

GENERAL FUND - 2009-10 Estimated Variations to Budget (to the end of November 2009)						
	July Budget Monitoring	After Budget Review Savings	September	October	November	Reason
	£	£	£	£	£	(Compared to previous monitoring report where figures have changed ▲ up, ▼ down, ↔ no change)
Additional Expenditure						
Audit Commission Fees	29,000	29,000	39,000	39,000	39,000	Additional Audit Fees in respect of Council Tax & NNDR, additional testing re HB Subsidy Claim (£10k estimate)
Recreational Open Space	14,000	14,000	14,000	14,000	14,000	Reinstatement of weekend roving patrols
Loss in income						
Development Control	130,000	130,000	190,000	190,000	125,000	£75k shortfall in planning fee income now projected, a significant improvement. The £30k shortfall on planning advice income and £20k shortfall on monitoring fees remain unchanged
Development Control					12,000	Reflects Planning Delivery Grant announced at £58k
Building Control	40,000	40,000	25,000	25,000	25,000	Income to date is below target so shortfall has been reported, however, it is intended to achieve a break-even position by the year-end.
Interest & Finance Expenses			77,000	77,000	122,000	Reduction in 'item 8' interest from HRA. The latest figure includes a projection to the year-end position
Waste Recycling	50,000	50,000	50,000	50,000	50,000	Shortfall of Recycling credit due to a reduction in tonnage
Car Parks	240,000	240,000	220,000	220,000	190,000	Shortfall in income - latest projection
Miscellaneous Properties			11,500	11,500	11,500	Loss in rent income due to vacation of Montrose by Housing
Animal Control	20,000	20,000	20,000	20,000	20,000	Significant shortfall in income for the first half of 2009-10, although more work will be undertaken during the second half to minimise the shortfall.
Waverley Training Services					50,000	Measures to address the potential shortfall in income are being pursued but given the economic climate and new contract focusing on 16-18 year olds it may be difficult to break-even this financial year
Sub-Total	525,000	524,000	646,500	646,500	653,500	

Annexe 1

GENERAL FUND - 2009-10 Estimated Variations to Budget (to the end of November 2009)

	July Budget Monitoring	After Budget Review Savings	September	October	November	Reason (Compared to previous monitoring report where figures have changed ▲ up, ▼ down, — no change)
Savings						
Democratic Representation		(6,000)	(6,000)	(6,000)	(6,000)	£3k SERA subs (Budget Review)
Register of Electors / Elections		(4,500)	(4,500)	(4,500)	(4,500)	Reduced canvassing / greater recovery of costs
Development Control		(10,000)	(24,000)	(24,000)	(24,000)	Hired and Contracted services £10k, Advertising £14k.
Development Control - Inquiries		(80,000)	(103,000)	(103,000)	(106,700)	savings on use of external consultants and legal fees
Other Planning Services		(23,800)	(23,800)	(23,800)	(23,800)	savings arising from rephrasing of three elements of the LDF Core Strategy to 2010-2011.
Cranleigh Leisure Centre			(20,000)	(20,000)	(9,230)	Management fee savings reduced by delayed opening
Office Accommodation		(10,000)	(10,000)	(10,000)	(10,000)	Defer office maintenance at the Buys (Budget Review)
Rental Income from Police		(6,000)	(6,000)	(6,000)	(6,000)	Rental income from letting to Police for Jan-March 2010.
Books and Publications		(12,000)	(12,000)	(12,000)	(12,000)	Cut-back on legal and other books and publications
Moratorium on equipment etc		(3,000)	(3,000)	(3,000)	(3,000)	covers equipment, stationery and uniforms
Information Technology		(43,000)	(43,000)	(43,000)	(43,000)	IT savings identified (Budget Review)
Printing		(10,000)	(10,000)	(10,000)	(10,000)	Budget Review savings (new photocopy contract)
Emergency Call-Out Rota		(6,000)	(6,000)	(6,000)	(6,000)	Discontinue payments to Chief Executive and Directors
Staff Training		(20,000)	(20,000)	(20,000)	(20,000)	Budget Review savings
Economic Development		(3,500)	(3,500)	(3,500)	(3,500)	Budget Review savings target in working budgets
Building Control		(20,000)	(20,000)	(20,000)	(20,000)	Budget Review savings target
Meals on Wheels					(10,000)	Additional funding from SCC for those in 'critical and substantial need'
Concessionary Fares					(20,000)	Reduced professional fees payable
Inflation Provision		(103,000)	(103,000)	(103,000)	(103,000)	Balance after all key commitments (Budget Review)
Additional Income						
Land Charges			(50,000)	(70,000)	(70,000)	Projected additional income
Waste Recycling			(62,000)	(62,000)	(62,000)	Increased prices for paper & textiles sales
Investment Interest	(30,000)	(30,000)	(30,000)	(30,000)	(40,000)	New Investments achieving a better rate than budgeted
Legal Expenses	(20,000)	(20,000)	(30,000)	(30,000)	(30,000)	S106 Tariff income
Sub Total	(50,000)	(40,800)	(38,500)	(609,300)	(627,730)	
Net Major Variations	473,000	112,200	56,700	36,700	15,770	These are all the items detailed above
Capital Savings		(117,000)	(117,000)	(102,000)	(102,000)	This list was amended by the Executive on 03.11.09.
Net Other Variations	4,000	4,000	30,200	26,200	(9,770)	The total of items of individually small amounts.
Over/Under Spend	£277,000	£30,400	£30,400	£39,100	(£96,000)	

