

Annexe 1

GENERAL FUND - 2013/2014 Major Variations to Budget							
Service	May	June	July	Aug	Sept	Oct	Reason
	£	£	£	£	£	£	
Investment Interest	50,000	50,000	50,000	30,000	30,000	10,000	— Shortfall from budget reflecting current rates less severe than anticipated.
Rent Allowances and Rebates						(100,000)	▲ underspend arising from additional top-up grants and costs recovered during the year. (0.3% of subsidy)
Land Charges	(70,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	— Anticipated additional income based on 12/13 outturn, 13/14 budget and income for April to August net of expenditure required for software.
Other Planning Services	(4,000)	(4,000)	(4,000)	(4,000)	(4,000)	(4,000)	— Saving - Ordnance Survey Mapping Service is now free
Leisure Centres	(8,000)	(8,000)	(8,000)	(8,000)	(8,000)	(8,000)	— Savings on excess energy provision
Waverley Training Services	(60,000)	(60,000)	(60,000)	(60,000)	(60,000)	(60,000)	— Anticipated surplus - based on 12/13 outturn and 13/14 budget
Museum of Farnham SLA		6,670	6,670	6,670	6,670	6,670	— Increased grant for SLA re operating costs of Museum of Farnham - offset by Salary savings
Day Centres	22,000	22,000	22,000	22,000	15,000	15,000	— Anticipated additional expenditure on Building Maintenance, Electricity & Gas based on 12/13 outturn. This area is subject to close scrutiny. The improvement relates to Farncombe Day Centre where the new lease arrangements are working well.
Development Control							
Planning Fees	(10,000)	(10,000)	(60,000)	(60,000)	(60,000)	(30,000)	▼ Projected additional income reduced in line with September and October figures.
PIC S106		(10,000)	(10,000)	(10,000)	(10,000)	(10,000)	— Over achievement of S106 PIC monies monitoring fee contribution to costs

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Service		May	June	July	Aug	Sept	Oct	Reason
Property		(40,000)	(40,000)	(40,000)	(40,000)	(40,000)	(40,000)	— Rental income from land acquisition at Brightwells Farnham.
Car Parking	Rents	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	— Additional rent income indentified to date.
	Fees and Charges		25,000	10,000	10,000	5,000	(5,000)	▲ Projections reflect recent improvement in Pay and Display Income.
	Free Christmas Parking						15,000	▲ Free parking on 7th December 2013.
Environmental Cleaning		21,000	22,360	22,360	22,360	22,360	22,360	— Savings on new Sandy Hill arrangements not achieved as budgeted. Delay in commencement of new arrangements with First Wessex Housing until July 2013.
Refuse Collection							(20,000)	▲ Full savings now being achieved from new contractual arrangements.
Special Refuse		5,000	5,000	5,000	5,000	7,000	7,000	— Loss in income due to significantly reduced demand for service. As a result, this service is being reviewed early in 2013-14.
Waste Recycling	Green waste	60,000	60,000	60,000	60,000	60,000	60,000	— Budget set before change in Environment Agency position on recycling green waste from leafing. The shortfall could be alleviated by current proposals to improve the green waste collection service. Currently under review.
	Gate fees	(18,000)	(18,000)	(18,000)	(18,000)	(18,000)	(18,000)	— Possible saving in place of payment of recycling credits on leafing.

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Service	May	June	July	Aug	Sept	Oct	Reason
Office Accommodation		15,000	15,000	15,000	15,000	15,000	— SCC Adult & Social Care unlikely to require office space until 01/01/2014 at the earliest.
Homelessness/B&B						(15,000)	▲ Net additional income of £30k offset by £5k spent on agency costs as detailed in the report.
Inflation Provision	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)	(40,000)	▲ saving reflects 2.8% CPI on contracts against 3% budgeted and reduced calls
Net Major Variations	(67,000)	(158,970)	(223,970)	(243,970)	(253,970)	(403,970)	
Net Other Variations	0	3,800	3,800	3,800	(490)	(490)	
Staff Savings	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)	0	▼ Good progress in achieving the savings target has already been made. The figures will be reviewed following decisions on the Senior Management Restructure to be made by Council in December.
Overspend/(Underspend)	(£117,000)	(£205,170)	(£270,170)	(£290,170)	(£304,460)	(£404,460)	—
Approvals for additional spending:							
Freedom Parade	10,000	10,000	10,000	10,000	10,000	10,000	— Budget for Parade through Godalming.
Development Consultancy	29,000	29,000	29,000	29,000	29,000	29,000	— Inspector for Brightwells CPO Public Enquiry
Planning Staffing Provision			30,000	30,000	22,000	0	▼ provision for higher staffing costs now allowed within staff savings figure.
Emergency Tree Works						15,000	▲ extra cost of works required following storm of 30th October.
Gostrey Day Centre Fees						30,000	▲ Fees for feasibility study as proposed Executive 3.12.13
Balance of Underspend	(£78,000)	(£166,170)	(£201,170)	(£221,170)	(£243,460)	(£320,460)	

