



'leading for tomorrow'

INFORMATION BULLETIN

ISSUE:- October 2006 @

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1.	Benefits Monthly Statistics	June Simpson	707119 june.simpson@surreyheath.gov.uk	1
2.	Council Tax Monitoring	Andrew Davis	707156 andrew.davis@surreyheath.gov.uk	2
3.	Non-Domestic Rate Monitoring	Andrew Davis	707156 andrew.davis@surreyheath.gov.uk	3
4.	Insurance Reserve Fund Monitoring	David Corker	707257 david.corker@surreyheath.gov.uk	4
5.	Repairs and Renewals Monitoring	David Corker	707257 david.corker@surreyheath.gov.uk	5
6.	Supplementary Revenue Estimates and Virements	David Corker	707257 david.corker@surreyheath.gov.uk	6
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8.	Investment Management Monitoring	Colin Harden	707253 colin.harden@surreyheath.gov.uk	10
9.	Staff Monitoring	Andrea Vincent	707403 andrea.vincent@surreyheath.gov.uk	12
10.	Social Housing Grant Programme	Sandra Burningham	707348 sandra.burningham@surreyheath.gov.uk	14
11.	Road Closure	Michelle Grieve	707335 michelle.grieve@surreyheath.gov.uk	15
12.	The Atrium (exempt)	Clive Allen	707250 clive.allen@surreyheath.gov.uk	-

The following document contains reports for your information. If you would like any matters to be raised at the next Executive or regulatory committee, one day's written notice should be given to the Head of Legal and Support Services (with a copy to Michelle Grieve). Any matters must be raised within one calendar month of it being published in the Information Bulletin.

Produced by Legal and Support Services
 Contact:- Michelle Grieve
 01276 707355
 michelle.grieve@surreyheath.gov.uk

Caseload

No. of benefit claimants - 3156

No. of LIVE HB/CTB claims - 5157

PI's

Average days to process C of C's - 30 days

Average no. of days to process NEW claims - 47 days

% of NEW claims processed within 14 days of completion - 77%

% of ALL claims assessed within 14 days of completion - 78%

Claims paid on time - 83%

Outstanding Work

Total no. of items for processing - 1145

Oldest Work - 27/07/06

Expenditure to date

HB expenditure to date - £4,712,958

CTB expenditure to date - £2,516,532

J.Simpson

09/10/06

NB * Composition of Outstanding work:

33 New Claims

178 Review Claims (Interventions)

90 Changes of Circumstance

19 Cancellations

825 Other items of correspondence

COUNCIL TAX MONITORING STATEMENT**October 2006 ②/2**

The position regarding the collection of Council Tax at 30th September 2006 compared with the position at 30th September 2005 is as follows:

	2005/06 £	2006/07 £
Net Arrears b/f	634,713.90	592,793.48
Opening Debit	49,687,536.16	52,594,940.90
Less Adjustments	-6,300,586.85	-6,701,930.38
Plus Costs	73,362.90	70,430.00
 Net Collectable Debit	 44,095,026.11	 46,556,234.00
Payments received net of refunds	25,302,318.09	26,626,250.39
Balance Outstanding	18,792,708.02	19,929,983.61
 As % of Collectable Debit	 42.62%	 42.81%
% Payments received of collectable debit	57.38%	57.19%

Recovery Action Taken to 30th September 2006

Date	Reminders/ Final Notices	Summonses
25/4/06	3240	
18/5/06		1212
23/5/06	1793	
27/6/06	1337	
20/7/06		576
26/7/07	1244	
21/9/06		193
26/9/06	1815	

NON-DOMESTIC RATE MONITORING**October 2006 ②/3**

The position regarding the collection of Non-Domestic Rates at 30th September 2006 compared with the position at 30th September 2005 is as follows:

	2005/06		2006/07	
	£		£	
Net Arrears+ /Credits- b/f		-381,145.88		144,220.23
Opening Debit		37,063,763.62		37,190,452.01
Transitional Relief	18,229.83		-72,146.45	
Small Business Relief	-213,344.93		-220,456.60	
Charitable Relief	-925,413.20		-1,089,207.65	
Void Relief	-3,378,148.78		-3,625,563.32	
Occupation Changes	1,724,896.64		364,862.46	
Debts Written Off	-3,297.19		-57,856.27	
Rateable Value Incr/Decr	-3,299,045.45		-648,501.03	
Interest	-53,546.76	-6,129,669.84	-21,940.45	-5,370,809.31
Costs		9,049.60		11,978.90
Net Collectable Debit		30,561,997.50		31,975,841.83
Payments net of Refunds		16,635,659.06		18,931,616.24
Balance Outstanding		13,926,338.44		13,044,225.59
As % of Collectable Debit		45.57%		40.79%
% Payments Received of Collectable Debit		54.43%		59.21%

Recovery Action taken to 30th September 2006

Date	Reminder/Final Notice	Summonses
25/4/06	388	
18/5/06		108
27/6/06	184	
20/7/06		60
24/8/06	119	
22/9/06		13

**Expenditure approved under the Scheme of Delegation of Functions to Officers
(Paragraph (g) 79 September 2000) minute 0270 of Resources Committee
25th September 2000 refers.**

Scheme	Approvals in 2006/07	Actual spend in 2006/07	Opening Balance at 1 st April 2006 MMI Set Aside Risk Management TOTAL	£
	£	£		
Finance – Consultants for Risk Management Requirements	5,607	5,162		
Health and Safety - Fire Risk Assessment Surrey Heath Buildings	6,500			
Parking Services – Higher Barrier for Wilton Road Car Park	1,700			
Community Services – Windle Valley Relay Interface Unit	336			
				13,698
Interest Allocation	NIL			
	Estimated Closing Balance at 31 st March 2007			142,115

REPAIRS AND RENEWALS MONITORING
October 2006 ②/5
Summary Position

	<u>2006/07</u> <u>Original Programme</u>	<u>2006/07</u> <u>Expenditure as at</u> <u>30th September 2006</u>
	£	£
Cars	250,000	151,565
IT Equipment	273,000	35,731
Commercial Vehicles	63,000	34,114
Other Items	103,000	26,328
	689,000	247,738

Expenditure for last 6 Month
Period

1 st April 2006 – 30 th September 2006	£	£
<u>Cars</u>		<u>151,565</u>
<u>Computers</u>		
Peripherals Replacement	2,087	
Network Replacement	NIL	
Personal Computer Replacement Programme	33,644	
Unix Replacement/Renewal	NIL	<u>35,731</u>
<u>Commercial Vehicles</u>	34,114	<u>34,114</u>
<u>Other Items</u>		
Arena Leisure Centre - various Environment – Replacement Bottle Bank	6,260	
Contact Centre CCTV	5,000	
Post Room Franking Machine	7,053	
	8,015	<u>26,328</u>
Total Expenditure for the Year to Date		247,738