HOUSING REVENUE ACCOUNT 2009/10 Major Variations to Budget (to the end of November 2009)						
Ok	July Budget Monitoring	After Budget Review Savings	September	October	November	Reason
	£	£	£	£	£	(Compared to previous monitoring report where figures have changed ▲ up, ▼ down, — no change)
Take note - no action required						
CMT action required						
Additional Expenditure						
Supervision and Management Special	28,000	28,000	28,000	28,000	28,000	—
Negative Subsidy	100,000	100,000	100,000	125,000	125,000	—
Depreciation of Council Dwellings					1,000,000	▲
Loss in income						
Interest on revenue balance	19,000	19,000	19,000	19,000	19,300	▲
Garage rents	12,000	12,000	12,000	12,000	12,000	—
Over-spends	159,000	159,000	159,000	184,000	184,300	
Savings						
Capital Finance	-	-	(77,000)	(77,000)	(122,000)	▲
Negative Subsidy					(1,000,000)	▲
Training Budget		(15,000)	(15,000)	(15,000)	(15,000)	—
Projected overachievement of vacancy savings target				18,440	(18,440)	▲
Additional Income						
Dwelling rent income	(85,000)	(85,000)	(85,000)	(94,000)	(94,000)	—
Heating income	(30,000)	(30,000)	(30,000)	(35,000)	(35,000)	—
Potential increased fees & charges, sundry rents income		(18,000)	(18,000)	(18,000)	(18,000)	—
Underspends	(115,000)	(123,000)	(225,000)	(220,560)	(1,302,440)	
Net Underspend	(24,000)	(64,000)	(666,000)	(636,560)	(5,18,440)	

