perspective which makes it slightly easier to open new fundraising doors, and the complete withdrawal of funds may impact upon SHAC's reputation, and ability to bridge their funding gap.
- SHAC is not affiliated to Age UK and acts independently from of the national organisation, so has no security of income opposed to those that is raises through income, grants, and its reserves. Costs are expected to be £87,625 in 2023/24. The organisation recorded unrestricted funds at £40,056 on 31st March 2022, and with the staff numbers have introduced a restrictive funds of £23,000 which cover the costs to close the charity should it cease to operate.
- It is suggested that for this financial 2023/24 a grant of £10,000 be retained for this year and is subject to a Service Level Agreement which is to includes continuing to work collaboratively with the V&B scheme operated by Voluntary Support North Surrey.
- The Rainbow Café lease will expire in November 2022, and negotiations are ongoing with the Council as SHAC have asked for a further 10-year lease which will enable them as a charity to be able to explore other funding options in the longer term. This provides the charity with an annual benefit of £10,000, plus up to £2,850 in carparking at the Square.

4 Camberley and District Job Club

- This constituted group has received revenue funding since 1st April 2016. Originally the plans focussed on providing accessibility to training, advice, and guidance to those who were unemployed locally. Since this time, the strategies of the group have developed to include working with the Councils youth workshop until October 2022, supporting Ukrainian refugees, who fall outside of the

scope of the families being supported by the Family Support Team, the Job Fairs, and liaison work with local schools such as Carwarden School.

- One of the key activities provided by the club is the face-to-face meetings on a Monday at High Cross Church where support, and one to one assistance relating to CV writing, and confidence building, are provided. The referral method to its service is varied and can be from the Job Centre Plus, churches, and self-referrals. With the increase in unemployment numbers, it is anticipated that this voluntary group will be busy next year providing vital support to those who are vulnerable within our community.
- The service level agreement is designed to focus upon supporting those who are unemployed ideally for the longest period, from which the group confirmed that for the period from July - October 22 of which 14 clients have found work, one of which is a Ukrainian refugee. At present there are 68 clients registered, and 24 visit regularly. There are 8 Ukrainian clients included within the above numbers who sought help in September and October.
- The ONS Labour Market profile for Surrey Heath shows that in June 22 the local unemployment figures are recorded at 1,500 which equates to 3.2% of the population, compared to 3.3% in the Southeast and 3.8% in the rest of Great Britain.
- The group have reviewed their expenditure and looked to save wherever possible and the forecasted expenditure for 2023-2024 is estimated to be £9,818 and on 30th September 2022, the existing funds available totalled £5,526.92 with no other reserves.
- Without continuation of funding support the job club is unlikely to continue to operate, at a time where there is an economic downturn, it is suggested that the revenue grant of £6,000 be awarded to enable the continuation of this service within Surrey Heath.
- The council does not provide any benefits in kind to this organisation

5 Catalyst Support

- In 2017, Catalyst introduced a new initiative in Surrey Heath that provided a mental health and well-being community football team, called 'the Welcome Wizards' this is aimed at improving mental health.

- The scheme operates from Frimley Lodge Park and uses one of the 3G football pitches weekly to provide this service which has over 30 people registered and just under 20 people turn up to play.
- This scheme is unique to this area in that no other service like it operates.
- The annual costs to deliver the project for 23/24 are estimated at £4,000, and for the year 2022/23 £1,500 is sought was awarded as a revenue grant. The applicant has significant reserves, but the majority are restricted, due to the delivery of their commissioned contracts. The service is accessed via self-referrals or existing clients. The Welcome Wizards are part of the Surrey FA disability league with Catalyst hosting an annual tournament which is very popular.
- This type of service provision targets those who are most vulnerable within our community, and it can often be the start of an improved quality of life, through building confidence and self-belief by reducing isolation.
- Catalyst has confirmed that they are hoping to secure funding elsewhere, to enable this project to continue, the proposal considers developing a mental health alliance with other local organisations with its own legal entity, the football group can become part of the current Community Connections Surrey Offer, with a security of funds from this source.
- It is suggested that the grant be withdrawn from the 31st March 2023.

6 The Hope Hub

- The Hope Hub have provided services to residents who are homeless or at the risk of becoming so since 2018 and one of its locations is in the porta cabin behind the library in Knoll Road. The service also works with those in poverty, and need food parcels, breakfast/refreshments/lunch, and emergency items such as toiletries, and clothes, plus shower and laundry facilities.
- From the 1st April 2021 the Council has supported with a grant revenue grant of £31,500 per year. This grant does not include other service support that relates to the Night stop project.
- During that period and since, additional Housing funding has been provided for specific pieces of work, some on a recharge basis (e.g. funding accommodation costs for rough sleepers over Christmas) and others for project-based work (e.g. funding for outreach

to rough sleepers). The Council also made a successful bid for Rough Sler Initiative (RSI) funding for a Mental Health Case Worker, which was matched through the Better Care Fund (BCF) and is now fully funded through the BCF. Additional RSI funding has been secured for outreach for 2022/23 – 2024/25.

- The Hope Hub is a key strategic partner in reducing homelessness in the Borough, complementing the work of the Housing Service by empowering individuals through the personal, social and health education, providing crisis services, and linking in with health and social care partners.
- There is an opportunity in 2023/24 for all the Community Grant being supplemented with money from any Homelessness Prevention Grant awarded to the Council for this period.
- No Homelessness Prevention Grant has been awarded beyond 2022/23 but there has been consultation on the formula for calculation for future years. It, however, like all central Government funding schemes, will inevitably be subject to review over coming months.
- The Housing Services Manager may require additional reporting from the Hope Hub if this funding stream is used to complete DLUHC returns.
- The applicant seeks to remain agile and flexible so that it can respond to the needs of the service users within our community. The Hope Hub has 15 members of staff, with costs annual costs estimated at £231,131 an increase from £103,786 in 2021, the unrestricted reserves carried forward on 31 March 2022 were £428,303 with £90,000 restricted to purposes specified by the donor, with £279,941 being classified as either unrestricted and free reserve as outlined within THH designated operating reserve policy.
- Given the significant and growing pressure arising from homelessness in the borough, and the key role undertaken by the organisation in supporting the Council's homeless response, it is suggested that the Council increase the grant to £40,000 and ensure that the organisation becomes ringfenced from 1st April 2023.

7 Surrey Heath Sports Council

- The function of Surrey Heath Sports Council is to promote sport and physical activity in the borough by financially supporting eligible residents (via the awarding of grants) and encouraging participation across all sports recognised by Sport England. The Sports Council collaborates with key partners such as National Governing Bodies, the County Sports Partnership, Active Surrey, and local schools.
- The Sports Council help the Borough Council meet its priorities by encouraging resident's live more active, happier, and healthier lives. The Sports Council also draw attention that the awarding of grants is of particular importance to help the borough's young people fulfil their potential.
- The Sports Council awards four types of grants. Aspiring athletes (at county standard or above) are supported with the cost of training and competition, coaches are supported with up to 50% of the cost of coaching qualifications (if the beneficiaries will be within the borough), local clubs are supported with initiatives that will engage new people into sport and grants are also awarded to support those who face financial hardship.
- The Sports Council due to operational difficulties the group have not made any awards this year and have not drawn down the grant offered for the period 2022/23. The group is set to use the funds available with their existing reserves of a minimum of £3,000 and are not seeking further funding from Surrey Heath Borough Council at the present time.