CAPITAL & REVENUE PROJECT MONITORING GROUP- GENERAL FUND

Reve Proj	Gantt Chart	PROJECT TITLE	1 WBC FUNDING 2013/14	2 EXTERNAL FUNDING 2013/14	3 Approved Changes	Funding Source of Approved Changes	4 TOTAL PROGRAMME	5 PAYMENTS to the end of October 2013	6 Committed	7 Payments & Committed to date	6 FINANCIAL REMARKS	8 2013/14 Under/(Over) spend	9 Slippage into 2014/15
			£	£	£		£	£				£	£
		PLANNING SERVICES											
-		K1457 The Castle Steps (S106)		0	12,500	*	12,500	4,750	0	4,750	Approved 2012/13. Works have started, to be completed over winter months.		
		ELECTORAL SERVICES											
-		K1550 Rowledge Electoral Review	10,000	0	0		10,000	705	335	1,040	Report was taken to Executive & Council in July 2013.		
		COMMUNITY SERVICES											
✓		K1110 Central Communications - Careline	30,000	0	0		30,000	4,950	10,000	14,950	Order placed, will spend whole budget.		
*	✓	K1111 Day Centres	10,000	0	0		10,000	945	0	945	Only essential works being carried out. Budget is expected to be spent.		
		K1458 40 degreez		3,000	0		3,000	3,000	0	3,000	S106 funded project, to extend kitchen area. Complete.		
		K1458 Wrecclesham Day Centre		10,000	0		10,000	10,000	0	10,000	S106 funded project. Complete.		
		Leisure Strategy											
-		K1310 Farnham Leisure Centre		0	6,500	*	6,500	0	0	0	2012/13 project. Money slipped for snagging works.		
-		K1311 Godalming Leisure Centre		0	50,000	*	50,000	(105,644)	136,652	31,008	2012/13 project. £50k slipped for Cricket Club payment, dependant on lease. Retention to be paid before year end.		
✓		K1320 The Herons Leisure Centre	1,100,000	600,000	650,920	*	2,350,920	19,916	3,216	23,131	Construction planned to start in March 2014. Contractor has been approved.		2,150,000
		Sports Centres											
*	✓	K1301 Client Rolling Programme	85,000	0	0		85,000	17,929	0	17,929	On programme. Several projects to be carried out over Christmas period.		
*	✓	K1319 Client Rolling Programme -Contingency	25,000	0	0		25,000	0	0	0	Not expecting spend.	25,000	
*	✓	K1302 Client Rolling Programme -The Herons		20,000	139,500	*	159,500	0	0	0	Partly funded by trust. Remaining budget to be rolled into refurbishment. Currently looking at design proposals, planned start in spring.		
		K1458 Godalming Lawn Tennis Club		50,000			50,000	0	0	0	S106 funded project. Grant confirmation letter being written.		
		Countryside											
✓		K1373 Woodland Work	27,000	0	0		27,000	213	0	213	Works slightly delayed due to storm and resulting works.		
✓		K1378 Reline Frensham Dam Stew Pond Culvert		0	18,840	*	18,840	1,658	5,000	6,658	2012/13 project. CCTV survey complete.		
		Arts											
		K1390 Farnham Maltings	20,000	0	0		20,000	0	0	0	Project may slip, Farnham Maltings creating plan.		
✓		K1330 Memorial Hall floor	8,500	3,500	0		12,000	3,564	0	3,564	S106 funds. Floor works complete, rest of budget to be spent on emergency repairs on drainage and roof leak.		
✓		K1331 Borough Hall floor	3,500	3,000	0		6,500	4,311	0	4,311	S106 funds. Works completed.	1,200	
✓		K1332 Digital Cinema Package	20,000	8,000	0		28,000	29,445	0	29,445	Use of some S106 funds approved. Equipment installed, and cinema running.	(1,450)	
		Recreation											
✓		K1343 Pavilions-Capital Works	25,000	0	0		25,000	9,214	12,083	21,297	On programme.		
✓		K1344 Recreational Facilities for Young People		39,000	75,600	*	114,600	40,574	69,442	110,016	2012/13 project. To be spent on Farnham Skate park. Contractor has started work, due to finish end of November.		
✓		K1345 Playground Replacement	57,633	3,163	208,340	*	269,136	161,036	17,423	178,459	S106 funds to be used. Completed Badshot Lea, Grayswood and Bourne playgrounds. Crownpits playground works underway. Consultation for Phillips memorial playground closes end of September.		28,400
✓		K1354 Philips Memorial Garden Improvement Programme	27,700	475	82,830	*	111,005	43,569	5,740	49,309	Currently using volunteers to carry out work and reroofing the stable building.		
✓		K1355 Parks Infrastructure works and DDA improvements	80,000	0	0		80,000	35,986	8,682	44,668	Planning permission required for Weybourne car park site, consultation reports required.		
*	✓	K1349 Parks Signage	7,500	0	0		7,500	62	970	1,032	More signage required in Broadwater Park and Haslemere War Memorial recreation ground. Awaiting quotations.		
*	✓	K1340 Recreation Ground Improvements	35,000	0	0		35,000	24,668	3,916	28,584	On programme. Some football goals to be purchased.		
✓		K1416 Ockford Ridge MUGA	20,000	0	0		20,000	9,800	0	9,800	Works complete, saving.	10,200	
✓		K1459 Play Area Strategy		0	5,000	*	5,000	4,212	312	4,524	Complete.	470	
		K1459 Rowledge Cricket Club		9,000	0	*	9,000	9,000	0	9,000	S106 funded, grant towards drainage to reach 'gold' standard. Works to start August, works slightly delayed by SCC.		
✓		K1412 Aarons Hill Skate park		0	7,500	*	7,500	6,727	0	6,727	2012/13 project. Works complete.	770	
-		K1357 Badshot Lea Football Club, Westfield Lane		0	50,000	*	50,000	0	0	0	2012/13 project. Football Club is submitting for planning permission, delay on submission of consultants reports. Likely to slip.		50,000

