

BED AND BREAKFAST ARREARS

1. The amount of bed and breakfast arrears outstanding as at 30 September 2007 was £37,539.34 compared to £37,532.58 as at 30 June 2007.
2. The arrears due are made up as follows (case figures as shown in brackets):

		Sept 2007		June 2007
Currently in B&B:	(5)	2093.49	(4)	2,086.83
Re-Housed by SHBC:	(35)	12,411.77	(27)	12,418.43
Rec. for Write-Off:	(126)	23,034.08	(126)	23,027.32
Sub Total:		37,539.34		37,532.58
Less Credit:		Nil		Nil
Total Outstanding:		£37,539.34		£37,532.58

3. There are no claimants waiting for an assessment of Housing Benefit, a total of 12 cases have been passed to the Legal Services Division for possible Court action in the total sum of £12,212.32

RENT DEPOSIT GUARANTEE SCHEME

1. The amount of rent deposit outstanding as at 30 September 2007 was £25,904.46 compared to £26,548.79 as at 30 June 2007
2. The arrears due are made up as follows (case figure as shown in brackets).
3. All figures are totals for year except New Deposits and Refunded - this quarter only

		Sept 2007		June 2007
New Deposits & Advances:	(2)	1,652.24	(3)	1,050.00
Paid up to Quarter:	(2 nd)	2,675.66	(1 st)	956.33
Refunded to Landlord:	(2 nd)	Nil	(1 st)	Nil
Current Arrears:		25,904.46		26,548.79
Total Outstanding:		£25,904.46		£26,548.79

4. Currently 7 cases have been passed to the Legal Services Division for possible Court action in total sum of £2,385.00.

COMMUNITY FUND GRANTS – AWARDED / IN PROGRESS**September 2007 (2)**

<u>Community Fund 2006</u>	<u>Project</u>	<u>Amount</u>	<u>Date</u>
<u>Windlesham Field of Remembrance</u>	<u>Re-furbish play area</u>	<u>25000</u>	<u>Jan-07</u>
<u>Cruse Bereavement Care</u>	<u>Volunteer training</u>	<u>1500</u>	<u>May-07</u>
<u>Heatherside Church</u>	<u>Celebration day</u>	<u>1500</u>	<u>May-07</u>
<u>ODAC</u>	<u>Revenue Costs</u>	<u>3000</u>	<u>May-07</u>
<u>Camberley CAB</u>	<u>Debt Adviser</u>	<u>7000</u>	<u>Jun-07</u>
<u>Camberley & District Athletic Club</u>	<u>New facilities</u>	<u>6000</u>	<u>Jun-07</u>
<u>Chertsey Road Hall</u>	<u>New Kitchen</u>	<u>2000</u>	<u>Jul-07</u>
<u>Trustees of Frimley Village Hall</u>	<u>New security doors</u>	<u>1300</u>	<u>Jul-07</u>
<u>West End Scouts</u>	<u>New camping equipment</u>	<u>1834</u>	<u>Jul-07</u>
<u>Hubble Community Enterprise</u>	<u>New Staging</u>	<u>1000</u>	<u>*</u>
<u>Valley End Cricket Club</u>	<u>phase 3b</u>	<u>25000</u>	<u>*</u>
<u>High Cross Church</u>	<u>concourse refurbish</u>	<u>13900</u>	<u>*</u>
<u>Chobham Community Transport Plan</u>	<u>Local Bus service</u>	<u>2000</u>	<u>*</u>

Applications received and considered at present

COUNCIL TAX MONITORING STATEMENT**September 2007 (3)**

The position regarding the collection of Council Tax at 30 September 2007 compared with the position at 30 September 2006 is as follows:

	2006/07	2007/08
	£	£
Net Arrears b/f	592,793.48	256,950.95
Opening Debt	52,594,940.90	55,530,949.82
Less Adjustments	-6,701,930.38	-7,712,026.64
Plus Costs	70,430.00	90,793.40
Net Collectable Debit	46,556,234.00	48,166,667.53
Payments received net of refunds	26,626,250.39	27,781,303.57
Balance Outstanding	19,929,983.61	20,385,363.96
As % of Collectable Debit	42.81%	42.32%
% Payments received of collectable debit	57.19%	57.68%