Annex C: Service Level Agreements – The Outcomes to Date (2022/23)

Organisation	Service Level Agreement	Achievements
Citizens Advice Surrey Heath	<ul style="list-style-type: none"> • To deliver the changing needs as outlined within your Business Development Plan 2021-24 as attached in Annex A, and any subsequent versions introduced to reflect the changing local trends and priorities: • To continue to develop joint funding bids where appropriate to meet local priorities: • To increase the average daily numbers of clients interacted with to 35: • To acknowledge the support of the Council in all publicity: • To maintain independently examined accounts to be provided as requested by the Council: • To continue with a community fundraising strategy, which builds the organisational financial independence. • To assist where necessary with the Surrey Heath Poverty/Project Initiative. • To work collaboratively when relevant with any agency/voluntary organisations such as Camberley and District Job Club, VSNS and others. • To be fully inclusive from an internal and external perspective. 	<p>Achieved - ongoing</p> <p>Achieved</p> <p>Achieved</p> <p>Delivered</p> <p>Achieved</p> <p>Achieved – ongoing</p> <p>Achieved – ongoing</p> <p>Achieved</p> <p>Achieved</p>

Organisation	Service Level Agreement	Achievements
Voluntary Support North Surrey	<p>The Provider agrees to deliver the following services:</p> <ul style="list-style-type: none"> • To deliver the outcomes and outputs specified within the 2020/21 Partnership Funding Agreement with SCC/the CCGs/Runnymede BC/Spelthorne BC. • To continue working in partnership to support the community organisations the Surrey Heath Show, ODCoG, the Community Support WG and Covid Champion programme. • To maintain an office base within Surrey Heath that is available from 9-4pm, Monday to Friday. • To review with your clients the ongoing need and requirement of the IGC tenancy from the 1st April 2022 as a matter of urgency. • To actively promote and build awareness of the services provided by VSNS. • To place 150 volunteers during the year, and clear details of the local organisation placements and referral numbers quarterly. • To always retain an a-political stance. • Acknowledge the support of the Council in all its publicity and to note that the funding for the period 1st April 2022-31st March is combined with a 12 month notice period advising that should the Council financial situation remain unchanged that funding will cease from 1st April 2023. • To work with an average of 8 organisations a month to build capacity in areas such as policy, trustee development, fundraising and volunteer recruitment. 	<p>Achieved.</p> <p>Achieved</p> <p>Achieved – although now operated remotely</p> <p>Not achieved.</p> <p>Achieved.</p> <p>Achieved.</p> <p>Achieved.</p> <p>Noted.</p> <p>Achieved</p>
Surrey Heath Age Concern	<ul style="list-style-type: none"> • Work collaboratively with VSNS on V& B service in maximising the impact to recruit and retain volunteers. 	<p>Yes, achieved</p>

Organisation	Service Level Agreement	Achievements
	<ul style="list-style-type: none"> • Retain a maximum waiting time of 2 months from the time of referral with 85% of clients receiving a service to reduce isolation. • To recruit new volunteers as necessary to achieve the above. • Acknowledge the support of the Council in all its publicity. • Maintain audited accounts to be provided as requested by the Council. To retain your community fundraising strategy, building your financial independence. • To introduce an accurate system to monitor the user numbers at the Rainbow Café when open. • As part of the SHAC Annual Plan, to consider any climate change impacts, when as organisation decisions are considered. 	<p>Achieved – waiting list of 4</p> <p>Achieved. Achieved.</p> <p>Achieved</p> <p>In progress within the restrictions of both lockdowns. Achieved.</p>
Camberley Central Job Club	<ul style="list-style-type: none"> • To provide employment training for those in high need within Surrey Heath, and to collaborate with partners such as JCP to prioritise the support for those who have been unemployed for the longest periods, 6 months and longer, with a progress report to be provided at the end of each quarter. • To provide accurate information on the outcomes of the services provided: numbers of those who have found work, numbers of clients seen, referral information, who, and numbers, with a progress report to be provided at the end of each quarter. 	<p>Achieved</p> <p>Yes</p>

Organisation	Service Level Agreement	Achievements
	<ul style="list-style-type: none"> • Over the period of this SLA for 70 to find work through this service with CJC providing evidence of this achievement. • Acknowledge the support of the Council in all its publicity. • To work collaboratively with the Hope Hub and CASH and other local groups where work areas overlap. • To complete the newly introduced, monthly annual plan on time. • Maintain accounts, to be reviewed by a qualified auditor as requested by the Council. • To further develop a community fundraising strategy that reduces the financial dependence from the council, specifically this year to source separately the costs to meet the cost of the replacement ICT equipment and the Carers or any other Work Fayre event. • To increase the numbers attending the weekly drop-in sessions on a Monday morning to an average of 22. • 	<p>No</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>No, but the accounts are checked by an independent auditor</p> <p>Yes</p> <p>No as the club has been shut to face to face meetings during the lockdown periods</p>
Catalyst	<ul style="list-style-type: none"> • To deliver the Welcome Wizard football sessions, for males and females for 48 weeks at the all-weather court in Frimley Lodge Park. 	No

Organisation	Service Level Agreement	Achievements
	<ul style="list-style-type: none"> • To organise and deliver an annual football tournament. • To promote the availability of this service, share information with the Hope Hub amongst other Surrey Heath not for profit groups. • To actively search for alternative funding streams. • To confirm/review new referral methods to ensure that an inclusive approach is adopted to improve accessibility. • To achieve an average of 25 clients per session. • To provide quarterly statistics on the service developments, which include details of user numbers, their location, and referral routes and gender. 	<p>No</p> <p>Yes</p> <p>Yes</p> <p>No – 18</p> <p>Partially</p>
The Hope Hub	<ul style="list-style-type: none"> • To fund the gap for the crisis provision service when required within Surrey Heath, to bridge the gap with the funds provided by Frimley Fuel Allotments which cover their geographical areas which is different to Surrey Heath, so this grant ensures that the whole of SH is covered to support with crisis provision when required: We need data around how many people have been helped, when, where they live and the expenditure. • For THH to review the impact of climate change when considering all future business and policy decisions. • To work in partnership with other organisations where there is an overlap in service delivery e.g. Camberley and District Job Club, Citizens Advice Surrey Heath. 	<p>Achieved</p> <p>Achieved where possible</p> <p>Achieved</p> <p>Achieved by quarterly returns</p>

Organisation	Service Level Agreement	Achievements
	<ul style="list-style-type: none"> • To provide quarterly statistics on the service and user numbers of the Hope Hub wider services to include the categories outlined below: <ul style="list-style-type: none"> ○ The number of people directly secured accommodation. ○ The number of case work session provided to individuals. ○ The number of courses run. ○ The number of people supported to claim benefits. ○ The number of people supported to register with a GP. ○ The number of people supported into training or employment. ○ The number of people who are homeless within Surrey Heath 	
Time to Talk	<ul style="list-style-type: none"> • To retain all existing service standards within Surrey Heath, pending any alteration and/or expansion of provision and/or area. • Retain the service provision for a further 12 months. • Work collaboratively with Surrey Heath Age Concern by maximising the impact to recruit and retain volunteers. • Increase volunteer numbers to 55 (42 at present). • It is noted that the clients can include those with mental health amongst other disabilities, should the timescale of two months from the time of referral to be offered a 	<p>Achieved</p> <p>Achieved</p> <p>End of Sept 22, 50 volunteers visiting 45 clients with a waiting list of 2.</p> <p>Achieved.</p>

Organisation	Service Level Agreement	Achievements
	service not be achieved then this will be notified to the Council.	
Basingstoke Canal Authority	<ul style="list-style-type: none"> • Protect, manage, and maintain a safe and accessible Basingstoke Canal for Surrey Heath residents. • Work with partners to improve the health and wellbeing of the community. • The ratio between public use of the towpath in Surrey Heath and accidents reported in the Borough area of the Canal remain below 0.0025% • To provide a mid-year written update based upon the outcomes of the services provided, to be received by the 30th September 2022. • Acknowledge the support of the Council in all its publicity. • Maintain audited accounts to be provided as requested by the Council. 	<p>Achieved</p> <p>Achieved</p> <p>Achieved</p> <p>Achieved</p> <p>Achieved</p> <p>Achieved</p>
Blackwater Valley Countryside Partnership	<ul style="list-style-type: none"> • Work with partners planners and leisure officers to increase public greenspace in the Valley including new SANG sites. • Manage the Hawley Meadows/Blackwater Park SANG, and Swan Lake Park SANG both used by SHBC. Produce annual reports for these sites. • Organise and lead 120 conservation projects within the Valley for local volunteers, involving 1,500 people, at least 12 projects involving 100 people in Surrey Heath. • Value of volunteer activity in direct support of BVCP activities to be £120,000. Work to the value of £7,000 	<p>Achieved</p> <p>Achieved</p> <p>Not Achieved</p> <p>Achieved</p>