ENVIRONMENTAL SERVICES													
Environmental Health													
*	✓	K1206	Air Quality Monitoring	3,000	60,000	7,480	*	70,480	7,572	47,775	55,347	Grant from DEFRA, 3 projects to be carried out. Orders have been placed. Remainder to be spent on upgrading monitoring stations.	
*	✓	K1201	Contaminated Land	30,000	0	0		30,000	16,746	2,200	18,946	16 desk studies complete, investigations underway.	
Environment													
-		K1235	Street Recycling Bins		0	0		0	186	0	186	Complete.	(190)
		K1230	Waste Recycling Containers		0	0		0	780	0	780	Replacement.	
-		K1234	Green Waste Subscription Service - Redesign			125,000		125,000	0	0	0	Project plan in place, service to go live April 2014. About to place order for bins.	
Car Parks													
*	✓	K1240	Rolling Programme	65,000	0	0		65,000	12,034	25,254	37,288	Reactive project. Savings to cover overspend on specific projects.	14,535
		K1241	Parking Equipment Replacement	33,000	0	0		33,000	(1,597)	9,642	8,045	Creditor. To be spent on new pedestals. Considering cashless payment options.	
-		K1248	Car Park Lighting		0	1,150	*	1,150	(389)	0	(389)	Complete.	
-		K1247	Meadow Car Park		0	0		0	1	0	1	2012/13 project, creditor. Complete.	
-		K1244	Weydown Road Car Park - CCTV		0	0		0	187	0	187	2012/13 project. Complete.	(190)
✓		K1245	North Street Car Park Wall Repairs	3,000	0	0		3,000	(0)	3,000	3,000	Creditor.	
✓		K1250	Waggon Yard Patching	4,000	0	0		4,000	3,018	0	3,018	Most works carried out.	
✓		K1251	Crown Court Slab Repair	6,000	0	0		6,000	585	5,315	5,900	Orders placed.	
✓		K1252	Central Car Park Surface Treatment	15,000	0	0		15,000	175	25,250	25,425	Overspend to be covered by saving on rolling programme above.	(10,425)
✓		K1251	Crown Court Paving repairs	4,000	0	0		4,000	0	0	0	Order placed.	
✓		K1249	Car Park Lining	20,000	0	0		20,000	3,663	400	4,063	Awaiting other projects to complete to finish works.	
✓		K1253	Croft Road Surface Repairs	21,000	0	0		21,000	22,244	2,674	24,918	Overspend to be covered by saving on rolling programme above.	(3,920)
✓		K1254	High Street Haslemere	90,000	0	0		90,000	0	0	0	Majority of project likely to slip as developers now off site, due to start investigatory works.	80,000
HOUSING													
House Renovation Grants													
✓		K1101	Disabled Facilities	198,000	256,717	0		454,717	89,569	180,000	269,569	Potential under spend depending on level of applications received.	50,000
-		K1101	Private Sector Renewals		4,500	0		4,500	0	0	0	Repayment of past grants	
✓		K1205	Warm Homes Project	30,000	0	0		30,000	4,839	0	4,839	New policy has been approved, project now underway and promotion has begun.	
SPECIAL PROJECTS													
✓		K1511	Riverside		1,382,000	200,300	*	1,582,300	106,703	531,378	638,081	LEP funding. £531,000 order placed for cabling works. LEP funding cannot be used for Car Park works. Has been some contamination issues so slight delay in works.	
-		K1518	Public Enquiry costs		0	29,000	~	29,000	52,124	0	52,124	Costs of public inquiry. Complete.	
*		K1512	Development Consultancy - Brightwells	132,000	0	0		132,000	5,104	76	5,180	To be spent on site remediate work and negotiation fees.	
CUSTOMER, IT AND OFFICE SERVICES													
Miscellaneous Properties													
-		K1356	Depot Access Improvements		0	0		0	1,208	0	1,208	Complete.	(1,210)
		K1358	New Ashgate Gallery			7,500		7,500	7,368	0	7,368	Budget transferred from provision for emergency schemes, emergency works carried out. Complete.	130
Central Offices													
*	✓	K1001	Improved Working Environment	100,000	0	0		100,000	27,019	0	27,019	Works underway.	
✓		K1014	Office Maximisation	54,000	0	0		54,000	46,666	0	46,666	New desks being introduced, Housing area due next.	
✓		K1020	Two Committee rooms	35,000	0	0		35,000	29,325	0	29,325	Rooms now in use, invoices due. Full budget will be spent.	
✓		K1002	Annexe Building Re-roofing	30,000	0	0		30,000	23,238	0	23,238	Some small works to be done.	6,000
Disability Discrimination Act Compliance													
✓		K1006	DDA Compliance Works Provision	10,000	0	0		10,000	1,562	0	1,562	Final year of scheme. Works scheduled for early 2014.	
ICT infrastructure Rolling Programme													
✓		K0001	Forward Programme/Legislative Changes	10,000	14,354	0		24,354	18,009	3,284	21,293	Works on benefits system necessary. DWP grant received to fund works.	
✓		K0003	Desktop/Server Upgrades	25,000	0	0		25,000	19,910	0	19,910	New servers are installed.	
✓		K0233	Microsoft Office Enterprise Agreement	38,000	0	0		38,000	48,242	0	48,242	Order underway. Overspend to be met by telephone system.	(10,240)
✓		K0216	Mobile Working Solutions	30,000	0	0		30,000	23,070	0	23,070	Trialling products, implementing mobile phone app.	
System Migration Upgrade													
-		K0268	Lotus Notes Replacement		0	0		0	256	360	616	2012/13 project, creditor. Complete.	(620)
-		K0273	Legal case management & time recording system		0	0		0	3,147	0	3,147	Complete.	(3,150)
-		K0274	Wi-Fi for the Bursys		0	0		0	744	800	1,544	2012/13 project, creditor. Complete.	(1,540)
✓		K0275	SharePoint	30,000	0	0		30,000	9,000	0	9,000	Work underway, invoices due.	
✓		K0276	Progress Database upgrade	5,000	0	0		5,000	7,000	0	7,000	Software ordered, Works to be carried out later in the year, mainly in Revenues & Benefits and Housing areas. Some out of hours work may be necessary.	(2,000)
✓		K0206	Upgrade to Adelante	25,000	0	0		25,000	0	0	0	Awaiting confirmation of interfaces.	2,000
✓		K0277	AutoCAD upgrade	15,000	0	(15,000)		0	0	0	0	Project to be delayed so budget can be vired to more pressing project below.	12,500
		K0270	Email archiving and encryption	0	0	15,000		15,000	11,341	19,567	30,908	Approved 2/7/13 Executive. Works to start in October.	