Recovery Action Taken to 30 September 2007

Date	Reminders/ Final Notices	Summonses
25/4/07	3639	
18/5/07		1252
25/5/07	1740	
26/6/07	1529	
19/7/07		501
26/7/07	1083	
24/8/07	1128	
20/9/07	444	
27/9/07	1312	

NON-DOMESTIC RATE MONITORING STATEMENT**September 2007 (4)**

The position regarding the collection of Non-Domestic Rates at 30 September 2007 compared with the position at 30 September 2006 is as follows:

		2006/07		2007/08
		£		£
Net Arrears+ /Credits- b/f		144,220.23		-599,016.10
Opening Debit		37,190,452.01		37,302,311.45
Transitional Relief	-72,146.45		-285,570.83	
Small Business Relief	-220,456.60		-245,070.51	
Charitable Relief	-1,089,207.65		-1,204,223.89	
Void Relief	-3,625,563.32		-3,235,647.74	
Occupation Changes	364,862.46		11,539,395.33	
Debts Written Off	-57,856.27		-61,841.59	
Rateable Value Incr/Decr	-648,501.03		-11,675,166.03	
Interest	-21,940.45	-5,370,809.31	-89,685.66	-5,257,810.92
Costs		11,978.90		11,274.20
Net Collectable Debit		31,975,841.83		31,456,758.63
Payments net of Refunds		18,931,616.24		18,362,868.58
Balance Outstanding		13,044,225.59		13,093,890.05
As % of Collectable Debit		40.79%		41.63%
% Payments Received of Collectable Debit		59.21%		58.37%

Recovery Action taken to 30 September 2007

Date	Reminder/Final Notice	Summonses
26/4/07	283	
18/5/07		91
26/6/07	185	
19/7/07		50
22/8/07	187	
20/9/07		40

Planning Appeals Notified to the Council for period 1 September 2007 to 30 September 2007

A) New Planning Appeals Table: (Including enforcement appeals) (As confirmed by the Planning Inspectorate)

Ref	Site	Proposal	Appeal procedure (may be subject to change)
07/0411	69 MYTCHETT ROAD, MYTCHETT CAMBERLEY, SURREY, GU16 6EG	Change of Use from Class A1 (retail) to Class A3 (restaurant) and the erection of a single storey side/rear extension following demolition of existing timber outbuilding with associated alterations. (Amended plan rec'd 28/06/07).	Written Representations
07/0412	1 ROBERT WAY, MYTCHETT, CAMBERLEY, SURREY, GU16 6DU	Erection of a two storey link detached dwelling house following partial demolition of existing garage.	To be confirmed
07/0511	LAND ADJOINING 1 SCHOOL CLOSE, BISLEY, WOKING, SURREY, GU24 9EG	Reserved Matters consent to Outline consent SU/2005/0582 for the erection of a 3 bedroom detached dwelling house with integral garage, design, external appearance and landscaping to be considered.	To be confirmed
07/0703	SQUIRREL WOOD STABLES DUNSTALL GREEN, CHOBHAM WOKING, SURREY, GU24 8HP	Erection of a single storey extension to existing stables and a detached store building.	To be confirmed

B) Summary of New Appeals Received for period:

Period	1/9/07 to 30/9/07
Written Representations	1
Public Inquiry	0
Appeal Hearing	0
Enforcement Notice Appeals	0
Procedure to be confirmed	3

C) Appeal Decisions (Including enforcement appeals)