Organisation	Service Level Agreement	Achievements
	<p>will be undertaken on sites within Surrey Heath Borough.</p> <ul style="list-style-type: none"> • To provide a mid-year written update based upon the outcomes of the services provided, to be received by the 30th September 2022. • Acknowledge the support of the Council in all its publicity. • Maintain audited accounts to be provided as requested by the Council. 	<p>Not Achieved</p> <p>Achieved</p> <p>Achieved</p>
Surrey Heath Sports Council	<ul style="list-style-type: none"> • Assist 8 talented sports people at County level and above with financial support • Assist 4 clubs and/or those living and coaching in Surrey Heath by subsidising coaching courses • Provide 4 hardship bursaries to people with financial barriers to participation in sport. • Acknowledge the support of the Council in all its publicity. • Maintain audited accounts to be provided as requested by the Council. 	<p>Not Achieved</p> <p>Achieved</p> <p>Not achieved</p> <p>Achieved</p> <p>Achieve</p>

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Surrey Heath Borough Council
Executive
17th January 2023

SEP 2025: A partnership approach to waste prevention and recycling

Portfolio Holder:	Cllr Colin Dougan, Environment & Health
Strategic Director/Head of Service	Nick Steevens
Report Author:	Kelly Goldsmith, Partnership Director, Joint Waste Solutions
Key Decision:	Yes
Date Portfolio Holder signed off the report	23 December 2022
Wards Affected:	All

Summary and purpose

The purpose of this report is to seek approval on the partnership approach to waste prevention and recycling in Surrey for the next three years through the adoption of the Surrey Environment Partnership's SEP 2025 Strategy. SEP 2025 seeks to provide a clear strategic direction for the Surrey Environment Partnership until 2025 to help manage Surrey's recycling and waste in the most efficient, effective, economical and sustainable way.

Recommendation

The Executive is advised to RESOLVE that the SEP 2025 be adopted, as set out in the approach document in Annex 1.

1. Background and Supporting Information

- 1.1 Surrey Environment Partnership (SEP) continuously strives to improve collection and disposal services in Surrey and aspires to be among the best nationally on all key performance indicators.
- 1.2 SEP is made up of the 11 district and borough councils and Surrey County Council (SCC). It was formed originally in 2009 to overcome the challenges of two-tier service delivery and aims to manage Surrey's recycling and waste in the most efficient, effective, economical, and sustainable way possible.

- 1.3 Since the Resources and Waste Strategy (RaWS) for England was published in December 2018, the Government has consulted on a number of the strategy's ambitions across a range of subjects. Whilst the outcome of those consultations are awaited, Surrey's growing population, increasing numbers of households, and changes in the types of waste produced by our residents means change is a certainty. However, the exact direction of the change and the impact it will have on Surrey Heath's collection and disposal services remains unclear.
- 1.4 SEP 2025 has been developed to bridge the gap between the existing out-of-date Joint Municipal Waste Management Strategy (JMWMS) and further clarity from central government. It reflects the vision of SEP and provides clear strategic direction for the partnership to 2025 and a longer-term vision that allows SEP to continue to follow the waste hierarchy and work towards zero waste¹.
- 1.5 SEP's plan (the JMWMS) outlined the approach to achieving this. The JMWMS was scheduled to continue until 2024-25. However, it was last updated in 2015 and is considered to be 'out of date'. The key policy to support the RaWS is still emerging and therefore, the review of the JMWMS has been postponed until the national policy direction is clearer.

Emerging policy

- 1.6 RaWS will fundamentally change how recycling and waste services will be funded and delivered in the future, and to that end has set out several proposed policy reforms including the following key measures:
- Invoke the 'polluter pays' principle through **extended producer responsibility (EPR)** for packaging to ensure producers of products bear financial responsibility for the management of the waste stage of a product's life cycle (except ground litter). The Government has committed to introducing this from April 2024.
 - Introduce a **deposit return scheme (DRS)** for drinks containers to reward residents for bringing back bottles and encourage them not to litter; thereby increasing the quality and quantity of recycling. The scheme is to include cans and plastic bottles (not glass) and is still under consideration for implementation from late 2024.
 - Improve recycling rates by ensuring **consistency in household and business recycling** collections. Key proposals include the collection of the same dry recyclable materials (glass, metal, plastic and paper and card) as separately as possible, collection of additional dry recycling such as cartons and plastic films and flexibles, collection of food waste separately at least once a week, and collection of garden waste for free or for a maximum cost. These measures are still under consideration for

¹ means that at least 90% of operational waste has been reduced, reused, repurposed or recycled compared to the original baseline.

implementation from 2023-24, but likely to be delayed to coincide with EPR.

- 1.7 The measures in RaWS alongside other plans have set out the following key strategic ambitions to be achieved nationally over the next 30 years:
- Increase the municipal recycling rate to 55% by 2025 and 65% by 2035.
 - Business fleet owners and operators work towards 100% of vehicle fleets being zero emission by 2030, or earlier where markets allow (COP26 ambition).
 - A 50% reduction in per capita residual waste (excluding major mineral wastes) by 2042 from 2019 levels (proposed).

Current performance

- 1.8 In Surrey significant achievements have been made possible by working together as a partnership; the most notable being our improved recycling rate, which in 2010-11 was 46.4% (13th highest nationally) and by 2020-21 was 55.1% (3rd highest nationally).
- 1.9 Despite this, it's now the right time to revisit how the eleven Districts & Boroughs and the County work together, considering some of the challenges we face including:
- **Emerging national policy** – There is a need to align with the policies coming through via RaWS. Whilst the plans aren't exactly clear yet, they will fundamentally change the way recycling and waste services are funded and delivered.
 - **Reducing carbon at pace** - All Surrey authorities have set a target for reaching net-zero as an organisation and recognise the carbon that recycling and waste collection and disposal operations omit, and the role that preventing them will play in tackling climate change.
 - **Increasing population and number of households** - Surrey's population could rise to over 1.3m by 2041², which could translate into tens of thousands of new houses being constructed resulting in more recycling and waste and therefore more pressure on collection and disposal services.
 - **Budget pressures** - Surrey authorities are facing unprecedented financial challenges most recently from the COVID-19 pandemic and the rising cost of living, essentially having to do more with less.
 - **Infrastructure limitations** - There are a lack of processing facilities in the county, which means a lot of recycling and waste is dealt with outside of Surrey driving up cost and emissions.

² Office for National Statistics

- **Stalling performance** - Recycling rates levelled off back in 2016/17 with Surrey now remaining around the 55%. A big coordinated effort will be required to meet the national 65% recycling rate target by 2035.

2. Reasons for Recommendation

- 2.1 In Surrey about £105 million³ is spent each year collecting, managing and processing recycling and waste. By increasing the amount of waste prevented and the proportion recycled in the County it enables the cost of this service to reduce. It also benefits the environment; less raw materials are required, saving energy, emissions and protecting natural resources.
- 2.2 Adopting SEP 2025 will enable Surrey Heath to work in partnership with other Surrey authorities to reduce costs where possible whilst increasing performance and still providing a high-quality service to our residents. It will also ensure as a partnership, that Surrey's authorities are well prepared to manage the changes that will need to be introduced as a result of RaWS in the most efficient and effective way.

3. Proposal and Alternative Options

- 3.1 Whilst Surrey Heath already has a strong recycling performance, a partnership approach to waste prevention and recycling in Surrey for the next three years will ensure Surrey Heath can align with the Government's ambitions of a 55% recycling rate by 2025 and 65% by 2035. There are suggestions that government may require Surrey as a high performing County to go beyond these targets. Striving to go beyond national targets where possible and planning for decarbonisation of our vehicle fleets and infrastructure to reduce emissions is the shorter term objective alongside a longer term move towards net zero emissions. The approach will:
- Bridge the gap ahead of further clarity from central Government.
 - Consider the anticipated changes that may result from the key emerging national policy to support RaWS.
 - Provide clear strategic direction for the next three years and a longer-term vision for the partnership that will continue to follow the waste hierarchy and work towards zero waste⁴ reducing emissions in the process. This will aid the future development of a new JMWMS for Surrey post-2025.
 - Drive down waste (particularly food and single-use plastic (SUP) waste) and increase the quality and quantity of our recycling (including increased participation in food waste recycling).
 - Address other key priorities to promote and maximise reuse, decarbonise our waste collection and street cleansing vehicle fleet, support the

³ From the Local Authority Revenue Expenditure and Financing: 2020-21 Final Outturn, England

⁴ means that at least 90% of operational waste has been reduced, reused, repurposed or recycled compared to the original baseline.

development of infrastructure and optimised collections, and reduce fly-tipping and littering.