	Information Management												
✓	K0238 Replacement Telephone System		0	22,000	*	22,000	23,572	0	23,572	2012/13 project. Back end of system upgraded.	(1,570)		
✓	K0254 Network Upgrade & Flexible Working	15,000	0	0		15,000	792	4,458	5,249	Creditor. Equipment ordered, out of hours work required, works will be carried out December/January.			
✓	K0244 Records Scanning	60,000	0	0		60,000	14,773	0	14,773	Programme in place, to focus on housing & planning. Invoices due, back scanning underway.			
✓	K0240 Storage Area Network Replacement		0	38,515	*	38,515	0	0	0	Approved 3/9/13 Executive, order placed.			
-	K0249 Scanning - EDRMS Environmental Health		0	0		0	(2,825)	4,325	1,500	2012/13 project, creditor.			
✓	K0265 Implement Contact Manager	40,000	0	0		40,000	0	0	0	To be implemented in housing. Project delayed.		40,000	
✓	K0102 Si Dem Software		0	9,000	*	9,000	0	9,000	9,000	2012/13 project, order placed, works not complete.			
✓	K0250 Local Land Charges		0	30,250	*	30,250	0	0	0	2012/13 project.	30,250		
	K0247 Paper Free Planning		10,200	0		10,200	0	0	0	Approved 2/7/13 Executive. Use of PDG funds. Works underway.			
	ORGANISATIONAL DEVELOPMENT												
	K0251 "Find my nearest"	10,000	0	0		10,000	0	0	0	Solution in place, budget no longer needed.	10,000		
-	K0271 Backstage redevelopment		0	15,000	*	15,000	15,000	0	15,000	2012/13 project. Project underway.			
-	PROVISION FOR EMERGENCY SCHEMES	150,000	0	(7,500)		142,500	0	0	0	£7,500 transferred to New Ashgate Gallery project.			
	Total Project Expenditure	£2,927,833	£2,476,910	£1,785,225		£7,189,968	£992,549	£1,148,528	£2,141,078		£114,050	£2,360,900	
	Capital Project Programme	2,435,333	2,396,910	1,638,245		6,470,488	880,470	1,068,338	1,948,808		74,515	2,360,900	
	Revenue Project Programme	492,500	80,000	146,980		719,480	112,079	80,191	192,270		39,535	0	
	Total Project Programme	£2,927,833	£2,476,910	£1,785,225		£7,189,968	£992,549	£1,148,528	£2,141,078		£114,050	£2,360,900	

Key to Funding Source

* Slippage from 2012/13
Funded from Provision for Emergency Schemes
- Funded from elsewhere

Project Justification Form

Project: Garden Waste Subscription Service Redesign- Supplementary Bid

Service: Environmental Services

Officer Responsible for Project: Rob Anderton/ Jennifer Carson

Identification of Need:

Approximately 11% of the residual waste stream in Waverley is garden/ green waste. This is the highest figure in Surrey.