Ref	Site	Proposal	Appeal Decision
04/0498	LAND AT 122, 124 & 126 GUILDFORD ROAD LIGHTWATER	Erection of 20 two bedroom apartments with associated parking and amenity space, following demolition of 122, 124 and 126 Guildford Road.(Amended plans rec`d 26.7.2004) (Amended plans rec`d 11.10.2004).	Dismissed
07/0008	57 - 59 HIGH STREET, BAGSHOT SURREY, GU19 5AH	Change of Use of first floor from B1(a) (offices) to C3 (residential) to incorporate two one bedroom flats. (Amended plan rec'd 14/02/07). (Amended certificate rec'd 21/02/07).	Dismissed

Summary of Appeal Results

Period	1/9/07 to 30/9/07
Appeals Allowed	0
Appeals Dismissed	2
Appeals Withdrawn	0

D) Current Appeals in Hand:

Date of report	3/10/07
Written Representations	12
Public Inquiry	10
Informal Hearing	7
Enforcement Notice Appeals	0
Advertisement Appeals	0
Pending confirmation of procedure	3
Total	32

Note: full copies of all recent appeals decisions and the timetable for all current appeals can be found via the Planning Portal at:

www.planningportal.gov.uk

**INSURANCE RESERVE FUND –
MONITORING STATEMENT 2007/08**

September 2007 (6)

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.

			£
Opening Balance at 1 st April 2007		(MMI Set Aside Risk Management)	110,000 34,880
		TOTAL	144,880
Scheme	Approvals in 2007/08	Actual spend in 2007/08	
	£	£	
Risk Management – Health and Safety Inspections. Bfwd from 2006/07	3,000		
Health and Safety – Evac Chairs x 6	4,800	4,800	
			7,800
Interest Allocation	NIL		
Estimated Closing Balance at 31 st March 2008			137,080

**REPAIRS AND RENEWALS FUND MONITORING
STATEMENT**

September 2007 (7)

Summary Position

	2007/08 Original Programme	2007/08 Expenditure as at 30th September 2007
	£	£
Cars	140,000	48,375
IT Equipment	142,000	36,730
Commercial Vehicles	77,000	35,006
Other Items	228,000	3,630
TOTAL	587,000	123,741

Expenditure for last 6 Month Period (1st April 2007 – 30th September 2007)

	£	£
Cars		48,375
Computers		
Peripherals Replacement	790	
Network Replacement	13,280	
Personal Computer Replacement Programme	22,660	
Unix Replacement/Renewal	NIL	36,730
Commercial Vehicles	35,006	35,006

Capital Programme		Estimated 2007/08 £'000	Estimated 2007/08 (Revised) £'000	Current Expenditure to 30/09/07 £'000	Head of Service/ Officer responsible
<u>Financial Strategy</u>					
<u>Economic Well Being</u>					
1	Disabled Facilities Grants	400	400	168	Head of Environmental Services
<u>Social Well Being</u>					
2	Blackwater Valley Projects	-	14	-	Head of Arts & Leisure Services
3	Renovation Grants	40	40	15	Head of Environmental Services
4	Playground Refurbishments	-	75	-	Head of Arts & Leisure Services
5	Community Transport - replacement vehicles	32	67	35	Head of Community Services
6	Arena - improvement works	-	1,277	1	Head of Arts & Leisure Services
7	Capitalised PPM	-	790	79	Head of Financial Services
8	Purchase of Land	-	12	-	Head of Environmental Services
<i>Sub Total Social Well Being</i>		72	2,275	130	
<u>Environmental Well Being</u>					
9	DEFRA Recycling	5	9	-	Head of Environmental Services
<u>Improvements in Service Delivery through Modernising the Organisation</u>					
10	Capitalised Salaries	435	435	126	Head of Information and Communications Technology

11	Information Technology Equipment and Software	200	301	89	Head of Information and Communications Technology
12	E-government Initiatives	-	4	-	Head of Information and Communications Technology
13	Corporate Land & Property Gazetteer Dev.Control Planning Delivery Grant schemes	-	38	16	Head of Information and Communications Technology
14	Reorganisation of Service Delivery	-	25	-	Head of Built Environment
15		-	27	2	Various Heads of Service
Sub Total Modernising the Organisation		635	830	233	
16	Old Dean Toddlers Playground ***	-	-	13	Head of Arts & Leisure Services
17	Atrium Public Art works ***	-	-	1	Atrium Projects Manager
GRAND TOTAL OF ALL SCHEMES		1,112	3,514	532	