GENERAL FUND CAPITAL MONITORING						
PROJECT TITLE	1 CAPITAL PROVISION 2009/2010 £	2 SLIPPAGE from 2008/09 Plus Supplementary £	3 TOTAL 2009/2010 CAPITAL PROGRAMME £	PAYMENTS to date 2009/2010 £	5 FINANCIAL REMARKS	7 Projected 2009-10 Savings £
FINANCE AND HUMAN RESOURCES PORTFOLIO						
Central Offices						
K1001 Capital Works	90,000	0	90,000	19,573	Budget Review Reductions of £30k relate to PV Panels, Redecoration, Storage and exterior/window works to annex building; these works will not now be undertaken during 2009/2010.	30,000
K1013 Central Offices Power Optimisation Equipment	22,000		22,000	163	A Regulator is to be installed that will control voltage. Should be live before Christmas.	
K1014 Office Accommodation Review Works	50,000		50,000	45,336	Work in this area will progress throughout the year. This includes improvements to Members facilities.	
K1015 Council Chamber Replacement Conference (Microphone System)		32,000	32,000	31,576	Project approved by Executive & Council in July. Quotes have been received and new system has been chosen. The equipment has been delivered and installed.	
DDA Act Compliance						
K1005 - Central Offices	11,000	0	11,000	225	Central Office DDA works include improving the Bridge Street Access. Other work will involve creating an accessible toilet for the Borough Hall. Works will now be completed next year.	11,000
K1309 - Other Leisure Buildings	29,000		29,000	15,476	Other DDA areas include work at Farnham Museum and on Bourne and Woolmer Hill Pavilions. Bourne Pavilion is near completion and access works for Woolmer Hill will take place shortly. This budget will be spent.	
LEISURE						
Sports Centres						
K1301 Client Rolling Programme	110,000	(66,000)	44,000	2,235	Approximately £85k has been committed so far. £66k will be used for works at Cranleigh LC in addition to the major project in order to minimise closure costs. Other work has been committed at The Herons and The Edge over Christmas period.	
K1311 Godalming Leisure Centre Project	100,000		100,000	7,608	Latest expenditure for 2009/10 still expected to be £100k.	
K1314 Leisure Capital Project Manager	36,000	25,000	61,000	16	This is now part of the overall project cost	
K1315 Cranleigh and Farnham Leisure Centres	3,550,000	66,000	3,616,000	925,928	The work at Cranleigh LC has now started. The plans for Farnham LC will be submitted in September with a view to start work in November. Latest projections for expenditure in 2009/10 are very close to the amounts within the Programme.	
Recreation						
K1340 Recreation Grounds Improvements	20,000	8,200	28,200	10,594	£8k will be spent on Farnham Town FC ballproof fencing (project, and budget slipped from last year); £4.5k will be used for partnership funding (with the Football Foundation Grant) for new compliant goal posts.	
K1343 Pavilions - Capital Works	20,000		20,000	13,588	Approximately £10k of the budget has been used on Heath End Pavilion as part of Partnership Funding for the refurbishment by Weybourne FC. A further £5k is to be spent. The remaining funds will be used on The Bourne or Woolmer Hill Pavilion.	
K1344 Recreational Facilities for Young People	22,000		22,000	0	Executive have approved plans for this to be spent on Cranleigh Skate Park. The consultation has taken place.	
K1345 Playground Replacement Programme	50,000	4,400	54,400	5,869	Executive have approved plans for the remainder to be spent on Marsdens Recreation Playground, Farnham. To be completed before Easter.	40,000
K1348 Cemeteries - risk assessment headstones	35,000	5,000	40,000	0	Still awaiting advice from the Institute of Cemetery & Crematoria Management (ICCM) on best approach in light of latest HSE advice. £5k slippage from 8/9; £40k now deferred.	
K1352 Broadwater Lake Spillway	23,000		23,000	0	Expenditure in 2009/10 now estimated to be £10k; pending larger capital requirement for more major project in 2011/12.	13,000
Phillips Memorial Garden Project		10,000	10,000	0	brought forward from 2010-11 at Executive 3.11.09. Grant submission being prepared.	(10,000)
K1353 Woolmer Hill Sports ground Car Parking	56,000		56,000	15,311	This project is now complete.	