- 3.2 SEP appointed Eunomia Research and Consulting to develop a long-term waste flow model for Surrey. The model was created to help the partnership understand how far pending national changes and the work the partnership does, goes towards achieving the national targets. Working with Eunomia, a range of different scenarios were reviewed to set realistic targets for the next three years (the monitoring period of SEP 2025). The partnership targets are set out in Table 1 below, and factor in measures that we think will happen as a result of RaWS. Further information can be found in the SEP 2025 document in Annex 1.

Table 1: SEP 2025 targets

Measure	2021-22 (unaudited ⁵)	SEP 2025 (monitoring period)		
		2023-24	2024-25	2025-26
Residual waste per household (KG)	470.95	461	449	446
Recycling rate (inc DRS)	54.43%	56%	57%	58%
Food waste capture rate	43% (last comp analysis)		48% ⁶	
DMR contamination rate	8.9%	<8%	<8%	<8%
Waste to landfill	15.1%	<6%	<3% ⁷	<3%

- 3.3 To address the key priorities and meet the partnership targets, delivery against the following strategic objectives and actions is required:
- **Deliver joint work programmes that focus on partnership priorities** - reduce waste, increase food waste recycling, reduce contamination to improve the quality and quantity of DMR and decarbonise vehicle fleet.
 - **Set local targets and actions** - agree annual performance indicators and individualised delivery plans for each Surrey council that will contribute towards the overall partnership targets.
 - **Exploit further opportunities to work jointly** - Build on past work and look at opportunities to carry out joint processes where viable to procure required products (vehicles and bins/containers) to introduce consistent collections as determined by emerging Government policy.

⁵ Data for a financial year is confirmed and made available to the public once information has been validated by the WasteDataFlow team and the Environment Agency. This usually happens on the following December.

⁶ To be measured when the next composition analysis is carried out in 2024/25

⁷ Aligns with SCC's target set out in their waste disposal contract re-procurement

- **Respond to policy** - respond to consultations held by Government on proposed policy to ensure the collective views of each Council are heard and that SEP 2025 remains aligned.
- **Engage** positively with industry groups to raise concerns and share thoughts and ideas on future policy and its implementation.
- **Adopt best practice** - research top performing authorities in England, and feed this learning into the development of the above annual work programmes and individualised delivery plans.

Alternative Options

3.4 The other options below have been considered and been discounted for the following reasons:

- **Do nothing** – Surrey Heath already is already considered a high-performing Borough in relation to its recycling rates, however, more can be done to increase performance meet and exceed long term national targets.
- **Update the existing JMWMS** - While the current situation with emerging national policy is still uncertain, the partnership feel it is not the right time to go through a lengthy and costly exercise to update the existing JMWMS, which would include a public consultation.

4. Engagement and consultation

4.1 A dedicated Steering Group was established to provide strategic direction, oversight and accountability for the development of SEP 2025. This group contained a mixture of waste officers and elected members (responsible for waste) from Epsom & Ewell Borough Council, Joint Waste Solutions (JWS), Mole Valley District Council, Spelthorne Borough Council, SCC, and Waverley Borough Council. The Steering Group met six times between February and October 2022.

4.2 Two rounds of meetings were held with lead officers for recycling and waste at Surrey authorities between January and July 2022 to explain the scope of SEP 2025, obtain feedback on priorities and design and discuss progress. Alongside this, updates were given at the quarterly SEP Officer Group⁸ meetings in February, May and September. SEP officers were also given the opportunity to review and provide input on the draft approach document and appendices throughout October and at their quarterly meeting in November.

4.3 The relevant portfolio holders at each Surrey authority have been kept informed through their quarterly SEP Member Group⁹ meetings in February, June and September, and via their lead SEP officer. On 23rd November 2022,

⁸ SEP is supported by a Surrey Officers Group comprising of one lead officer responsible for waste from SCC and the D&Bs.

⁹ SCC and the D&Bs have each appointed one elected member to SEP. This is normally the Portfolio Holder (or equivalent) for the environment including waste issues.

these portfolio holders and lead officers came together at the SEP Members Group to give partnership approval to the SEP 2025 approach document.

5. Contribution to the Council's Five Year Strategy

- 5.1 Adoption of SEP 2025 supports the Council's Aims set out in the Five Year Strategy, namely
- Working with our communities and partners to reduce the amount of household waste produced by increasing recycling and ensuring improved knowledge of our recycling processes, and reducing the impact of environmental crime.
 - Through the decarbonisation of waste collection and street cleaning vehicles the Borough will be working towards achieving its ambitious net-zero carbon emission target by 2030 as an organisation and contributing to making the entire borough net zero by 2050 (with the aspiration for net zero by 2030).

6. Resource Implications

- 6.1 The partnership work programmes are delivered by a single officer team known as JWS in collaboration with Surrey's councils. As part of this Surrey's councils have some responsibility to help support the delivery of the work programme.
- 6.2 Surrey councils will be required to commit some officer resource to help deliver the key actions from SEP 2025 including the individual authority delivery plans.
- 6.3 Adopting SEP 2025 will enable Surrey's councils to work more closely to improve performance and manage recycling and waste in a way that offers best value to the Surrey taxpayer.
- 6.4 The delivery of SEP 2025 will be supported by the partnership budget, which is set and agreed annually by lead officers and relevant portfolio holders for recycling and waste at Surrey' authorities.

7. Section 151 Officer Comments:

- 7.1 No comments to add to the information in the report.

8. Legal and Governance Issues

- 8.1 The Waste and Emissions Trading Act 2003 requires all local authorities in a two tier system to have in place a joint strategy for the management of waste from households, to review it and keep the strategy up to date.
- 8.2 SEP 2025 provides an up to date strategy for Surrey for the next 3 years and until the national direction on emerging policy via RaWS is clear. At the start of 2025 (the final year for SEP 2025) the partnership will begin work on

developing a new Surrey JMWMS, at which point further clarity from Government on the RaWS measures which are set to start from 2024-25 will be clear. Once the Surrey JMWMS is drafted, consulted on, approved and adopted, this will be the new plan for partnership working from 2026.

- 8.3 Whilst not a direct relation to SEP 2025, the Government introduced the **Environment Act 2021** in November 2021 that makes provision for most of the described targets and gives them the legislative power to introduce the measures from RaWS above. The act will also make some changes to existing legislations to enable consistency in collections.

9. Monitoring Officer Comments:

- 9.1 Under the Council Scheme of Delegation, the adoption of SEP 2025 is reserved to the Council's Executive.

10. Other Considerations and Impacts

Environment and Climate Change

- 10.1 SEP 2025 is likely to have beneficial climate change and carbon emissions implications, for example; reducing waste arisings and recycling material rather than disposing of it reduces the carbon impact of producing materials and associated emissions from transportation and disposal.
- 10.2 One of the key projects within SEP 2025 will be to develop an infrastructure and transport plan that enables us to comply with the RaWS and key emerging policy; and decarbonise waste collection and street cleansing vehicle fleets ideally by 2030 but in line with existing local authority policies.

Equalities and Human Rights

- 10.3 There are no direct equalities implications resulting from the high level content of this report and the SEP 2025 approach document. However, individual equality impact assessments will be carried out on projects that form part of SEP 2025 where applicable.

Risk Management

- 10.4 If not all partners adopt SEP 2025 it would impact on the ability of the partnership to work closely to improve performance and manage recycling and waste in a way that offers best value to the Surrey taxpayer. However, this risk has been mitigated by the engagement carried out, which has involved all lead officers of SEP including relevant portfolio holders as well as the dedicated Steering Group setup for SEP 2025.