The recent redesign of the core waste/ recycling service Waverley has had a significant impact on recycling rates; however, the improvements in recycling tonnages do not appear to have been matched by a reduction in 'residual' waste tonnages- meaning a net increase in overall waste being collected in Waverley. This could conceivably be, at least in part, down to an increase in garden waste in the residual bin as a consequence of the increased capacity at the kerbside.

The current contract charge from Veolia for garden waste collection is £56 p per customer, and this necessitates a high recharge to the customer. At £50 per annum for 2 sacks and £60 for 4 sacks, Waverley currently has the highest annual garden waste subscription rates in Surrey, and uses a 'sack' system rather than 240L wheeled bins; both of which are considered to have a significant impact on the uptake of the service according to a 2010 WYG Garden Waste study.

As a consequence, WBC currently has only 3,100 garden waste subscribers (which equates to 6% of the population), compared with an average of approximately 20% across Surrey.

In addition to this, Waverley currently offers a free Saturday 'bring' service for garden waste in two of its centres of population. This, combined with the current subsidy afforded to the kerbside service costs the Waverley tax payer approximately £40,000 per annum.

Having now provided an opportunity to recycle card, plastics and food at the kerbside following the roll-out of the new kerbside collection service, garden waste is the next significant hurdle to overcome.

This project is intended to address the issue of garden waste in the residual waste stream and move towards a position which is increasingly being recognised as best practice across the county, by providing a wheelie-bin based service, with a more attractive subscription rate of £40. It will also achieve a 'break even' position for WBC due to the reduced 'per customer' rates negotiated with Veolia. Initially, the contribution to recycling rates from the revised garden waste service is expected to reach about 5%, which is 2% better than at present.

The Environmental Services Team submitted an early capital bid to fund this project and now more detailed costings have been investigated, this supplementary bid has been put in place to cover the additional cost of wheeled bins.

An ESPO Framework (860ADD) is available to use for the purchase of wheeled bins and the company that supplied both Waverley's refuse and recycling bins (SSI Schaefer Ltd) is one of the suppliers to this framework.

Although SSI Schaefer Ltd is the most expensive, we consider this the 'best value option' and wish to purchase from this supplier for the following reasons:

- **The new bins will match the existing bins in style and therefore be less unsightly to the street scene,**
- **The product quality can be vouched for by Waverley as we purchased 50,000 bins in 1987 and the majority are still serviceable,**
- **We have worked with this supplier on large operations before and they have been very reliable in terms of delivery etc.**

Demonstrate how this scheme would help achieve the Corporate Strategy objectives:

Environment: The aim to increase recycling to more than 60% by 2015 by allowing residents to recycle a wider range of materials more easily.

Cross Reference to Service Plan:

Service Plan 2013/14- Target ES 1.3: Develop proposals for a redesigned and improved Garden Waste subscription service.

New model developed and agreed resulting in higher level of customer participation in the service; improved customer satisfaction with the scheme; reduction in amount of green waste sent to landfill; and a break-even position.

Progress to date (including position regarding planning permission):

- Detailed modelling of different scenarios carried out
- Revised 'per customer' priced obtained from Veolia ES
- Part-funding secured from the SWP 'New Initiatives Fund'
- Quotes obtained for wheelie bins
- Consultation carried out with existing users and Citizens Panel
- Revised scheme developed and presented to Community O&S for comment
- Scheme endorsed by Executive and full Council
- Project plan in place with a 'go live' date of 1st April 2014

Will the Corporate Project Management Toolkit be used? Yes / No

If no, how will the project be managed?

Yes

Key Project target dates and milestones:

Project plan in place

Capital cost (across years):

	Year 1 £	Year 2 £	Year 3 £	Total £
Land				
Contract Costs				
Fees				
Vehicles, Plant and Equipment- Additional cost of purchase of bins	26,000			26,000
Contingency				
Other (specify) -				
Bin Storage for 6 weeks				
Offloading bins at storage site				
Distribution of bins				
Communications				
Total Capital Cost	26,000			26,000

How capital cost will be funded:

	Year 1 £	Year 2 £	Year 3 £	Total £
WBC Capital (potentially LPSA funds?)	26,000			
S106				
External Funding (specify) – <i>Sale of bins to customers @ £10 per bin</i>				
SWP New Initiatives Funding				
Total Funding	26,000			

Ongoing Revenue Cost and/or savings (Invest to Save):

	Year 1 £	Year 2 £	Year 3 £	Total £
Staffing	0	0	0	0
Other costs (specify) -				
Total Revenue Costs				
Less				
Revenue income-				
Estimated annual revenue effect				

**NB- Waste Collection Authorities are not legally permitted to make money from operating a garden waste subscription service*

Return on Capital and Payback (if appropriate):

	£		
Forecast Returns		Return on Capital	%
Capital Cost			
Forecast Savings		Payback	Years

Identify any efficiency gains resulting from the project:

The new scheme will be cheaper to operate and attract more customers (and therefore greater garden waste tonnage). As a consequence, it will move the service from a position where it costs approximately £40k per annum to operate, to a position where it breaks even.

