

**BUDGET SCRUTINY PANEL (BSP) – 21 NOVEMBER 2019
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	Cllr Harrison	1	Commercial Approach	<p>Last year's budget report said "we will need to continue to continue to work towards becoming a more commercial organisation and generating new income to secure long term financial stability. Our 2019/20 proposals recognise that we need to invest in our skills and staff to achieve this."</p> <p>This year's budget report uses almost identical wording, except that the date for action is moved forward by one year.</p> <p>The supporting papers describe the preparatory and positioning work undertaken so far to become more commercial, but progress would seem to be slow.</p> <p>Specific questions arise:</p>	BSP 2 Page 2 Executive Summary													
Q1	Cllr Harrison	1		a) To achieve the commercial approach, what new staff have been / will be recruited in 2019/20 and what further staff are now required in 2020/21?		There has been no recruitment to date of dedicated staff to support the commercial approach - Paragraph 28 on page 10 refers to the Commercial Strategy being developed through the Commercial Ventures Executive Sub Committee and this work consider the staff resources that are required. The Council as acquired consultancy support for specific projects and continues to build capacity to support commercial activities in back office teams.												
Q2	Cllr Harrison	1		b) What new properties have been added to the asset base and what is the anticipated extra, new income that is included in the forecast for 2019/20 and the budget for 2020/21?		<table border="1"> <thead> <tr> <th></th> <th>19/20 Income Forecast</th> <th>20/21 Income Budget</th> </tr> </thead> <tbody> <tr> <td>61E Albert Road North, Reigate</td> <td>-£54,000</td> <td>-£71,250</td> </tr> <tr> <td>Regent House, Queensway, Redhill</td> <td>-£902,500*</td> <td>-£860,000</td> </tr> <tr> <td>Units 1-5 Redhill Distribution Centre</td> <td>-£833,224</td> <td>-£833,224</td> </tr> </tbody> </table> <p>* This included a contribution for voids from the vendor.</p>		19/20 Income Forecast	20/21 Income Budget	61E Albert Road North, Reigate	-£54,000	-£71,250	Regent House, Queensway, Redhill	-£902,500*	-£860,000	Units 1-5 Redhill Distribution Centre	-£833,224	-£833,224
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Q3	Cllr Harrison	1		c) Are there firm, agreed target implementation dates for our major developments in Marketfield Way, Pitwood Park, Lee Street and Cromwell Road. What further capital investment is required and what returns are expected from these projects, and what is the timing of this income?		<p>Marketfield Way An update report will be considered by Executive on 4th December. It is now anticipated that the expenditure forecast will be within the budget previously allocated to the project in the Capital Programme, as approved by Full Council in February 2019. The Council will begin the demolition of the High Street properties in January 2020. However until we have entered into a JCT build contract we cannot confirm exact dates for the main build though we are currently working to an April/May date. Capital receipts from the pre-sale of the residential units will be paid at key milestones according to the terms of the agreement. Income from the commercial units will be derived from 2023 onwards on a phased basis once units have been let and rent free periods have expired.</p> <p>Pitwood Park Tenders have been returned and are currently being assessed. The returned tenders are within the approved budget and no further capital growth is anticipated. We currently expect to enter into a JCT building contract in December 2019. Until we enter into contract and the contractor has confirmed their programme we cannot provide an exact date for a start on site. However with the JCT contract with a bill of quantities we would normally expect this to be four to six weeks after contract signing. The anticipated return is as forecast, however due to a proposed tenure change, from starter homes to alternative affordable housing this income may be derived earlier.</p> <p>Cromwell Road Tenders have been returned and are currently being assessed. The returned tenders are within the approved budget and no further capital growth is anticipated. We currently expect to enter into a JCT building contract in December 2019. Again until we enter into contract and the contractor has confirmed their programme we cannot provide an exact start on site date. However with the JCT design and build contract we would normally expect this to be circa 15 weeks after contract signing. The anticipated return is as forecast.</p> <p>Lee Street Following the deferral of the scheme at Planning Committee and consultation with key members, the project will now be redesigned. As a consequence the timetable and budget for this project will need to be revised and a further report will need to be considered by Executive.</p>												
Q4	Cllr Harrison	1		d) What % net returns after funding and allowance for MRP are now targeted for new investments and what size of balance sheet is needed to bridge the future gaps in funding, on top of the four projects above? How many years is it forecast for the gap to be closed? What level of reserves will be sued in the meantime?		Paragraph 52 on page 15 sets out the scale of investment needed to close a £2.1m budget gap. The speed with which investment returns can be delivered will depend on the type and size of project selected. The final Service and Financial Planning projections for 2020/21 will be available in January 2020 and these will identify the level of reserves to be utilised to balance the budget for that year.												

