

WAVERLEY BOROUGH COUNCIL

EXECUTIVE

22 JUNE 2021

Title:

Capital Projects for the 2021/22 Capital Programme

Portfolio Holder: Cllr Mark Merryweather

Head of Service: Kelvin Mills, Head of Commercial Services

Key decision: Yes

Access: Public

1. Purpose and summary

This report is submitted to the Executive by the Projects Co-ordinating Group, to approve additional projects for the 2021/22 capital programme.

The Council budget meeting in February 2021 agreed a figure of £360,000 for discretionary projects. It was agreed that this fund required further consideration by officers, in consultation with portfolio holders before approving the projects.

The Projects Co-ordinating Group was formed to consider the inter alia discretionary projects and bring back recommended projects to the Executive.

2. Recommendation

It is recommended that the Executive approves the discretionary projects and their proposed funding for the 2021/22 Capital Programme as listed in Annexe 1.

3. Reason for the recommendation

In order that funds can be allocated, and the projects can commence.

4. Background

On 23 February 2021, the Council received its annual report on the 2021/22 budget which included the following paragraph:

“18.2 The draft 2021/22 Capital Programme bids amount to £1.8million as shown at Annexe 5 to this report of which £0.9m is funded from the General Fund revenue contribution referred to earlier. The table in Annexe 5 does not include

the £1.6m of slippage from previous years that are ongoing projects. The capital programme shows the essential spending on asset maintenance and unavoidable projects. Given the current and future budget shortfalls, other discretionary projects that have been put forward by heads of service will be subject to further consideration by officers, in consultation with portfolio holders before they can commence. This consideration will include the strength of the business case, the availability of external funding and opportunities to reduce or defer cost to reduce the draw on the revenue budget in 2021/22.”

Subsequently the Projects Co-ordinating Group was set up by officers.

The membership of the Board is:

- *Portfolio Holder for Finance, Assets and Commercial Services (Chair)*
- *Portfolio Holder for Economic Development, Parks & Leisure*
- *Portfolio Holder for Environment & Sustainability*
- *Head of Commercial Services*
- *Head of Finance & Property*
- *Financial Services Manager*
- *Programme Development Manager*
- *Policy and Performance Officer*
- *Democratic Services Officer*

The Board has met on four occasions and after discussion around priorities has agreed to recommend to the Executive a list of projects at [Annexe 1](#) and allocate a total of £198,159 of the £360,000 funds on that basis.

The projects are also funded by other sources, including the Surrey Empty Property Grant.

Empty Property Reallocated Funding Grant

In February 2019, the Council approved changes to the council tax empty property policy, reducing the empty home discount period from 6 months to 1 month, and introducing a premium charged for properties which have been long-term empty and unfurnished. This generated additional council tax income both for Waverley and preceptors. The additional income generated for Surrey CC for the 2019/20 period was £249,550. Due to the increased council tax collected for Surrey County Council, Surrey CC committed to returning this funding as a grant.

Waverley submitted proposals and Surrey CC have now approved £249,550 of funding for projects which fall into their priorities of; climate change, homelessness reduction, rethinking local transport deliver and economic recovery. The capital elements of this funding agreed is shown in [Annexe 1](#).

The non-capital elements of this funding, totalling £102,550 have been allocated as follows:

Project	£'000
Borough wide bike storage project	10
Switching council buildings to a green energy tariff	7
Farnham Park cycleway feasibility study	25
Surrey downs link feasibility study	25
Farnham Museum feasibility study	5
Business support PR resource	20
Digital connectivity support	10
Total	103

5. Relationship to the Corporate Strategy and Service Plan

This process is in line with the corporate strategy to develop financial sustainability.

The projects have been assessed in line with the corporate vision and the Council's declaration of a climate emergency.

6. Implications of decision

6.1 Resource (Finance, procurement, staffing, IT)

The projects reviewed by the Co-ordinating Group have significant officer time attached to them to progress them. Each project has considered resource requirements when applying for funding and this is addressed within their justification forms. It is planned that further project support will be recruited to support a number of these projects and budgets have allowed for external support where necessary.

6.3 Legal

Each individual project will be subject to its own governance structure including the understanding of the legal ramifications. Resources from the Council's Legal Services team will be allocated to each project as appropriate and will include external legal support where required. Such external spend will be budgeted for from within each project's budget.

6.4 Equality, diversity and inclusion

Each approved project will complete as part of the start-up process an Equality Impact Assessment.

6.5 Climate emergency declaration

The climate emergency was considered in the criteria for scoring the projects taken forward.

7. Consultation and engagement

7.1 Each project will produce a relevant communication and engagement plan to ensure stakeholders are kept informed and the right amount of communication is

8. Other options considered

8.1 Annexe 1 lists other funding that has been approved from sources other than the revenue contribution from Waverley.

9. Governance journey

9.1 Project Co-ordinating Group, Management Board, Executive Briefing, Executive

Annexes:

Annexe 1 – Recommended projects and funding sources

Background Papers

There are / are no background papers, as defined by Section 100D(5) of the Local Government Act 1972).

CONTACT OFFICER:

Name: Debbie Smith / Kelvin Mills
Position: Development Programme Manager / Head of Commercial Services
Telephone: 01483 523 432
Email: Kelvin.Mills@waverley.gov.uk

Agreed and signed off by:

Legal Services: 2nd June 2021

Head of Finance: 27th May 2021

Strategic Director: Management Board: 1st June 2021

Portfolio Holder: Project Co-ordinating Group: 2nd June 2021