Identify any risks which may effect the project:

Risk	Impact	Probability	Level	Mitigation
	1 (low) to 5 (high)	1 (low) to 5 (high)	Impact x probability	
<i>Bin deliveries do not arrive from manufacturer in time</i>	4	1	4	<i>Ensure regular meetings to ensure project is on track.</i>
<i>Bin deliveries are not made accurately by contractor to residents who are subscribed</i>	4	2	8	<i>Ensure delivery lists are accurate and access to maps etc</i>
<i>Negative publicity about requirement to purchase initial bin</i>	2	3	6	<i>Target publicity to emphasise that this is a one off (and promotional) cost</i>
<i>Negative publicity from residents who do not want another wheeled bin</i>	2	2	4	<i>Ensure publicity focuses on benefits of wheeled bins in preference to sacks.</i>
<i>Negative reaction to cessation of free Saturday 'bring' service</i>	2	5	10	<i>Proposals made in the context of the new, improved, cheaper (and subsidised) kerbside service</i>

Environmental Impact, including Carbon Implications:

An improved garden waste service will, it is hoped, attract more customers and consequently reduce the amount of Waverley's garden waste currently being sent to landfill.

Equality impact assessment carried out? No

The proposals being put forward involve the replacement of the current sack-based system with a wheelie bin. Experience of the recent changes to the dry recycling system suggests that this will be a positive change for the elderly and those with mobility problems who may find the current system difficult or impossible to use, but a full Equality Impact Assessment will be carried out prior to any changes being made.

How will the project be procured?

It is proposed that the bins will be procured through the ESPO Framework Contract which was recently used to purchase the commingled recycling bins and is widely recognised as the best procurement route for recycling containers, and the

distribution contract will be awarded following a competitive quotation process.

The revised 'per customer' prices from Veolia were obtained as part of the ongoing contract renegotiation process.

Is there scope for sharing/joint work? No.

Completed by: Rob Anderton

Date: 07/11/13

Project Justification Form

Project: Broadwater Golf Club, etc. – Contaminated Land Investigations

Service: Environmental Services

Officer Responsible for Project: Áine O'Brien

Identification of Need: Waverley has a statutory requirement under Part II A of the Environmental Protection Act 1990 to identify and investigate sites where potential contamination may exist. Revised statutory guidance for the enforcement of Part II A of the EPA 1990 was published by DEFRA in April 2012. Waverley has totally revised its Contaminated Land strategy in light of this and commenced work on investigating sites.

Alongside the sites investigated under the revised Strategy, other sites may become higher risk when new information comes to light. This is the case for the Broadwater Golf Club site, formerly a landfill owned and operated by Godalming UDC and then Waverley BC.

An initial investigation of the golf club site has taken place using the contaminated land capital budget (by diverting funding from sites with a lower priority). The Windrush Close site in Bramley has also had an initial intrusive investigation and requires further sampling and testing. The Wey Court site, adjacent to the Broadwater Golf Club site, is earmarked for development by WBC and will need intrusive investigations for landfill gas; information from this site will better inform Waverley of the risks at the golf club site.

This bid is for top up funding to the Contaminated Land capital budget for 2013-14 to continue this work via the existing contractor (Parsons Brinckerhoff) and achieving savings through economies of scale..

Demonstrate how this scheme would help achieve the Corporate Strategy objectives: To enable Waverley to meet its legal requirements to investigate the presence of and secure the remediation of any identified contaminated land.

CORPORATE PRIORITY: ENVIRONMENT Protect and enhance Waverley's unique mix of rural and urban communities by ensuring developed land does not impinge on public health by increases in pollution

CORPORATE PRIORITY: VALUE FOR MONEY By identifying potentially contaminated sites that need no further works of remediation and removing 'blight' and by identifying sites where remediation investigations are necessary and applying for government funding for this.

Cross Reference to Service Plan:

ES 7.3 – exploring opportunities for shared services

ES 8.2 – deliver the Contaminated Land Strategy

Progress to date (including position regarding planning permission):

Waverley has made good progress in identifying potentially contaminated land and some progress in investigating the most urgent sites (Weydon Lane, Former Farnham gasworks). Prior to 2012/13 our work was reactive rather than strategic (i.e. we responded effectively to the sites with a very obvious need rather than trying to

identify the less obvious but potentially just as hazardous sites).

Through the Geoenvirom software we have an iterative list of sites ranked by their relative potential harm to human health based on currently available information. We continuously update this as new information becomes available through officer research, the planning process and customer feedback. Sites move up and down the risk ranking as further more detailed information becomes available; however there comes a point when the only way to assess the site is to carry out a formal desk-study and site walkover with preliminary soil testing.