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Q5	Cllr Harrison	1		e) What is the position with regards to the Revenue and Benefits project? What range of income after cost (fully loaded and marginal) is anticipated?		The Revs & Bens team are already carrying out some small-scale commercial activity and trading, providing Debt Collection, Counter-Fraud and other related services and expertise to a range of customers including other Local Authorities, some private companies and the housing providers. This work largely utilises existing resources/capacity and as at November '19, gross contract values totalling around £450k per annum have been signed although some of the contracts have only commenced recently. A firm of consultants (Mutual Ventures) have been commissioned to advise on the options for different delivery models and to investigate potential future revenues and the likely associated costs but to date it is anticipated that only small-scale profits are being generated.
Q6	Cllr Harrison	2	Use of Reserves	The report states there will be a need to call on reserves <u>AGAIN</u> this year (ie 2020/21). I thought we were not using reserves in the current year, 2019/20, except for agreed drawdown of CPDF?	BSP 2 Page 6 Executive Summary	The Council has previously set aside specific earmarked reserves including the Corporate Plan Delivery Fund, the New Posts Reserve, Government Funding Reduction Reserve which may be used in year. We anticipate that some of these reserves may be called upon in 2019/20 and 2020/21. The Council also has a balance on the General Fund which is significantly higher than the minimum balance required.
Q7	Cllr Harrison	3	Discount for care leavers	How will this work out – only Surrey Care leavers? Other authorities? How will this be checked? What if the care leaver is sharing a property with a non-care leaver?	BSP 2 Page 7 Executive Summary	The new discount will apply to care leavers, formerly under the care of Surrey County Council. We will be able to obtain details of most of the care leavers from Surrey County Council, and will also have information and an on-line application on our website for anyone who is not referred by SCC for whatever reason. Verification will be obtained from Surrey County Council. Where a care leaver is sharing with a non-care leaver, it will only be the care leaver who attracts the discount. We are advised by the County Council that the number of eligible applicants will be low - around 25 per year.
Q72	Cllr Essex	1	SCC service reductions	Please can you confirm what specific service reductions by SCC have been planned for and what level of revenue/capital budget resource has been allocated to address this	BS2, para 21	The only specific change allowed for in the budget proposals is the reduction in County Council funding for Place Delivery.
Q9	Cllr Harrison	5	Partner Funding	What grant funding or other changes in SCC services are anticipated or are in discussion between the Borough and County Council (for example, verge maintenance, family support services, open session youth work, libraries, other)? What is the financial risk?	BSP 2 Page 9 Para 21	The only specific change allowed for in the budget proposals is the reduction in County Council funding for Place Delivery.
Q8	Cllr Harrison	4	Business Rate Appeals	What is anticipated to change with the system for Business Rate Appeals being looked at again? What financial overhang / risk do we have in open appeals? Do we have a provision for open appeals or appeals yet to be lodged?	BSP 2 Page 9 Para 17	Business Rates Reform : The government intends to carry out a full Business Rates reset for 20/21. A full reform is the preferred option, however partial or phased reform is still possible. The Council has a provision for open appeals or appeals yet to be lodged, which is based upon a combination of past patterns, information about future pending appeals, and national appeals information. As part of the proposed reforms we understand that responsibility for funding successful appeals will pass from local to central government.