Community Engagement

- 10.5 Partnership communications are agreed by SEP and delivered by JWS. Various campaigns and activities have been and continue to be delivered to educate and encourage residents and their children to take action to reduce, reuse and recycle quality material. The JWS team share toolkits for SEP activities via the Surrey Comms Group for partner communications teams to use.
- 10.6 It is likely that national communications campaigns will be developed for the changes resulting from RaWS via the charity known as the Waste and Resources Action Programme (WRAP). However, local campaigns will need to be delivered to communicate these changes especially given that it's very unlikely that there will be complete consistency in collection amongst local authorities. In the first instance it is recommended that these discussions start off within SEP to see if and where this could be joined up and coordinated.

Annexes

1. SEP 2025

Background Papers

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**Surrey
Environment
Partnership**

SEP 2025

A partnership approach to waste prevention and recycling

Version	Author	Date	Changes	Distribution
1.0	Nick Meadows	5/10/22	First draft	SEP 2025 Steering Group and the SEP Officers Group
2.0	Nick Meadows	27/10/22	Amendments throughout following partner feedback	SEP Officers Group
3.0	Nick Meadows	16/11/22	Minor amendments to give additional information in places	SEP Members Group
4.0	Nick Meadows	23/11/22	Final draft following feedback from the SEP Members Group	SEP Officers and Members Group

Executive Summary

SEP (Surrey Environment Partnership) continuously strives to improve collection and disposal services in Surrey and aspires to be among the best nationally on all key performance indicators.

Since the Resources and Waste Strategy (RaWS) for England was published in December 2018, the Government has consulted on a number of the strategy's ambitions across a range of subjects, the results of which will provide policy direction, which we eagerly await. The policy situation combined with Surrey's growing population, increasing numbers of households, and changes in the types of waste produced by our residents means change is a certainty. However, the exact direction of the change and the impact it will have on our collection and disposal services remains unclear.

Whilst things are so uncertain, now is not the right time to update the Joint Municipal Waste Management Strategy (JMWMS) and consult with residents, so we need a short-term approach to help manage Surrey's recycling and waste in the most efficient, effective, economical and sustainable way.

SEP 2025 has been developed to bridge the gap between our existing out-of-date JMWMS and further clarity from central government. It will reflect the vision of SEP and provide clear strategic direction for the partnership for the next three years to 2025 and a longer-term vision that will allow SEP to continue to follow the waste hierarchy and work towards zero waste.

SEP 2025 is therefore a partnership approach to waste prevention and recycling, and has been developed on behalf of all Surrey local authorities through the SEP.

Background, policy, context and vision

Background

SEP is made up of Surrey County Council (SCC) and the 11 district and borough councils in the county (as shown in **Figure 1** below). It was formed originally as the Surrey Waste Partnership (SWP) in 2009 to overcome the challenges of two-tier service delivery and aims to manage Surrey's recycling and waste in the most efficient, effective, economical, and sustainable way possible. SEP's plan (the JMWMS) outlined our approach to achieving this.

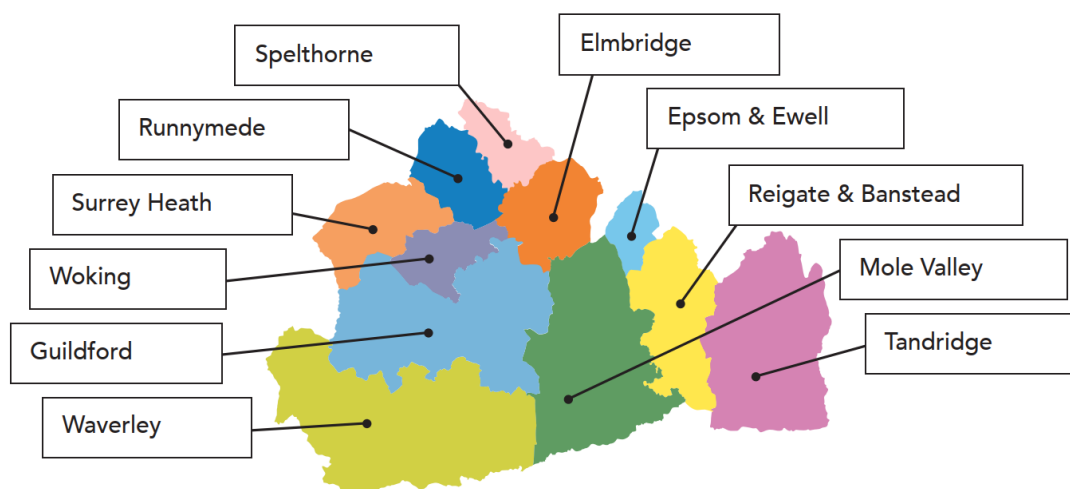


Figure 1: A map of Surrey showing the district and borough council areas

SEP's current JMWMS is meant to run until 2024-25. However, it was last updated in 2015 and is therefore considered to be 'out-of-date'. This was delayed due to the publication of the RaWS, which proposes some fundamental changes on how recycling and waste services will be funded and delivered in the future (further explained below). The key policy to support the RaWS is still emerging and therefore, the review has been postponed until national direction is clearer.

It was also decided to stop the annual monitoring of the JMWMS's action plan at the end of 2017-18 and in its place annual work programmes were developed instead. They have been in place each year through to the latest programme for 2022-23. These have effectively been the plan for working together in partnership since 2018-19. The current SEP work programme for 2022-23 can be found in **Annex 1**.

The partnership name was changed from SWP to SEP in April 2019 to reflect a growing remit and desire to tackle wider environmental issues in Surrey.

Existing policy

As a group of councils providing recycling and waste management services, we have several duties and responsibilities in accordance with relevant key legislation. These are set out in **Annex 2**, which has been the legislative framework that we have operated under during the last 30 years.

A key concept set out here is the 'waste hierarchy', which ranks waste management options according to what is best for the environment. It gives top priority to preventing waste in the first place. When waste is created, it gives priority to preparing it for reuse, then recycling, then recovery¹ (this is where most of our residual waste goes in Surrey), and last of all disposal, e.g., landfill, as shown in **Figure 2** below.



Figure 2: Waste Framework Directive - five step waste hierarchyⁱ

¹ this includes anaerobic digestion, incineration with energy recovery, gasification which produces energy (fuels, heat and power) and materials from waste.

New and emerging policy

Several policies are currently being developed following the publication of the RaWS. Launched in December 2018, RaWS is the Government's plan to preserve material resources by minimising waste, promoting resource efficiency and moving towards a circular economy. This will see products kept in use for as long as possible, making it easier to reuse, repair, refurbish or recycle them (as illustrated in **Figure 3** below).

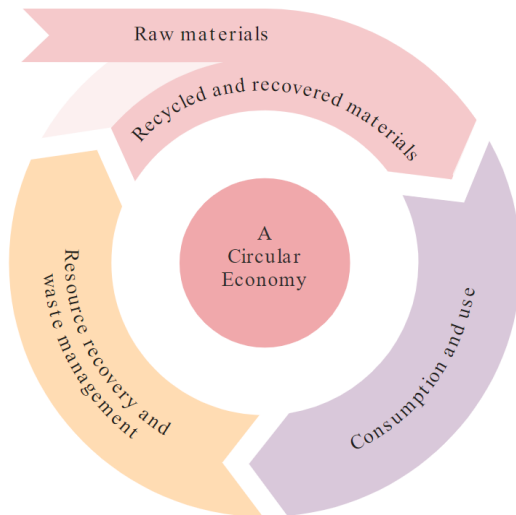


Figure 3: A circular economyⁱⁱ

RaWS combines actions the Government will take now with firm commitments for the coming years and gives a clear longer term policy direction in line with its [25 Year Environment Plan](#).