SUPPLEMENTARY REVENUE ESTIMATES AND VIREMENTS

October 2006 ②/6

APPROVAL	ITEM	2006/07	2007/08	2008/09	2009/10	2006/07 FUNDING
Executive 25th April 2006 (229/E)	ICT Service Restructure	-£13,970	-£13,970	-£13,970	-£13,970	
Executive 25th April 2006 (232/E)	Community Hires Subsidy - virement	£56,000	£56,000	£56,000	£56,000	Virement from Community Support & Development
Executive 25th April 2006 (232/E)	Community Hires Subsidy - virement	-£56,000	£56,000	£56,000	£56,000	Virement to Theatre
Sub-Total		-£13,970	£98,030	£98,030	£98,030	
Executive 23rd May 2006 (005/E)	Service Improvement Review -Revenues & Benefits	£0	-£53,669	-£53,669	-£53,669	
Executive 13th June 2006 (016/E)	Planning Policy & Conservation - service restructure	-£28,236	-£28,236	-£28,236	-£28,236	
Executive 13th June 2006 (016/E)	Consultancy	£15,000	£15,000	£15,000	£15,000	From savings in Employee Costs
Executive 13th June 2006 (017/E)	Local Development Frame work - supporting studies	£45,000				Planning Delivery Grant
Executive 13th June 2006 (017/E)	PDG	-£45,000				To Finance LDF
Executive 13th June 2006 (017/E)	Planning Applications - backlog	£40,926				Planning Delivery Grant
Executive 13th June 2006 (017/E)	PDG	-£40,926				To Finance Planning Applications - backlog
Executive 13th June 2006 (014/E)	PPM 2006/07 programme - budget amendment	-£150,000	-£150,000	-£150,000	-£150,000	Transfer of programme to Capital.

APPROVAL	ITEM	2006/07	2007/08	2008/09	2009/10	2006/07 FUNDING
Executive 13th June 2006 (015/E)	Garden Waste Club - budget amendments	NIL	NIL	NIL	NIL	Amend 2006/07 original budgets as shown in Annex A of the report.
Sub-Total		-£163,236	-£216,905	-£216,905	-£216,905	
Executive 5-Sep-06 76/E	Consultancy for Atrium Building Reg Application	£15,000	£15,000			Virement
Executive 5-Sep-06 76/E	Additional Fees for Atrium Building Reg Application	-£15,000	-£15,000			Virement
Executive 5-Sep-06 77/E	Built Environment Manpower Budget	-£60,000				Virement
Executive 5-Sep-06 77/E	Planning Appeals (Consultants)	£60,000				Virement
Sub-Total		£0	£0	£0	£0	
TOTAL		-£177,206	-£118,875	-£118,875	-£118,875	

CAPITAL PROGRAMME MONITORING STATEMENT
October 2006 ②/7

Capital Programme 2006-10		Previous Years	Estimated 2006/07	Estimated 2007/08	Estimated 2008/09	Estimated 2009/10	Total Expenditure	Current Expenditure to 30/09/06	Head of Service responsible
		£'000	£'000	£'000	£'000	£'000	£'000	£'000	
<u>Financial Strategy</u>									
1	Capitalisation of Improvement Grant Loss	2,023	3	0	0	0	2,026	0	Head of Finance
<u>Economic Well Being</u>									
2	Disabled Facilities Grants	889	400	410	420	430	2,549	190	Head of Environmental Services
<u>Social Well Being</u>									
3	Arena Environmental System	76	4	0	0	0	80	0	Head of Leisure Services
4	Blackwater Valley Projects	72	14	0	0	0	86	0	Head of Leisure Services
5	Renovation Grants	97	40	40	40	40	257	40	Head of Environmental Services
6	DDA Works SHH Block B	0	165	0	0	0	165	71	Head of Legal/Support Services (Corporate Surveyor)
7	CCTV Control Hub	23	42	0	0	0	65	16	Executive Head Strategy and Policy
8	Camberley Theatre - Road Layout	0	70	0	0	0	70	0	General Manager - Camberley Theatre
9	Playground Refurbishments (x3)	32	83	0	0	0	115	0	Head of Leisure Services
10	Community Transport - replacement vehicle	0	70	35	35	35	175	34	Head of Community Services
11	Arena - improvement works	141	1,288	0	0	0	1,429	10	Head of Leisure Services
12	Capitalised PPM	752	1,183	0	0	0	1,935	39	Head of Finance
13	Town Centre Development - demolition works	7	228	0	0	0	235	229	Head of Legal/Support Services (Corporate Surveyor)
14	Blackwater Valley Countryside Partnership - grant	16	49	0	0	0	65	34	Head of Leisure Services
15	Purchase of Land	0	12	0	0	0	12	0	Head of Environmental Services
<i>Sub Total Social Well Being</i>		1,216	3,248	75	75	75	4,689	473	
<u>Environmental Well Being</u>									
16	DEFRA Recycling	259	5	5	5	5	279	0	Head of Environmental Services
17	Recycling Phase 2 scheme	80	95	0	0	0	175	66	Head of Environmental Services
<i>Sub Total Environmental Well Being</i>		339	100	5	5	5	454	66	