PROJECT TITLE	1 CAPITAL PROGRAMME PROVISION 2009/2010	2 SLIPPAGE from 2008/09 Plus Supplementary	3 TOTAL 2009/2010 CAPITAL PROGRAMME	4 PAYMENTS to S251 No 2009	5 FINANCIAL REMARKS	7 Projected 2009-10 Savings
Countryside						
K1373 Stewardship & Habitat Management	7,000		7,000	2,242	The remainder will be spent during the winter.	
K1377 Countryside Site Capital Works	14,000		14,000	3,994	Approx £7k of budget has been committed with the remainder being spent during the Autumn/Winter period.	
K1378 Countryside Health & Safety Works	12,000	1,500	13,500	2,574	Most of the work is due to start during November and will continue throughout the winter.	
K1379 Frensham Visitor Centre Restoration	11,500		11,500	0	Work is due to start during November and will continue throughout the winter.	
K1460 Farnham Park SPA	185,000		185,000	41,933	An updated programme of spend was submitted. Work is underway and will continue throughout the year and include surfacing, fencing & purchase of a new trailer.	
K1461 Town Meadow Enhancement Project	55,000		55,000	0	S106-funded project. Following consultation with Ward Members, this project is no longer taking place.	
K1452 Weybourne Recreation Drainage	8,800		8,800	8,250	Project now completed.	
K1453 Grayswood Common Playground	30,000		30,000	0	S106-funded project. Following consultation with Ward Members, this project is no longer taking place. A recent Executive report has approved that the remainder will be spent on other playground projects in 2010/11.	
K1454 Roman Way		73,600	4,400	0	New S106/tariff project approved by Executive in July 09. Now completed, invoice being processed.	
K1454 Beacon Hill Recreation Ground (S106)		4,400	4,400	0		
Arts						
K1390 Farnham Memorial Hall - Capital Works	10,000		10,000	6,328	This budget is being spent on Health and Safety improvements during the year. Work has now been completed.	
K1390 Farnham Maltings	47,000		47,000	0	The Maltings have undertaken the works and the grant is currently being processed.	
K1391 Museum of Farnham - Capital Works	0	28,000	28,000	42,400	The budget is slippage from 08/09 for work on the Garden Gallery. This is for the purchase of any new equipment and for final payments due in.	
K1395 Cranleigh Arts Centre	0	4,300	4,300	0	The budget is slippage from 08/09 for the completion of various works at the Arts Centre. The work is finished.	
PLANNING & MAJOR DEVELOPMENTS						
K1515 Planning Delivery Grant	40,000		40,000	24,900	There is significant scope to use this PDG for IT-related schemes and for improvements to the office accommodation for the Planning Department.	
K1515 Capital works funded from PDG						
EAST STREET AND PROPERTY MANAGEMENT						
K1510 Miscellaneous Properties - Improvement Programme	10,000		10,000	9,240	The budget will be mainly spent on work carried out at Godalming Museum. The majority of the redecoration works are now complete but work is ongoing.	
K1514 Development Consultancy - General	95,000	120,000	215,000	129,000	Work started but asbestos found, will be removed as soon as possible. Potential additional £17k cost can be contained within overall Development Consultancy budget of £215,000	
HOUSING, PROCUREMENT & E-GOVERNMENT						
K1101 House Renovation Grants-Disabled Facilities	350,000		350,000	247,572	This area is ongoing and is demand-led throughout the year.	
K1101 House Renovation Grants-Private Sector Renewals	60,000		60,000	48,276	This area is ongoing and can be programmed according to the budget available.	
K1110 Central Communications	30,000		30,000	10,137	This budget will be spent on replacing hard-wired alarms with individual alarms, replacing obsolete alarms and supplying alarms to new customers. Orders of up to £20k placed so far.	
K1111 Day Centres	8,000		8,000	6,060	This budget will be spent on external decoration at both Farncombe and Brightwell Gosfrey Day Centres. Additional £2k agreed for Gosfrey Day Centre emergency repairs	(2,000)