RaWS has set out several proposed policy reforms including to:

- Invoke the 'polluter pays' principle through **extended producer responsibility (EPR)** for packaging to ensure producers of products bear financial responsibility for the management of the waste stage of a product's life cycle (except ground litter). The Government has committed to introducing this from April 2024. The key change for local authorities is that they will be compensated for the necessary costs of managing packaging waste from households, community recycling centres and street bins. Defra is still working on the details of this with more clarity expected in 2023.
- Introduce a **deposit return scheme (DRS)** for drinks containers to reward residents for bringing back bottles and encourage them not to litter them; thereby increasing the quality and quantity of recycling. This is to include cans and plastic bottles of between 50ml and 3l and will include containers sold both individually and as part of a multipack. Glass bottles will not be included. The scheme is still under consideration for implementation from late 2024.
- Improve recycling rates by ensuring **consistency in household and business recycling** collections. This is still under consideration for implementation from 2023-24, but are likely to be delayed slightly to coincide with EPR. Key proposals include:
 - Collection of the same dry recyclable materials (glass, metal, plastic and paper and card) as separately as possible (with consideration given to circumstances where separate collection of recyclable waste streams may

- not be technically or economically practicable or may not provide a significant environmental benefit).
 - Collection of additional dry recycling (metal jar lids, aerosols, cartons, aluminium foil and trays, aluminium tubes, and plastic films and pouches). The Government has so far stated that plastic films and flexibles must be collected by local authorities for recycling by 31 March 2027.
 - Collection of food waste separately at least once a week.
 - Collection of garden waste for free or for a maximum cost.
 - Service standards for collection arrangements and frequency.
- The above proposals on recycling consistency together with EPR and DRS are now collectively known as the collection and packaging reforms (CPR).
 - Stimulate demand for recycled plastic by introducing a **tax on plastic packaging** manufactured in or imported into the UK that contains less than 30% recycled plastics. This came into effect on 1 April 2022.
 - Reducing the use of unnecessary single-use plastic (SUP) products including bans on items such as plastic straws, cotton buds, and drink stirrers. These were banned from 1 October 2020 and supply stopped from 3 July 2021. Proposals to ban plastic plates and cups, balloon sticks, polystyrene cups, expanded polystyrene food boxes, trays and pots. If agreed these proposed bans would come into effect in April 2023.
 - The introduction of a mandatory takeback scheme for the collection and recycling of fibre-based composite cups (disposable coffee cups). This is set to come in from 2024.

The measures in RaWS alongside other key plans have set out strategic ambitions to be achieved nationally over the next 30 years such as:

- Increase the municipal recycling rate to 55% by 2025 and 65% by 2035.
- Near elimination of biodegradable municipal waste to landfill from 2028.
- Work towards eliminating food waste to landfill by 2030.
- 76% recycling rate for packaging by 2030.
- Business fleet owners and operators work towards 100% of vehicle fleets being zero emission by 2030, or earlier where markets allow (COP26 ambition).
- No more than 10% of municipal waste to landfill by 2035.
- 50% reduction in per capita residual waste (excluding major mineral wastes) by 2042 from 2019 levels (proposed).
- Work towards eliminating avoidable waste by 2050.
- Net zero domestic greenhouse gas emissions by 2050.

To that end, the Government introduced the [Environment Act 2021](#) in November 2021 that makes provision for most of these targets and gives them the legislative power to introduce the measures above. The act will also make some changes to existing legislations to enable consistency in collections.

Context

In Surrey about £105 million² is spent each year collecting, managing and processing recycling and waste. By increasing the amount of waste prevented and the proportion

² From the Local Authority Revenue Expenditure and Financing: 2020-21 Final Outturn, England

recycled in the county it enables the cost of this service to reduce. It also benefits the environment; less raw materials are required, saving energy, emissions and protecting natural resources.

Significant achievements have been made possible by working together as a partnership; the most notable being our improved recycling rate, which in 2010-11 was 46.4% (13th highest nationally) and by 2020-21 was 55.1% (3rd highest nationally). More information on current performance can be found in **Annex 3**.

Despite this, it's now the right time to revisit how we work together, considering some of the challenges we face including the emerging policy to support RaWS. The direction of travel is not clear on this yet but should become apparent over the next couple of years. So, while now is not the right time to update the Surrey JMWMS and consult with residents whilst things are so uncertain, we do need a short-term approach to help us ensure we continue to manage Surrey's recycling and waste in the most efficient, effective, economical and sustainable way.

Therefore, our response to this emerging situation is to develop a partnership approach to waste prevention and recycling in Surrey for the next three years. This will look to, as a minimum, align with the Government's ambitions such as a 55% recycling rate by 2025 and 65% by 2035. There might be a requirement as a high performing county in England to go beyond this. In any event, we will strive to go beyond the national targets where possible and begin to respond to decarbonisation by planning changes to our vehicle fleets and infrastructure to reduce emissions in the shorter term and move towards net zero emissions in the longer term. The approach will.

- Bridge the gap ahead of further clarity from central Government.
- Consider the anticipated changes that may result from the key emerging national policy to support RaWS.
- Provide clear strategic direction for the next three years and a longer-term vision for the partnership that will continue to follow the waste hierarchy and work towards zero waste³ reducing emissions in the process. This will aid the future development of a new JMWMS for Surrey post-2025.
- Enable us to drive down waste (particularly food and SUP waste) and increase the quality and quantity of our recycling.

Our vision

With the above in mind, we have developed the following vision statement for SEP 2025:

Our vision is to eliminate avoidable waste and reuse, repair, recycle and recover any waste which cannot be eradicated in the most economical way.

Surrey's councils will continue to work in partnership to ensure our residents receive the highest quality of collection and disposal services possible and encourage our residents to reduce their household waste and own their impact on the natural environment.

Our ambition is to decarbonise our fleet and ensure that any new infrastructure is built and operated to minimise carbon emissions.

³ means that at least 90% of operational waste has been reduced, reused, repurposed or recycled compared to the original baseline.

Key drivers and priorities

Drivers for change

We are at a crucial point now where we must reconsider how we can prevent more waste from arising, increase the quality and quantity of recycling and manage waste in the long term to minimise the impact on the environment and move towards a circular economy, which is being driven by several pressures including:

Emerging national policy

We will need to align with emerging national policies (as outlined above) that will be enshrined in legislation. While the policies aren't clear yet, they will fundamentally change the way recycling and waste services are funded and delivered. Therefore, we'll need to be mindful for future service provision and well prepared to deliver any required changes resulting from new national policy in the best way possible.

Reducing carbon at pace

Most authorities in Surrey have declared a climate emergency and all have set a target for reaching net zero emissions as individual organisations. Of the 12 authorities in Surrey, nine have agreed to be carbon neutral organisations by 2030, one authority by 2035, and two by 2050. The climate change strategies and action plans that have been produced by Surrey authorities recognise the carbon that recycling, and waste collection and disposal operations emit. They also recognise the role that preventing and reducing waste, increasing reuse and recycling and planned changes to vehicle fleets and infrastructure will play in tackling climate change.

Increasing population and number of households

The population of Surrey could rise to an estimated 1,309,500 by 2041, which could translate into 34,000 new houses being constructed⁴. This will result in more recycling and waste and therefore more pressure on our waste collection and disposal services.

Budget pressures

Surrey's authorities are facing unprecedented challenges because of reduced financial support from the Government combined with an increasing population and greater demand for our services. In addition, we are now experiencing the cost-of-living crisis in which prices for many commodities have risen sharply meaning services and infrastructure projects will cost more. This situation is being caused in part by a rise in inflation in the UK, in addition to the economic impact of global issues including the 2022 Russian invasion of Ukraine and COVID-19 pandemic (which had already reduced economic activity across the county whilst further increasing the support our communities need from us).

Infrastructure limitations

There is only one energy from waste type facility (an Eco Park which includes a gasifier⁵ and an anaerobic digestion⁶ plant), a lack of recycling processing infrastructure and there are

⁴ Office for National Statistics

⁵ A process used to convert waste into energy

⁶ A process which uses micro-organisms to break down biodegradable material

limitations with transfer stations in the county such as the distance to/from them for some waste collection and street cleansing rounds. This situation drives up cost and emissions, which come from transporting waste over longer distances. Also, where we use third party sites to sort recycling, we are limited by what the operator chooses to accept, which drives up inconsistency and causes confusion for household waste collection regimes. Over the next two to three years, SEP will need to consider infrastructure options for future service delivery that reflects the plans and strategies across authorities and enables successful attainment of the performance objectives and targets set out in this document.