Capital Programme 2006-10		Previous Years	Estimated 2006/07	Estimated 2007/08	Estimated 2008/09	Estimated 2009/10	Total Expenditure	Current Expenditure to 30/09/06	Head of Service responsible
		£'000	£'000	£'000	£'000	£'000	£'000	£'000	
<u>Improvements in Service Delivery through Modernising the Organisation</u>									
18	Capitalised Salaries	1,843	195	195	195	195	2,623	165	Head of Information and Communications Technology
19	Information Technology Equipment	240	327	0	0	0	567	111	Head of Information and Communications Technology
20	E-government Initiatives	619	92	0	0	0	711	78	Head of Information and Communications Technology
21	Corporate Land & Property Gazeteer	107	49	0	0	0	156	18	Head of Information and Communications Technology
22	Reorganisation of Service Delivery	1,947	174	0	0	0	2,121	31	Various Heads of Service
<i>Sub Total Modernising the Organisation</i>		4,756	837	195	195	195	6,178	403	
23	Draft 2006/07 capital bids (balance)	0	115	0	0	0	115	0	to be determined as each scheme approved
GRAND TOTAL OF ALL SCHEMES		9,223	4,703	685	695	705	16,011	1,132	

1. Attached, as Annex A to this report is a summary of the Council's investments as at 30th September 2006.
2. The rate of return assumed in the original estimates for 2006/07 was 4.5%. Each 1% reduction in interest rates would in the absence of a long-term investment strategy, reduce investment returns by approximately £300,000 per annum. Current short - term investment returns are approximately 4.9% per annum as can be seen from the Annex A.
3. The Investment Support Service Plan requires performance measurement against London Interbank Offered Rate (LIBOR) for 1 week and three months.
4. Following on from the decision to invest a substantial proportion of the Council's monies on a long-term basis, performance reports will identify the respective performance of short and long - term investment. These are set out below and show the position to end of September 2006.

2006/07 MONEY MARKET INDICATORS

	1 Apr – 30 Jun	1 Jul – 30 Sep
1 week LIBOR	4.61%	4.78%
3 Month LIBOR	4.69%	4.9%
Average	4.65%	4.84%

Council Investment Performance

Long Term (over > 1 Year)	4.43%	4.43%
Short Term (Less than 1 Year)	4.57%	4.70%
Average All Investments	4.50%	4.59%

5. The Council's investments in the period of April - September 2006 have earned 4.55%p.a. compared to the 4.5%p.a. assumed in the original budget.
6. The Council's Corporate Values recognise the need to achieve high interest income levels to support the revenue budget.

INVESTMENTS HELD BY THE COUNCIL AT 30th SEPTEMBER 2006

Start Date	£	%	Maturity
<u>Banks</u>			
6-Aug-03	1,000,000	4.60	6-Aug-07
2-Aug-06	2,000,000	4.70	17-Oct-06
4-Sep-06	2,000,000	4.90	22-Nov-06
21-Sep-06	1,500,000	4.82	6-Oct-06
27-Sep-06	2,000,000	4.86	19-Oct-06
	<u>8,500,000</u>		
 <u>Building Societies</u>			
16-Apr-03	1,000,000	4.35	16-Apr-07
2-Jun-03	1,000,000	4.00	3-Sep-07
5-Jun-00	1,000,000	3.95	5-Jun-07
6-Jun-00	2,000,000	3.90	6-Jun-07
14-Aug-03	1,000,000	4.60	13-Aug-07
2-Sep-03	1,000,000	4.85	3-Sep-07
3-Sep-03	1,000,000	4.85	3-Sep-07
27-Feb-02	1,700,000	4.90	27-Feb-07
02-Aug-06	2,000,000	4.70	17-Oct-06
16-Aug-06	1,000,000	4.86	3-Oct-06
04-Sep-06	2,000,000	4.89	22-Nov-06
12-Sep-06	1,000,000	4.94	15-Dec-06
12-Sep-06	2,000,000	4.94	15-Dec-06
20-Sep-06	1,500,000	5.01	20-Dec-06
29-Sep-06	1,800,000	5.11	2-Feb-07
	<u>21,000,000</u>		
Total	<u><u>29,500,000</u></u>		