PROJECT TITLE	1 CAPITAL PROGRAMME PROVISION 2008/2010	SUPPLAGE from 2008/09 Plus Supplementary	3 TOTAL 2009/2010 CAPITAL PROGRAMME	4 PAYMENTS to 01/01/09 2009	5 FINANCIAL REMARKS	7 Projected 2009-10 Savings
Electronic Government for Customer Service Implementing Electronic Government ICT Infrastructure Rolling Programme						
K0201 Forward Programme/Legislative Changes	10,000		10,000	6,450	This will be spent throughout the year.	
K0203 Desktop/Server Upgrades	45,000		45,000	39,539	This budget will be spent on implementing iGel thin clients. It was reported that delivery issues are being resolved, all officers have been set up and 100 igels are expected to be rolled out this year.	
K0204 Network Consultancy/Upgrades	20,000		20,000	21,204	This budget will be spent on implementing MPLS network for The Buns. This will enable the remote sites to work effectively. This project is underway and will be completed in November.	
Maintain Existing System						
Information Management						
K0223 Cash Receipting/ Payment collection Service	8,000	13,000	21,000	7,695	Additional funding for this project has been agreed. This is to enable the move from Cash Receipting and the budget will be used to implement the Bar coding system for bills/rent. An extra £4,500 is required for covalent licenses.	
K0231 Government Secure Communications	10,000		10,000	5,000	A controlled connection audit has been carried out by NTA to test the security of our IT equipment. The results are now in with the list of requirements needed to improve security. The remainder of the budget will be used to address these issues.	
K0234 Upgrade Website Forms on Website	15,000		15,000	0	This budget will be spent on implementing new forms package for integration/payments. A new website manager is now in place so this project is progressing, with two suppliers identified. Now at testing phase.	
K0235 Web Service to display Planning Application Information	5,000		5,000	0	The budget will be spent on implementing 'MyServicePlanning' from Northgate - a system to replace plans online and give a better ability to search for them. This has now been installed by Civica and the project should be live in January.	
K0233 Microsoft Office Software		51,635	51,635	28,966	The Microsoft Office Software has been signed up and the invoice is now in. The project will be rolled out soon. A few more licences will be required so the full amount will be spent.	
Information Management continued						
Security & Infrastructure						
	20,000		20,000	0	This will be spent 09/10 on improvements to the network. Work is underway and the full budget will be spent.	
	5,000		5,000	0	No longer taking place.	5,000
K0254 Project Management Toolkit Flexible Working	19,000		19,000	16,133	Spend will include purchasing Blackberrys and Notebooks to enable flexible working. It also includes significant expenditure on providing additional Citrix licenses.	
	16,000		16,000	0	This is to Implement NLPG Hub and it will be covered by PDG Funds. Remedial work to be done.	
K0248 Northgate BS7666 Hub					Two colour scanners have been purchased and are now installed. £20k has been spent to date and training will be needed.	
	0	22,300	22,300	16,100	The software is now in and is ready to be installed. It will be set up and implemented by the end of December.	
K0249 Scanning - EDRMS Environmental Health	0	21,000	21,000	7,500		
K0301 EDRMS (Electronic Records & Man System)	0	35,000	35,000	0	This budget was carried over from 08/09 and will be used to meet contractual commitments.	

PROJECT TITLE	1 CAPITAL PROGRAMME PROVISION 2009/2010	2 SLIPPAGE from 2008/09 Plus Supplementary	3 TOTAL 2009/2010 CAPITAL PROGRAMME	4 PAYMENTS to 2009/10 2009	5 FINANCIAL REMARKS	7 Projected 2009-10 Savings
ENVIRONMENT						
Environmental Health						
K1201 Contaminated Land	30,000	126,000	156,000	17,280	A major site has been identified DEFRA has approved a £126k grant to carry out the necessary works, with Waverley's contribution being the £30k budget. Sampling has started	
K1205 SHIP - Tackling Fuel Poverty	25,000	10,000	35,000	47,339	This project has now been fully agreed and contracts signed. The project is underway and was launched in September. 123 referrals for insulation have been received.	10,000
K1206 Air Quality Improvement Works	15,000	0	15,000	0	Honor now appointed.	10,000
K1207 Low Carbon Pool Cars (1)	8,000		8,000	0	Invoice received for £6,700 plus extras within budget.	
Public Conveniences						
K1222 Weyhill PC Structural Work	11,500		11,500	0	A structural survey has been carried out and results are now in. It will cost £35k to bring the PCs up to working order alone not including redecoration costs. An alternative is to have the building demolished and quotes are currently being sought.	
Car Parking						
K1240 Rolling Programme	50,000	0	50,000	25,437	The programme includes installing new height barriers, resurfacing and drainage.	11,000
K1241 Parking Equipment Replacement	30,000		30,000	22,250	The spend to date is relating to safety measures. An order has been placed for £20,500 for replacement ticket machines. A laptop is going to be used to interrogate the machines in order to produce statistics and to monitor activity.	
Recycling - Containers						
K1230 - Waste Recycling Containers	20,000		20,000	5,303	An order has been placed and £5k committed. More containers will be purchased throughout the year.	
K1231 - Upgrade Recycling Bring-sites		12,000	12,000	0	This area is looking to work with Car Parks to identify possible new developments. An action plan will be produced on how to enhance and improve recycling facilities/Bring-sites. Possible schemes are being discussed and costs are being identified.	
Bus Shelters						
K1270 Replacement Programme	10,000		10,000	3,722	This relates to a replacement bus shelter at Frensham.	
PARTNERSHIP FUNDING		146,200	146,200	26,816		
Total Capital Programme Expenditure	£5,569,800	£753,535	£6,249,735	£2,013,174		£118,000

SAFER WAVERLEY PARTNERSHIP - CAPITAL FUNDING FROM SSCF
SPECIAL NOTE: NO CARRY OVER ALLOWED - CASH TRANSFER BY 31ST MARCH 2010 OR CASH TO BE RETURNED