Stalling performance

The amount of residual waste per household in Surrey has been falling since 2013-14, hitting a low of 450.9kg per household in 2019-20. However, the COVID-19 pandemic saw this figure increase with more people being at home. While this is starting to decrease again as we move away from the pandemic, much more will need to be done to reach the proposed national target of a 50% reduction on 2019 levels by 2042.

Also, recycling rates levelled off back in 2016-17, and Surrey’s performance has stayed around the 55% mark. While this meets the national target for 2025, significant investment and/or changes to approach will likely be required to meet the 65% recycling rate target by 2035.

A recent composition analysis (set out in **Annex 3**) highlighted there is still an estimated 90,000 tonnes of material in residual bins which can be recycled. So, the scope for significant improvement on both residual waste reduction and recycling does exist.

Key priorities

The challenges set out above mean that the current situation is unsustainable. We need to reduce costs where possible whilst increasing performance and still providing a high-quality service to Surrey residents. To that end, we believe our key priorities should be to:

Table 1: SEP 2025 priorities

<p>Reduce all residual waste with a particular focus on food waste To ensure focus is applied at the top of the waste hierarchy and to align with national targets, we will focus on reducing residual waste by preventing it in the first place. Compared to high performing authorities in England, Surrey has a much higher level of residual waste. We will use the learning gained from these authorities in our future work programmes, and we will continue to engage with Surrey residents to reduce their waste, especially food waste.</p>
<p>Promote and maximise reuse To support the principle of a circular economy, we will seek to maximise opportunities to keep products in use for as long as possible through sharing, reuse, repair and refurbishment. This is an area we’ll provide focus and priority to by developing a reuse strategy for Surrey.</p>
<p>Increase participation in food waste recycling Of course, it’s best to reduce food waste where possible, but any food that is left over should be composted⁷ or recycled, not only for the environmental benefits, but because of the money that can be saved, as it costs less than a third to recycle food waste than it</p>

⁷ This should be done in a completely enclosed process such as a food waste digester as to not attract vermin

does to dispose of it as rubbish. Our capture rate for food waste recycling in Surrey in 2021 was 43%, and as the composition analysis highlighted, there is still an estimated 50,954 tonnes of food waste in residual bins that could be recycled. Therefore, as well as trying to reduce food waste from arising at all, increasing participation in food waste recycling will continue to be a priority for us.

Increase the quality and quantity of dry mixed recycling (DMR)

The recent composition analysis highlighted that there are still over 20,000 tonnes of plastic, paper and card, glass and metals that could be collected for recycling. Increasing the quantity collected and reducing contamination of DMR further (13,837 tonnes of recycling was rejected in 2020-21) will boost performance towards the 65% recycling rate target and will improve the quality of material and the prices we receive for selling it to re-processors. Therefore, we will work to improve the quantity and quality of the DMR recycling that we collect, which aligns with emerging policy.

Decarbonise our waste collection and street cleansing vehicle fleet

To align with our ambition to reach net zero emissions, we must look to reduce emissions from our collection vehicle fleet and switch to alternative fuels⁸. Therefore, SEP will develop a plan over the next couple of years to look at how we can achieve this objective to decarbonise our waste collection and street cleansing vehicle fleet that recognises the challenges that exist including affordability.

Support the development of infrastructure

We will consider what appropriate infrastructure is required to power our vehicles and how we create it, addressing limitations with the lack of recycling and waste infrastructure in the county and work together to develop solutions that address our collective needs.

Support optimised collections

We will help review collections, especially with the upcoming national changes in mind, so services run in the most optimal way from a financial and emissions viewpoint.

Reduce fly-tipping

We will work with enforcement teams to help bring those who fly-tip to justice, with the longer-term impact of reducing fly-tipping.

Reduce litter

We will develop a strategy which sets out our approach to tackling litter, and how we will work with different groups to take advantage of any funding opportunities that arise to reduce litter.

The partnership approach to delivering our vision and priorities

Targets

We appointed Eunomia Research and Consulting to develop a long-term waste flow model for Surrey. The model was created to help us understand how far upcoming national changes and the work we do will get us towards achieving national and existing local targets. Working with Eunomia, we reviewed a range of different scenarios to enable us to set realistic targets for the next three years (the monitoring period of SEP 2025) that keep us

⁸ This could include renewable diesel, biodiesel, electric or hydrogen. Options appraisal to be determined.

on track in the short term to meet longer term national targets. Our partnership targets are set out in **Table 2** below.

Table 2: SEP 2025 targets

Measure	2021-22 (unaudited) ⁹	SEP 2025 (monitoring period)		
		2023-24	2024-25	2025-26
Residual waste per household (KG)	470.95	461	449	446
Recycling rate (inc DRS)	54.43%	56%	57%	58%
Food waste capture rate	43% ¹⁰		48% ¹¹	
DMR contamination rate	8.9%	<8%	<8%	<8%
Waste to landfill	15.1%	<6%	<3% ¹²	<3%

The targets set out above have factored in the following measures that we think will happen nationally and locally over this three-year period:

National measures

- The SUP bans on plastic plates and cups, balloon sticks, polystyrene cups, expanded polystyrene food boxes, trays and pots come in from April 2023.
- The implementation of EPR from 2024, through a combination of mandatory labelling, consistency in collections and national communications campaigns, is expected to increase capture rates of recyclable packaging material.
- It is expected that there will be a change in waste composition due to EPR fee modulation and recyclability requirements when this comes in from 2025. There is likely to be a shift from non-recyclable pots, tubs and trays and composite packaging to recyclable alternatives, and some change from flexible composites to mono-material flexible polyethylene. There could be further changes in the recyclability of 'other plastics'; more challenging formats (composite flexible packaging and tubes) could also become recyclable.
- The UK Government introduce an additional set of core materials that must be collected at the kerbside for recycling. This will result in kerbside collections of at least cartons, aluminium foil and trays (from 2024), and film and plastic bags (from 2027).
- The UK Government introduce a DRS for plastic bottles and cans from late 2024, whereby materials will be returned via a separate network, but the recycling rate is apportioned to local authorities.

Local measures

- Food waste collections will be rolled out to all flats in Surrey where space and operations permit.
- The food waste recycling and DMR contamination reduction intervention work will continue to be developed and delivered by SEP in collaboration with Surrey's councils.

⁹ Data for a financial year is confirmed and made available to the public once information has been validated by the WasteDataFlow team and the Environment Agency. This usually happens on the following December.

¹⁰ Figure from 2021 composition analysis

¹¹ To be measured when the next composition analysis is carried out in 2024/25

¹² Aligns with SCC's target set out in their waste disposal contract re-procurement

- SEP will continue to encourage Surrey residents through multiple platforms to participate in food waste recycling.

Strategic objectives and actions

To address our priorities above and meet our targets, we must deliver the work which is described in the strategic objectives and key actions in **Table 3** below.

Table 3: List of strategic objectives and key actions

Strategic objective	Key actions
Deliver joint work programmes that focus on partnership priorities	<ul style="list-style-type: none"> • Continued creation of annual work programmes that address the key priorities of the partnership to reduce waste, increase food waste recycling, reduce contamination to improve the quality and quantity of DMR and decarbonise our vehicle fleet. This will move to a new level of focus which will tie in with the individual authority delivery plans mentioned below. • Develop an infrastructure and transport plan that enables us to comply with the RaWS and key emerging policy; and decarbonise the fleet ideally by 2030 but in line with existing local authority policies. • Develop key countywide strategies for reuse and litter.
Set local targets and actions	<ul style="list-style-type: none"> • Develop and agree annual performance indicators for each Surrey council that will contribute towards the overall partnership targets, along with individualised delivery plans that will enable the realisation of local and countywide targets.
Exploit further opportunities to work jointly	<ul style="list-style-type: none"> • Build on past work and look at opportunities to carry out joint processes where viable to procure required products (vehicles and bins/containers) to introduce consistent collections as determined by emerging Government policy.
Respond to policy	<ul style="list-style-type: none"> • Continue to respond to consultations held by Government on proposed policy to ensure our collective views are heard and that SEP 2025 remains aligned. • Engage positively with industry groups such as the Association of Directors of Environment, Economy, Planning & Transport (ADEPT), The Local Authority Recycling Advisory Committee (LARAC) and The National Association of Waste Disposal Officers (NAWDO) to raise concerns and share thoughts and ideas on future policy and its implementation.
Adopt best practice	<ul style="list-style-type: none"> • Continue to research top performing authorities in England that are comparable to Surrey's authorities using rurality and deprivation as a starting point, and overlaying delivery factors, and then feed this learning into the development of the above annual work programmes and individual delivery plans. • Work with the fly-tipping enforcement teams to continue to share and develop intelligence, knowledge and best practice.