*** *Financed by external contributions*

GRANT PROGRAMME 2007/2008 - Monitoring Report of Total Spend to Date 30 Sept 2007

New Build - Schemes	Housing Corporation Scheme Number	Registered Social Landlord	Total units	Units for rent	Units for sale	Committee and Date of Approval	Date of Housing Corporation Approval	Total Scheme Cost	Social Housing Grant (Approved Development Programme)	Transitional Grant (Local Authority Programme)	Social Housing Grant (ADP) spend 2007 / 2008	Transitional Grant (LAP) spend 2007 / 2008	Social Housing Grant (ADP) spend 2007 / 2008	Transitional Grant (LAP) spend 2007 / 2008
								£	£	£	£	£	£	£
Guildford Road - Frimley Green Sale - 23 x	501796	Thames Valley	23	0	23	Not applicable		410,714	0	410,714	205,357	0	0	0
The Atrium, Camberley Sale - 55 x f	501798	Thames Valley	55	0	55	Not applicable		400,000	0	400,000	200,000	0	0	0
Linsford Lane, Mytchett Rent - 6 x 2h	502825	A2	6	6	0	Not applicable		360,000	0	360,000	180,000	0	0	0
			84	6	78			1,170,714	0	1,170,714	585,357	0	0	0

Low Cost Home Ownership Schemes	Registered Social Landlord	Total Units	Loan	Shared Ownership	HC Grant spent 2007/2008 £
Homebuy	Thames Valley Housing Association	0	0	0	187,875
Keyworker Living	Thames Valley Housing Association				
		0	0	0	187,875

STAFF MONITORING STATEMENT
October 2007 (10)

	ALLOWED FOR IN BUDGET		Minute Ref./Additional Info.	H R RECORDS					For Information only	
	A	B		C	D	E	F	G	H	I
	2007/08 Budget	Additional/ Deleted Posts		* 2007/08 Revised Budget	Est. Posts	Vacant Posts	(D-E) Permanent Staff	Fixed Term Contracts (FTC)	Agency Staff	Staff In Post
01/04/07 FTE's	FTE's	31/08/07 FTE's	31/08/07 FTE's	FTE's	31/08/07 FTE's	FTE's	FTE's	31/08/07 Actual H/C		
STRATEGIC MANAGEMENT: SM0	6.0	0.0	6.0							6
CHIEF EXECUTIVE										
STRATEGY & POLICY : CSP	9.0	0.5	9.5	Various staff changes including working hours	8.9	1.0	7.9	1.5	0.0	11
CUSTOMER SERVICES										
ARTS & LEISURE: DAL	26.3	-1.0	25.3		26.8	2.4	24.4	1.0	0.5	27
BUILT ENVIRONMENT: DBE	40.3	0.0	40.3		39.3	4.8	34.5	1.6	1.0	38
COMMUNITY SERVICES: DCS	49.1	0.0	49.1		48.8	5.1	43.7	3.0	1.0	63
ENV.SERVICES: DES	37.5	0.6	38.1	Staff t/ferred from CSP	37.1	0.0	37.1	0.9	0.0	42
	153.2	-0.4	152.8		152.0	12.3	139.7	6.5	2.5	170
SUPPORT SERVICES										
AUDIT: EAU	6.1	0.0	6.1		6.1	0.0	6.1	1.0	0.0	8
CUSTOMER RELATIONS: ECR	31.2	-2.0	29.2	Staff t/ferred internally to CSP	28.1	3.7	24.4	4.0	1.0	32
INFO. & COMM. TECH.: ECT	19.9	-1.0	18.9	Print Manager left 31/3/07	18.9	0.0	18.9	0.0	0.0	19