1 Contribution towards rebuild of Sandy Hill bungalow	10,000		10,000	10,000	Construction has now commenced, first invoice received.	
2 Casualty Reduction Vehicle	5,000		5,000	5,000	Contribution towards a Casualty Reduction Vehicle. Van fittings/livery being finalised.	
Car Brake Reaction tester	1,200		1,200	1,200		
4 Balance - unallocated funds	9,366		9,366			
Total GOSE Capital Expenditure	£25,566		£25,566	£16,200		

JUSTIFICATION REPORT – GIS ON THE COUCIL'S WEBSITE

(a) Identification of need:

To improve our presence on the web to reduce the number of avoidable contacts by making a wider range of services and information available. Specifically to exploit our investment in GIS technology by the provision of mapping based information on the Council's website.

Cost estimate £29,500

(b) Progress to date including position regarding Planning Permission

Not applicable.

(c) Demonstrate how this scheme would achieve the Corporate Strategy objectives:

This scheme is included in the Council's IT Strategy.

(d) Any constraints on implementation:

None.

kdobb/accy/justirep

JUSTIFICATION REPORT

CAR
PARKS

(a) Identification of need:

This programme covers both planned maintenance and emergency repairs to approximately thirty car parks in the Borough. Planned maintenance is based on the routine car park safety inspections. Works include surfacing, lighting, fencing, signage and lining.

Keeping the car parks in good repair reduces the risk of personal accident claims and helps maintain the pay and display income.

(b) Progress to date including position regarding Planning Permission

N/A

(c) Demonstrate how this scheme would achieve the Corporate Strategy objectives:

'Environment' – The car parks support the economic vitality of Waverley's commercial and shopping centres.

'Leisure' – The car parks support the provision of leisure facilities.

(d) Any constraints on implementation:

N/A

**CAPITAL PROGRAMME - PROPOSED INCLUSION OF NEW SCHEME
JUSTIFICATION STATEMENT**

1. Scheme: Air Quality – Level Crossing interactive signage

2. Service: Environmental Health / Customer Services

3. Officer Responsible for Scheme: Honor Puciato / Colin Giddings

4. Capital Cost:

	£
Land	
Contract Costs	
Fees	
Furniture and equipment: 2 x scrolling LED signs	4,800
Other (specify) – interactive triggers, installation,etc.	3,200
	<u>8,000</u>
Total Gross Capital Cost	
<u>Less</u>	
Grants and contributions	
Estimated Net Capital Cost	<u>£8,000</u>

5. Revenue effects in a full year (excluding Capital financing costs):

	£
Staffing	
Other costs (specify) -	
	<u> </u>
<u>Less</u>	
Revenue income	
Estimated annual revenue effect in a full year	<u>£ </u>

6. Staffing Requirements (full-time equivalent):

	No.	Grade
Within existing resources		

7. Other Schemes Associated with this scheme: This project would support the main AQ Action Plan and projects therein

(Narrative justification statement in support of this proposed scheme attached.)

Completed by Date

JUSTIFICATION REPORT

(a) Identification of need:

Waverley is under a statutory duty to monitor certain aspects of air pollution and to declare Air Quality Management Areas (AQMAs) if guidance values are exceeded. Waverley has currently declared three such areas due to transport related pollution levels.

The current AQ Action Plan introduced 'switch off your engine' signage to Farnham Level Crossing. This project builds on this – scrolling LED messages regarding air quality would be triggered by the level crossing barriers being activated.

Messages could include (examples from similar schemes):

- 10 seconds of engine idling uses more fuel than restarting.
- Each litre of fuel generates 2.4kg of greenhouse gas Co2.
- Exhaust emissions contain a range of toxic substances such as carbon monoxide, nitrogen dioxide, hydrocarbons and particulates.
- There are 100,000 children in Scotland with asthma (1 in 9 or 3 in every classroom).
- 62% of people with asthma tell us that traffic fumes make their asthma worse.
- 80% of people with asthma tell us they are concerned about the effect that increasing traffic fumes will have on their health, their family's health and their children's health.