Monitoring

Progress against the targets, key actions including the annual SEP work programme and local delivery plans will be monitored quarterly. A standard template will be developed for this, and it will be reported back to the SEP Officers and Members Group at their quarterly meetings.

Review

Targets and the work programme/individual delivery plans will be reviewed annually with adjustments to targets made where necessary including adding new projects to the annual SEP work programme and individual delivery plans, where required to support target achievement. This will be developed and agreed with the SEP Officers and Members Groups.

Revision process

SEP 2025 is set to run to 2025. At the start of 2025 (the final year for SEP 2025) we'll begin work on developing a new Surrey JMWMS. At this point we should have further clarity from Government on the way forward following the implementation of the RaWS measures which are set to start from 2024-25. Once the Surrey JMWMS is drafted, consulted on, approved and adopted, this will be our new plan for partnership working from 2026.

ⁱ Waste Framework Directive 2008. Image taken from [Waste Framework Directive \(europa.eu\)](https://european-council.europa.eu/media/en/press-operations/asset-database/detail?lang=en&id=14500).

ⁱⁱ Resources and Waste Strategy. Image taken from <https://www.gov.uk/government/publications/resources-and-waste-strategy-for-england/resources-and-waste-strategy-at-a-glance>

Surrey Heath Borough Council
Executive
17 January 2023

Procurement of a New Car Park Management System

Portfolio Holder:	Cllr Shaun Garrett, Economic Development & Transformation
Strategic Director/Head of Service	Nick Steevens, Strategic Director – Environment & Community
Report Author:	Eugene Leal, Parking Services Manager
Key Decision:	Yes
Portfolio Holder signed off the report:	14 December 2022
Wards Affected:	Town

Summary and purpose

To inform the Executive that a new car park control and management system needs to be procured and installed by 2 June 2024. The current automatic number plate recognition (ANPR) car park control and management system was installed on 2 June 2014 with a maximum contract for maintenance and software support of 10 years.

Recommendation

The Executive is advised to RESOLVE that an Invitation to Tender be issued for a new ANPR car park control and management system for Main Square and Knoll Road multi-storey car parks in February 2023.

1. Background and Supporting Information

- 1.1 The contract to maintain and operate our current Fusion ANPR car park management system used in Main Square and Knoll Road multi-storey car parks expires on 1 June 2024. The contract was for a maximum period of ten years which cannot be extended further.
- 1.2 The planned timetable for the procurement process and selection of a new contractor is set out below. This timetable enables full scrutiny by members, maximises the time for contractors to submit their tenders and provides ample time for the procurement team to rigorously scrutinise submissions to identify a preferred contractor.

Publication of Tender	February 2023
Closing Date for Tender Submissions	July 2023
Presentation of submissions by top 3 bidders	October 2023
Report to Executive for award of the contract to the preferred bidder	December 2023
Award of Contract	January 2024
Completion of installation	May 2024

- 1.3 Once all the submissions have been evaluated, the top three contractors will be invited to present their proposals to the procurement team in a question and answer session. The presentation and responses to questions will be scored, in conjunction with their Tender to identify a preferred bidder. A report will be presented to Executive towards the end of 2023 to approve the award of contract to the preferred bidder.
- 1.4 A project initiation document has been developed which sets out in more detail for the procurement timetable for this project.

2. Reasons for Recommendation

- 2.1 The current contract for the existing car park control and management system expires on 2 June 2024. The contract was for a maximum of 10 years and cannot be extended further. A new contract for car park control and management needs to be procured to allow continuity of parking provision within the multi-storey car parks.
- 2.2 Parking technology is continually evolving and the successful bidder will identify cost savings through the use of new technology and payment options.
- 2.3 The full cost of the new contract will not be known until the contract is awarded to the successful bidder.
- 2.4 Where possible existing hardware will be assessed to consider whether it can be retained to reduce contract costs. Bidders will also be asked to consider how changing the number and location of pay stations could bring about cost savings without reducing the quality of service to customers.

3. Proposal and Alternative Options

- 3.1 To acquire a new contract for an ANPR car park control system requires a Tender exercise to be carried out due to the anticipated value contract.
- 3.2 There is no alternative option available as the existing contract cannot be extended further. Failure to enter into a new contract will result in no functional means of providing chargeable parking within the Councils multistorey car parks.

4. Contribution to the Council's Five Year Strategy

- 4.1 Environment – *To enhance and improve access to the borough’s cherished green spaces and natural environments for the enjoyment of generations to come, balancing our commitments to housing delivery and economic growth. We are committed to tackling Climate Change, working with communities and partners.*

The new ANPR system will be paperless to reduce waste and the proposed reduction in pay stations will reduce energy consumption.

- 4.2 Economy – *To invest in our towns, villages and communities, supporting our existing businesses and attracting new ones. We will promote the unique identity for our whole borough and its places and work with partners to improve to the borough’s infrastructure including transport infrastructure.*

The technical specification allows bidders to bring forward innovative solutions to car park management, improving the customer journey and enabling collaborations with local businesses.

5. Resource Implications

- 5.1 A procurement team for this project has been formed with officers from Procurement, Legal Services, ICT, Finance, Communications and Parking Services. The Project Identification Document lists the individual officers that make up the procurement team.

- 5.2 Costs will be reduced through reducing physical equipment such as the number of pay stations, particularly where suitable alternative options are provided through advances in mobile payment systems.

- 5.3 Where equipment is within its serviceable lifespan, companies will be asked to consider whether the retention of this existing equipment, such as cameras and barrier mechanisms is feasible in order to reduce contract costs. However, the eventual replacement costs of this equipment will have to be considered when assessing each submission.

- 5.4 The current contract cost for the financial year 2022/23 with Newpark Services is £49,368.09.

6. Section 151 Officer Comments:

- 6.1 The full financial implications will become clearer once the results of the competitive tender process becomes known. This may require a capital and revenue bid.

7. Legal and Governance Issues

- 7.1 All work will proceed to tender within the Council’s Contract Standing Orders and applicable procurement law and best practice.

8. Monitoring Officer Comments:

- 8.1 In the event that the award of contract is a key decision, Executive approval will be required. Accordingly, the Executive will be informed of the outcome of the procurement process in due course.

9. Other Considerations and Impacts

- 9.1 There are no other considerations or impacts

Environment and Climate Change

- 9.2 The new ANPR car park control and management system will be paperless with fewer pay stations. Whilst paper will be necessary to provide receipts for customers, no other paper will be required.
- 9.3 Potential contractors are being challenged to identify innovative solutions to reduce the number of pay station required, which will reduce the amount of electricity used to run our car parks.

Equalities and Human Rights

- 9.4 The new ANPR car park control and management system will be fully compliant with the Disability Discrimination Act.
- 9.5 The Data Protection Impact Assessment (DPIA) is attached which identifies and minimises the data protection risks of the installation of the ANPR cameras. No personal details are recorded by the cameras and access to the images is restricted to Parking Services staff.

Risk Management

- 9.6 Inflation rates and interests rates may increase the costs of the project and the borrowing costs.

Community Engagement

- 9.7 There will be a need to inform the public and our Camberley town centre stakeholders of the disruption that will be caused during the removal of existing equipment and the installation of new equipment.
- 9.8 Particular attention must be given potential challenges when the pay stations are being replaced, as this may cause additional queues when customers are

trying to pay for their parking. This will be mitigated by the increase in the number of telephone payment options that will be available from the start of the scheme.

Annexes

None

Background Papers

Data Protection Impact Assessment

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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	3 (Information relating to the financial or business affairs of any particular person (including the authority holding that information)).
11	3 (Information relating to the financial or business affairs of any particular person (including the authority holding that information)).

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

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