FINANCE: EFR	23.0	1.0	24.0
LEGAL & CORPORATE SERVICES:ELG	32.1	0.0	32.1
	112.3	-2.0	110.3
	280.5	-1.9	278.6

Transfer of PA / 1 FTE's to be disestablished

26.0	4.9	21.1	0.0	3.8	24
32.1	5.6	26.5	0.6	1.0	29
111.2	14.2	97.0	5.6	5.8	112
278.1	27.5	250.6	13.6	8.3	299
				Less staff in multiposts	4
					295

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

Current Staff (Column F)	250.6
Fixed Term Contracts (Column G)	13.6
Agency Staff (Column H)	8.3
	<u>272.5</u>

Please Note:

The column marked 'I' indicates the actual number of heads we have in place **as at 31 August 2007**, 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 **295** 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 **272.5** 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 **278.1**.

Caseload

- No. of benefit claimants – 3117
- No. of LIVE HB/CTB claims – 5095

PI's

- Average days to process C of C's – 6 days
- Average no. of days to process NEW claims – 22 days
- % of NEW claims processed within 14 days of completion - 90%
- % of ALL claims assessed within 14 days of completion – 91%

Outstanding Work

- Total no. of items for processing – 398
- Oldest Work – 28 Sep 07

Expenditure to date

- HB expenditure to date - £4,346,943
- CTB expenditure to date - £2,615,754

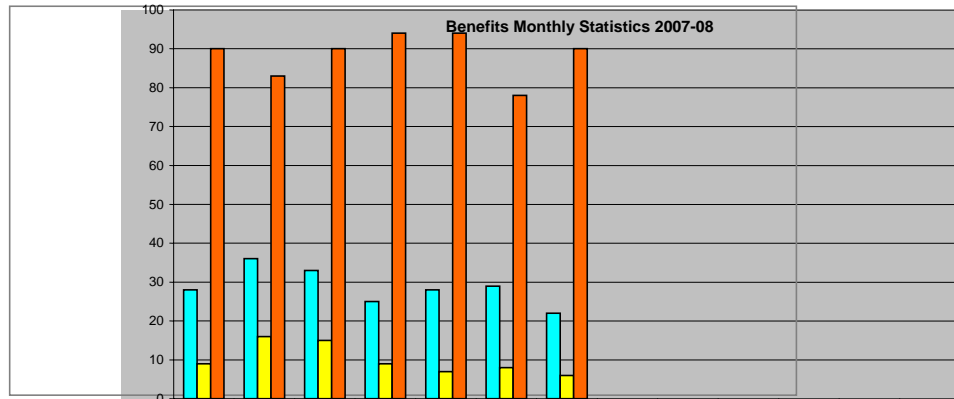
NB * Composition of Outstanding work:

5	New Claims
6	Review Claims (Interventions)
5	Changes of Circumstance
1	Cancellations
381	Other items of correspondence

	TARGETS	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Average Days to Process New Claims	28	36	33	25	28	29	22			
Average Days to Process CoC	9	16	15	9	7	8	6			
%age of New Claims processed within 14 days of completion	90	83	90	94	94	78	90			

Monthly Statistics 2007

		April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Average
Caseload Count	Claimants	3123	3099	3131	3119	3092	3117							
	No. of claims	5104	5074	5125	5108	5065	5095							
App Forms Received		101	163	130	146	238	203							
No.of days to process NEW claims														
Target	28 days	36	33	25	28	29	22							
14 day % NEW		83	90	94	94	78	90							
ALL		86	89	93	93	78	91							
Target	90% service set													
C of Cs days														
Target	9 days	16	15	9	7	8	6							
Interventions monthly Total to date	Target 2390 reductions in benefit	125	147	167	158	163	N/a							
						760								



	TARGET S	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
■ Average Days to Process New Claims	28	36	33	25	28	29	22						
■ Average Days to Process CoC	9	16	15	9	7	8	6						
■ % of New Claims processed within 14 days of completion	90	83	90	94	94	78	90						