(b) Progress to date including position regarding Planning Permission:

A number of measures identified in the current Action Plan Progress Report are underway, through funding identified in the 2008-09 capital programme. Further funding for the continuation and development of these measures, as well as for new ones is required. The current budget of £15,000 has been reduced to £5,000 in the recent savings process & the attached proposal would otherwise have been initiated.

(c) Demonstrate how this scheme would achieve the Corporate Strategy objectives:

Environment - Protect and enhance Waverley's unique mix of rural and urban communities by raising awareness of and supporting alternative, non-polluting transport facilities

Improving lives – Improving the quality of life for all, particularly the more vulnerable in our society, by reducing the levels of traffic-related air pollution in the Borough's AQMAs

(d) Any constraints on implementation:

The special projects identified in the Action Plan rely on a suitable Air Quality Officer being in post – this vacancy has recently been filled.

JUSTIFICATION REPORT

(a) Identification of need:

Cranleigh Leisure Centre has a building management system in place, however the front panel does not work and needs replacing. The computer based system controls and monitors the buildings mechanical and electrical equipment, however at present staff are controlling it manually and this is not maximising energy saving and efficiency. A new front panel will allow them to control it automatically depending on the demands on the facilities and building.

(b) Progress to date including position regarding Planning Permission

DC Leisure are currently liaising with contractors for three quotes and establishing what savings can be made.

**(c) Demonstrate how this scheme would achieve the Corporate Strategy objectives:
The scheme meets both the leisure and value for money priorities.**

(d) Any constraints on implementation:

DC Leisure are currently finding out what the lead-in time is for ordering and installation.

kdobbi/accy/justirep

JUSTIFICATION REPORT – POOL CAR

(a) Identification of need:

Purchase of a second Pool Car

To demonstrate that we encourage the use of low emission cars and that we are making a clear and visible statement to reduce CO2 emitted as a result of our business mileage.

The use of pool cars will save money by reducing the amount of business mileage paid. Proposal is to purchase a second Pool Car.

Cost estimate £8,000

(b) Progress to date including position regarding Planning Permission

Suggested small petrol car:

- Peugeot 107 1.0 (£7,500-£8,000)

Facilities Management Section will manage this facility.

(c) Demonstrate how this scheme would achieve the Corporate Strategy objectives:

"...Achieving year on year improvements in the council's carbon footprint ..." and "Value for Money"

In addition, pool cars will:

- Reduce emissions of CO2 as well as NOx and PM10 (particulates).
- Assist us achieve improvements against the NI's 185 (CO2) and 194 (Air quality).
- Achieve an action out of the Corporate Transport Plan (Achieve an action of the Climate Change Action Plan)
- Will save us money on mileage claims.

(d) Any constraints on implementation:

Electric car is subject to approval for either of the appropriate electric charging point, described above, being installed outside the council offices.

**JUSTIFICATION REPORT
INTERACTIVE VOICE RESPONSE (IVR) SYSTEM**

(a) Identification of need:

To provide an IVR facility to streamline (including automate if appropriate) processes and provide improved customer service for particular service requests or information. In order to improve responsiveness in periods of exceptional/peak demand to have the facility to activate automated messages (where appropriate) recent scenarios were snow/severe weather, change in bin collection arrangements etc etc.

The provision of an IVR is included in the proposed Customer Service Strategy.

Cost estimate £19,000

(b) Progress to date including position regarding Planning Permission

Considering various options for system – subject to approval implementation before end of February.

(c) Demonstrate how this scheme would achieve the Corporate Strategy objectives:

Would improve customer service.

(d) Any constraints on implementation:

None.

kdobbi/accy/justirep

**JUSTIFICATION REPORT
COMMUNICATIONS LINK FOR ELECTIONS**

(a) Identification of need:

To provide remote access to the Elections software system to enable Postal vote, scanned signature verification process, to take place at the Elections Count venue of Farnham Sports Centre.

The final cost will be either £3,000 or £9,000 depending on testing of possible links.

Cost estimate £9,000 worst case scenario (possibly £3,000 depending on line testing)

(b) Progress to date including position regarding Planning Permission

Line testing is being currently being arranged to determine the solution required.

(c) Demonstrate how this scheme would achieve the Corporate Strategy objectives:

Essential for the proper conduct of elections.

(d) Any constraints on implementation:

None.

kdobb/accy/justirep