Q73	Cllr Essex	2	Waste	Please can you provide a schedule setting out the number of flats to be completed in 19/20, the number in 20/21, the number left at the end of 20/21 financial year and confirm when this roll-out of full recycling service across the borough will be completed	BS2, para 25	2019/20 target for roll out of flats this year is 2,300 which we are on track to achieve. 2020/21 roll out of flats at this point becomes business as usual and we will continue to work with Managing Agents & Social Landlords etc to achieve results in this initiative.
Q60	Cllr Philpott	7	"Whilst three years' worth of ring-fenced funding has been made available to the Council by Government to assist in managing the implications of the Homelessness Reduction Act, we await news of any further funding announcements".	Does this ring fenced funding stay outside of this budget process and not due to be accounted for? (Assume answer is yes. If the answer is yes it is outside of this budgeting process, no need to discuss openly in the budget review panel)	Para 26 Pg 10	Yes. It falls outside the scope.
Q74	Cllr Essex	3	Community Centres and Harlequin Theatre	Please can you provide the business case and cost implications of taking these three community centres in-house – and indicate how much of the budget is to maintain current services, and how much to change or improve what is offered in these centres. Please can you confirm that funding includes for a wider public consultation on future use of the Council's community centres and business plan for the Harlequin Theatre and cinema.	BS2, para 27 + 94	On 1 April 2019 Staywell, who currently operate our community centres, gave 1 year's notice to terminate the management contract. Bringing these centres back in house is a direct consequence of the contract termination, and provides the Council with the opportunity to consider its future vision for the centres. The budget is for service continuation and evolution. The one off costs of the in sourcing and transformation project are being funded separately through CPDF. Consultation costs are part of the one-off project costs . The vision paper for the future operation of the Harlequin - which will include consultation - is included within this CPDF funding and will be delivered before the end of 2019/20.
Q75	Cllr Essex	4	Env Sustainability	How is the commitment in this area reflected in the capital and revenue budgets for 20/21? It is noted that these are 'not yet fully costed'. Does this mean a provisional sum has been included? Please confirm when posts in relation to this area will be established and which new posts in this area are proposed.	BS2, para 29-30	We have engaged Consultants to provide the Council with an Environmental Sustainability Action plan and Strategy. Until this this work is complete and we know the type of action we as a council commit to take we cannot put a figure on how much this will cost. We are expecting the results of this work to be delivered in January.

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Q10	Cllr Harrison	6	Developing Strategies	It is noted that the Housing Delivery Strategy and the Environmental Sustainability Strategies are in development and have not been fully costed. It is said that estimates of spending have been made on the best information currently available. What are these estimates, what are they for and are they included in the current budget plan? Are other elements of the emerging Corporate Plan have yet to be costed out and incorporated into the budget?	BSP 2 Page 10/11 Para 30	The budget work around the Housing Delivery Strategy is still work in progress but will be included in January's report. These include confirmation in relation to the Housing Delivery Strategy (with options for investment of £30m over 3 years currently being explored) and capital requirements to deliver the Environmental Sustainability Strategy (ESS) (currently uncoded). The revenue budget includes £50k of growth to deliver the ESS (page 55). Other elements of the draft budget that contribute to the delivery of the new corporate plan include business engagement (towns and villages – p57) and resident insight (p61). A number of the new staff posts will also contribute to the delivery of plan priorities and commitments (for example, community development, intervention, communications, project and business assurance). The priorities in the new corporate plan run for five years. Work will continue to identify the activities that will be undertaken to deliver these priorities over this period. Should additional growth be required (eg to support our new commercial strategy, wellbeing strategy etc) this will be either highlighted in January or in future years' budgets as appropriate.

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Q63	Cllr Allcard	1	1 FINANCIAL CONTEXT	Para 31 how much of the underspend is due to unfinished projects>		The revenue underspend for 2018/19 relates to vacancies, unused contingency, new property income and waste and recycling income in excess of budget.