In 2012/13 desk top studies were completed on six sites. Two of these sites were deemed not to require further works, one was identified as requiring works that could be secured through the planning process and three were identified as requiring intrusive investigation – Windrush Close, Bramley was the highest ranked of these and preliminary intrusive investigations have been completed. Further, intrusive investigations are now required in order to determine whether the site is safe for its current use or whether remediation is required. Estimated cost for this: £20k.

The golf club site is owned by WBC and leased to the club. Renewal of the lease is due and research carried out has given rise to further information about the landfill. Due to the weight of evidence (metals, concrete, unknown substances arising on fairways for example) and the potential risks, an immediate initial assessment of the site was required. Parsons Brinckerhoff were engaged, via the Contaminated Land capital budget, to undertake an initial risk assessment and determine whether a formal sampling programme is required. Their report confirms the need for sampling via 5 boreholes together with soil and water samples (35 in total). Estimated costs for this: £11k

Separately, the Wey Court site will require gas sampling as it lies adjacent to the landfill – incorporating this small sampling programme would widen the scope of data and save commissioning an investigation from scratch. Estimated costs for this: £3-5k

Total estimated costs: £36k.

Will the Corporate Project Management Toolkit be used?

yes

Key Project target dates and milestones:

Windrush Close – ongoing investigation requires completion, ideally by end of calendar year

Broadwater - currently high risk, requires immediate assessment

Wey Court – medium risk, requires gas sampling before development; helpful not critical at this time

Capital cost (across years):

	Year 1 £	Year 2 £	Year 3 £	Total £
Land				
Contract Costs				
Fees: 3 sites, if separate costs	36k			36k
Vehicles, Plant and Equipment				
Contingency				
Other -				
Total Capital Cost	36k			36k

How capital cost will be funded:

	Year 1 £	Year 2 £	Year 3 £	Total £
WBC Capital S106	36k			
External Funding (specify) -				
Existing capital budget 2013-14	-11k			
Savings (see below)	-8k			
Total Funding	17k			

Ongoing Revenue Cost and/or savings (Invest to Save):

	Year 1 £	Year 2 £	Year 3 £	Total £
Staffing				
Other costs – 2 sites concurrently	-6k			-6k
+Wey Court: 3 sites concurrently	-2k			-2k
Total Revenue Costs				
Less				
Revenue income				
Estimated annual revenue effect	-8k			-8k

Return on Capital and Payback (if appropriate):

	£		
Forecast Returns		Return on Capital	%
Capital Cost			
Forecast Savings		Payback	Years

Identify any efficiency gains resulting from the project:

A top-up of £17k to the existing capital budget balance of £11k would provide £28k in respect of works which would otherwise cost £36k – saving £8k, or 32% in total.

Identify any risks which may affect the project:

None

Environmental Impact, including Carbon Implications:

Generally the work should have a positive environmental impact by identifying and progressing towards resolution of any significant land contamination.

Equality impact assessment carried out? N/A**How will the project be procured?**

The works are procured using the government procurement service

Is there scope for sharing/joint work? No**Completed by:** Colin Giddings**Date:** 5/11/13

Annexe 3

HOUSING REVENUE ACCOUNT - 2013/2014 Major Variations to Budget

Service	May	June	July	August	Sept	Oct	Reason
	£	£	£	£	£	£	
Dwelling rents and service charges	100,000	100,000	100,000	100,000	120,000	120,000	— Weekly debit below budgeted figure due to voids and budget miscalculation, projected on 24 weeks debit.
Garage rents	20,000	20,000	20,000	20,000	20,000	20,000	— Weekly debit below budgeted figure, projected on 15 weeks debit.
Leasehold - service charges and reimbursements		(12,000)	(12,000)	(12,000)	(12,000)	(12,000)	— Partly due to increased RTB sales
Council tax			113,700	113,700	113,700	96,400	— Above budget : -voids £54,700, Rolston £7,200, Wey Court £34,600 (£51,900 less credit once demolished of £17,300 (4 months))
Rent collection				(50,000)	(50,000)	(50,000)	— Rent Rebate limitation initial calculation less than budget.
Staff Costs				119,323	120,000	120,000	— projected net additional staff cost as reported
Net Major Variations	120,000	108,000	221,700	291,023	311,700	294,400	
Overspend/(Underspend)	£120,000	£108,000	£221,700	£291,023	£311,700	£294,400	
Supplementary Estimate to cover staff costs					(120,000)	(120,000)	as agreed by Executive 1.10.2013
Balance of Overspend	£120,000	£108,000	£221,700	£291,023	£191,700	£174,400	