Established Posts and FTE Headcount at 30 September 2006

	ALLOWED FOR IN BUDGET			Minute Ref./Additional Info.	H R RECORDS					For Information only
	A	B	C		D	E	F	G	H	I
	2006/07 Budget 01/04/06 FTE's	Additional/ Deleted Posts FTE's	2006/07 Revised Budget 30/09/06 FTE's *		Est. Posts 30/09/06 FTE's	Vacant Posts FTE's	(D-E) Permanent Staff 30/09/06 FTE's	Fixed Term Contracts (FTC) FTE's	Agency Staff FTE's	Permanent Staff In Post 30/09/06 Actual H/C
STRATEGIC MANAGEMENT: SMO	9.5	-2.0	7.5	Transfer out of 2 FTE's	7.5	0.0	7.5	0.0	0.0	8
CHIEF EXECUTIVE	8.5	0.0	8.5	Less 1 FTE Elect. Forms Project Officer. Plus 3.1 FTE Tranche 3. Minute Ref. 005/E Exec. 23 May 2006. To be funded from staffing changes in Revenues & Benefits during 2006/07	8.5	0.5	8.0	0.0	0.0	9
STRATEGY & POLICY: CSP	24.3	2.1	26.4		26.4	2.0	24.4	1.0	0.0	26
CUSTOMER RELATIONS : CCR										
INFO. & COMM.TECH.:CCT	19.9	1.0	20.9	Resignation of Electronic Forms Project Officer	19.9	0.0	19.9	0.0	0.0	20
	52.7	3.1	55.8		54.8	2.5	52.3	1.0	0.0	55
CUSTOMER SERVICES										
BUILT ENVIRONMENT: DBE	41.0	-1.0	40.0	Disestablished Post DBE004. Minute Ref. 016/E Exec. 13 June 2006	40.3	5.0	35.3	1.0	0.0	38
COMMUNITY SERVICES: DCS	49.9	1.0	50.9	1 FTE transferred from SMO	49.5	7.6	41.9	1.0	3.0	58
ENV.SERVICES: DES	36.4	1.0	37.4	1 FTE transferred from SMO	37.0	1.0	36.0	0.5	0.0	38
LEISURE SERVICES: DLS	15.5	0.0	15.5		15.5	0.8	14.7	0.0	0.5	16
THE CAMBERLEY THEATRE: DCA	10.8	0.0	10.8		10.8	1.0	9.8	0.0	0.0	10
	153.6	1.0	154.6		153.1	15.4	137.7	2.5	3.5	160
CORPORATE SERVICES										
AUDIT: EAU	7.5	0.0	7.5	Staff nos. will reduce as per Tranche 3. Minute Ref. 005/E Exec. 23 May 2006. Deadline 31/3/07	7.5	0.0	7.5	0.0	0.0	9
FINANCE: EFR	29.4	-1.1	28.3		28.5	7.3	21.2	0.0	6.0	23

LEGAL & SUPPORT SERVICES: ELG	36.1	-2.0	34.1	Disestablished Post ELG010. Minute Ref. 037/E Exec. 3 July 2006. 1 FTE transferred to SMO	34.3	6.4	27.9	2.6	0.0	33
	73.0	-3.1	69.9		70.3	13.7	56.6	2.6	6.0	65
+Service Improvement Team/Re-organisation					0	0	0.0	2.2	0.0	3
	288.8	-1.0	287.8		285.7	31.6	254.1	8.3	9.5	291
									Less staff in multiposts	4
										287

F.T.E's

Current Staff (Column F)	254.1
Fixed Term Contracts (Column G)	8.3
Agency Staff (Column H)	9.5
	<u><u>271.9</u></u>

*Includes FTC's which may be part year only and not included within the Permanent Establishment List

+ This post is included within the Service Improvement Team

Please Note:

The people seconded to the Service Improvement Team, Scripting roles and interim structures are now shown in their seconded roles and are not being included in Column D.