Q64	Cllr Allcard	2	2I	Is the underspend carried forward in this year's budget in order to finish the projects		Revenue underspends result in a surplus on the Comprehensive Income and Expenditure Account which is transferred to General Fund reserves. Slippage on capital projects is generally carried forward to later years, whilst underspending on capital projects generally results in a reduction to the capital programme.
Q13	Cllr Harrison	9	Sources of Funding	Please relate the figure of £2.347m in table 2 to the government funding of £4.6m in Table 1	BSP 2 Tables 1 & 2 Paras 33 & 43	The £2.347m figure is the NNDR that the government calculates that the Council should retain in its Core Spending Power calculations, this is less than the Council's assessment of the amount of retained business rates shown in Table 1.
Q11	Cllr Harrison	7	CIPFA FM Code	Is it expected that any identified gaps will have a financial impact?	BSP 2 Page 11 Para 34	The new CIPFA FM Code (published in October 2019) consolidates existing guidance on best practice into a consolidated Code. The Finance team will be reviewing the Council's position against the Code requirements ready for April 2020 when the Code comes into operation. Introduction of the Code itself will not have any direct financial implications; the purpose is to ensure more consistency and transparency of financial management reporting across the sector and completeness of relevant information for decision-making.
Q12	Cllr Harrison	8	Budget Gap	Paragraph 37 and Table 3 and 4 show a budget gap of £2.1m in the provision of services for 2020/21, but do not make any comment on the impact of central budget changes, or of council tax changes, or of government grant /UBR changes. There is no mention of interest income/expense or of rental income. Please provide a full comparison of the 2019/20 forecast outturn and a complete 2020/21 budget.	BSP 2 Pages 12-17 Para 37 onwards	<p>As explained in the November Service & Financial Planning 2020/21 report (BSP2) - the proposals relating to Central Budgets and Sources of Funding will be reported in the January budget report (Executive Summary on page 6). The work that is underway to review these aspects of the budget and the factors that are being taken into account when doing so are explained in the report. As in previous years, a significant proportion of the information relating to these budget elements was not available at the time of preparing the November report - eg. Government Funding Settlement, outcome of the Pension Fund revaluation 2019, confirmation of the final Capital Programme to confirm the associated borrowing requirement, etc. Other matters including the use and distribution of Reserves, council tax increase proposals and approach to managing budget risks through use of contingencies are under consideration by Executive.</p> <p>Rental income is reported within the Property Services Budget. Document BSP15 includes details for the Council's commercial properties, including annual rental income.</p> <p>Comparison of the 2019/20 outturn position for services with their 2020/21 base budget proposals is a complex exercise that cannot be completed within Budget Scrutiny timescales. The outturn position compares forecast in-year expenditure during a financial year to the in-year Management Budget which comprises the original Base Budget allocation to a service plus subsequent approved in-year budget changes (for example in-year allocation of grants and reserves). These in-year changes would have to be tracked, reversed and explained before then applying new growth proposals to arrive at the new Base Budget for the new year. The Finance Team maintain this 'audit trail' at a detailed budget level (of course) but it is not customary to produce this type of reconciliation for reporting purposes. A more relevant comparison is between Base Budget 2019/20 to proposed Base Budget 2020/21 - which has been provided in the November report. If Members have any specific questions relating to a particular cost centre a follow up report may be possible.</p>
Q54	Cllr Philpott	1	"Carrying out fees and charges benchmarking across all service"	Noting BSP8 that shows the Fees & charges Policy and shows that it is normally an operational decision. Para 39 pg 12 sets out what seems like a benchmarking initiative to review Fees and Charges in an event associated with looking to try and overcome the budgeting challenges. Is it appropriate to have visibility in a sort "income scrutiny" agenda item carried out by O&S committee on the outcome if the benchmarking and the proposals put forward in the context of the plans for the 2020/21 budget? Recommend an agenda item on future work plan of O&S committee. Just to reiterate – not asking to deviate away from the existing policy on the day-to-day charging decisions.	Para 39 Pg 12	Feedback on operation of the Council's Fees & Charges Policy and the suggested follow up by Overview & Scrutiny has been noted.