Costc (T)	Opening			Retention	Total expenditure	29 weeks	
	Budget	September	Budget			Pro rata'd Budget	Budget remaining
KITCHEN	2,963,000	0 #	3,145,208	0	858,201	1,754,058	2,287,007
BATHROOM	1,806,000	0 #	1,806,000	0	412,007	1,007,192	1,393,993
REWIRING	387,000	0 #	387,000	0	32,893	215,827	354,107
HEATING	1,639,200	0 #	1,639,200	0	811,311	914,169	827,889
ROOFING	558,000	0 #	558,000	0	431,850	311,192	126,150
WALLS & CHIMNEYS	100,000	0 #	100,000	0	0	55,769	100,000
WINDOWS	100,000	0 #	865,031	0	282,030	482,421	583,001
DOORS	40,000	0 #	251,045	5,000	107,867	140,006	143,178
Total	7,593,200	0 #	8,751,484	5,000	2,936,158	4,880,635	5,815,326
Fire Safety	100,000	0 #	50,000	0	1,911	27,885	48,089
Sheltered Doors	30,000	0 #	30,000	0	12,472	16,731	17,528
Guttering	200,000	0 #	200,000	0	27,571	111,538	172,429
Asbestos	150,000	0 #	264,000	0	36,323	147,231	227,677
Water Main	40,000	0 #	30,000	0	2,005	16,731	27,995
MRA Prog Disabled Adap	540,000	0 #	640,000	2,528	116,913	356,923	523,087
Community Safety	20,000	0 #	20,000	0	0	11,154	20,000
Garage	25,000	0 #	25,000	0	19,008	13,942	5,992
Communal Heating and	50,000	0 #	50,000	0	0	27,885	50,000
Scooter	100,000	0 #	0	0	0	0	0
Structural	800,000	0 #	941,771	4,694	212,042	525,218	729,729
Air Source Heating	150,000	0 #	2,000	0	1,594	1,115	406
Community Rooms	10,000	0 #	10,000	0	0	5,577	10,000
Sheltered Lighting	0	0 #	50,000	0	0	27,885	50,000
Sound Insulation	200,000	0 #	40,000	0	17,424	22,308	22,576
Energy Efficiency	100,000	0 #	100,000	0	2,944	55,769	97,056
Sewerage	30,000	40,000 #	70,000	0	0	39,038	70,000
Lift	50,000	0 #	66,291	0	11,605	36,970	54,686
Thermal Insulation	40,000	0 #	0	0	0	0	0
Bathroom wash basins	50,000	0 #	50,000	0	58,597	27,885	-8,597
Alterations	720,000	-500,000 #	220,000	0	508	122,692	219,492
Remodelling	350,000	0 #	450,000	0	0	250,962	450,000
Parking	30,000	0 #	30,000	0	8	16,731	29,992
Roads	50,000	0 #	100,000	0	580	55,769	99,421
TOTAL	3,835,000	-460,000 #	3,439,062	7,222	522,039	1,917,938	2,917,023

Explanatory Notes

Item 4 – Rent allowances and rent rebates

This item refers to housing benefit payments. Rent allowance are housing benefit payments for claimants living in private sector and housing association rented accommodation and rent rebates refer to housing benefit paid towards council rents. Housing benefit is a national welfare scheme administered by local authorities and the same rules are applied by all councils. Waverley pays housing benefit to its 7,000 claimants and, at the end of each year, we reclaim the cost from the Government. The calculation is complex but, broadly, the full cost is reimbursed in a subsidy payment. During the year, the estimated subsidy is paid each month to us on account. The estimated expenditure and subsidy income are included in our budget.

The number of housing benefit claimants and the amount claimed changes on a weekly basis. In October each year, we are required to send the Government our revised estimate of housing benefit expenditure and subsidy income. This realigns the monthly on account payments of subsidy to the Council.

The mid-year revised estimate has recently been completed and is showing two areas where our subsidy income is expected to exceed the budget in 2013/14. The first area relates to overpaid housing benefit. This mainly occurs where there is a time delay before the Council is notified of a change of circumstance, eg. increased income or reduced entitlement to another benefit such as pension credit. The Council receives extra subsidy for recovering these overpayments. Our performance has been good in the first 6-months of the year and an additional £50,000 of subsidy is estimated. In addition, Waverley is rewarded with additional subsidy if its level of local authority overpayments is below a specified threshold. These are overpayment that could arise as a result of delays in processing change of circumstances that we have been notified of. Waverley's performance is very good this year so far, therefore we can now project with a high degree of certainty that an additional £50,000 in reward subsidy will be received this year.

Item 8 Homelessness

Clients are invoiced at the time that claims on bonds are made or when cash rent advances or deposits are paid. With the increase in the need to pay cash deposits rather than bonds to landlords to secure properties and prevent homelessness, it is estimated that there will be extra income of £15,000. This figure takes into account allowance for bad debts.

Item 12 Discretionary Rate Relief

Prior to 1 April 2013, the cost of any discretionary rate relief awarded to organisations to reduce their business rates liability was shared between Waverley and the Government. In most cases the Government paid for 75% of the relief and Waverley's General Fund was charged for 25%. Consequently, Waverley included this cost within its budget. From 1 April 2013, the Government's business rate retention scheme took effect which changed the accounting for business rate transactions. The full impact of discretionary rate relief is now allowed for when the Council sets its business rate estimate and the Council's share is now reflected in the overall funding of the General Fund. When the 2013/14 budget was set the accounting requirements for business rates had not agreed by the Government so the discretionary relief charge of £134,700 was still included in the budget. Whilst the accounting guidance has still not been published, it is now becoming clear that this budget will not be necessary so it is likely that an underspend will occur. When the position is finalised on December/January, the budget management report will be updated.