The column marked 'I' indicates the actual number of heads we have in place **as at 30 September 2006**, excluding Agency staff. This figure represents all the people **directly** employed and is not worked out on an FTE basis, eg one job may be filled by 2 part timers. The figure **287** does not include Agency staff but does include those on fixed term contracts. This is because people on fixed term contracts are directly employed by Surrey Heath but Agency staff are not.

The figure **271.9** relates to the total number of permanent staff, staff on fixed term contracts and agency staff, worked out as FTE's. This figure does include Agency staff as it shows how many actual FTE's we have undertaking all service provision in comparison with the agreed establishment of **285.7**.

GRANT PROGRAMME 2006/2007 - Monitoring Report of Total Spend to Date 30 September 2006

New Build - Schemes	HC Scheme No	Registered Social Landlord	Total units	Units for rent	Units for sale	Committee and Date of Approval	Date of HC Approval	Total Scheme Cost	Social Housing Grant (Approved Development Programme)	Transitional Grant (Local Authority Programme)	SH Grant (ADP) spend 2006 / 2007	Transitional Grant (LAP) spend 2006/2007	SH Grant (ADP) spend 2007/2008	Transitional Grant (LAP) spend 2007/2008
								£	£	£	£	£	£	£
Elmhurst Ballet School, Camberley sale - 12x2f	495609	Accent Peerless	0	0	12	Not applicable		397,610	0	397,610	198,805	0	0	0
Elmhurst Ballet School, Camberley rent - 23f	495606	Accent Peerless	23	23	0	Not applicable		1,473,924	0	1,473,924	736,962	0	0	0
29/31 Bristow Road, Camberley rent - 2h	490131	Accent Peerless	2	2	0	Not applicable		26,000	0	26,000	13,000	0	0	0
														0
														0
			25	25	12			1,897,534	0	1,897,534	948,767	0	0	0

Low Cost Home Ownership Schemes	Registered Social Landlord	Total units	Loan	Shared Ownership	HC Grant spent 2006/2007 £
Homebuy	Thames Valley HA	0	0	0	187,875
Keyworker Living	Thames Valley HA	0	0	0	
		0	0	0	187,875

Road Closures made under the Town Police Clauses Act 1847**Knoll Road, London Road and Frimley Road, Camberley**

The Council has made an Order to close:

Knoll Road, London Road between its junctions with Knoll Road and Frimley Road, Frimley Road from its junction with Frimley Road and Portsmouth Road on 15th October 2006 between 100 and 1430 hours in connection with the Camberley Sea Cadets Parade.

London Road (A30), Camberley

The Council has made an Order to close:

London Road (A30) between its junctions with Knoll Road and Lower Charles Street on 12th November 2006 between 1500 and 1630 hours in connection with the Remembrance Day Parade.

Windsor Road and High Street, Chobham

The Council has made an Order to close:

Windsor Road from a point outside the entrance to the car park to its junction with the High Street and the High Street on 12th November 2006 between 1400 and 1630 hours in connection with the Remembrance Day Parade.

All Saints Road, Lightwater

The Council has made an Order to close:

All Saints Road on 12th November 2006 between 1030 and 1130 hours in connection with the Remembrance Day Parade.

Church Road, West End

The Council has made an Order to close:

Church Road on 12th November 2006 between 1030 and 1130 hours in connection with the Remembrance Day Parade.