Q55	Cllr Philpott	2	"Carrying out fees and charges benchmarking across all service"	Is there any risk that benchmarking could lead to showing us where we charge more than average for some services compared to similar councils e.g. garden waste licences are twice more in RBBC than West Oxfordshire District Council Note: This question is not of significant impact to the Budget review and if relevant could be addressed offline	Para 39 Pg 12	Feedback on operation of the Council's Fees & Charges Policy has been noted.

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Q56	Cllr Philpott	3	"Considering options for asset sales to realise capital receipts and reduce or avoid new borrowing costs"	Are any of these potentials current revenue streams? Any counter intuitive to selling to put in alternative yet similar investments? Are there also opportunities for refinancing that realise some capital receipt?	Para 39 Pg 12	No specific asset disposal options have yet been considered and there is no borrowing at present to refinance.
Q14	Cllr Harrison	10	Legal & Governance	Why does this service show a net income budget? If this is income from property, it would probably be more helpful to separate out from other elements	BSP 2 Page 14 Table 3	The Legal and governance budget includes income from property of £4.4m in 19/20. A more detailed analysis is provided at BSP13 on page 95.
Q15	Cllr Harrison	11	Table 3	Could the budgets for both years be analysed between staff costs, other running costs and income, so as to allow comparison with table 4?	BSP 2 Page 14 Table 3	Additional detail provided at Annex F.
Q107	Cllr Essex	4	Fees and charges - Recycling and allotments	Please confirm what fees and charges are proposed to increase and provide details. Please confirm if any changes are proposed (if any) in pricing of allotments and garden waste recycling bins.	Bs2, para 49	The allotment fees are due to increase by 2%, with the annual cost of a half plot increasing by £1 to £45 and a full plot by £2 to £90. We are not proposing an increase in Garden Waste subscription fees in 2020/21. We are proposing an increase in the Trade Waste Fees to reflect an increase in the cost of disposal, which is charged by Surrey County Council. We have not been notified how much this is likely to be yet.
Q76	Cllr Essex	5	Investment Returns	How does the 'significant increase in PWLB borrowing costs' affect the income from existing investments. Please provide a breakdown and details. Please also provide an indication of any change in rental income noting, for example, that the 'commercial retail market slowing considerably'. Please confirm how the above relate to the predicted change in Property Rental Income.	BS2, para 52 and BS3, para 1.21	The 'significant increase in PWLB borrowing costs' will have no affect on the income from existing investments for the Council at this time. Of greater impact on the investment returns are economic and political outlook and Bank of England interest rates. The economic outlook remains weak, whilst Bank of England interest rates remain low. The current investment position is provided in the Half year Treasury Management report provided to Executive in November. Property rental income has not been changed as a result of wider economic market changes.
Q21	Cllr Harrison	17	Central Budgets and Revenue Budget Funding	It will probably be quite difficult for the panel to draw overall conclusions without figures and explanations for these items for 2020/21.	BSP 2 Pages 15 - 17 Paras 53 - 60	Noted
Q16	Cllr Harrison	12	Staff Costs	Please provide an analysis of the change in staff costs between regular pay increases (what % is assumed?), promotional increases, allowance for bonuses, and additional staff roles (which should be related to the additional 41.5 establishment in table 13)	BSP 2 Page 15 Table 4	A Cost of Living increase of 2.3% has been negotiated = £407.7k Contractual changes = £133.9k (e.g. Promotion/Change in hours worked) Performance reviews (incremental) = £91.8k Additional Pension and NI costs relating to all the above = £95.5k For headcount information, please see Annex B
Q17	Cllr Harrison	13	Net increase in other running costs	How much of the increase relates to inflation, and how much to other, new initiatives?	BSP 2 Page 15 Table 4	Service budget lines have no general allowance for inflation for non-pay lines though individual growth proposals may be related to inflationary pressures or contract changes related to price changes. There is a central budget allowance for pay awards (referred to at paragraph 54 on page 16) which will be finalised for the January Service and Financial Planning report.
Q18	Cllr Harrison	14	Income	Please relate the changes in income to inflationary changes and other increases and decreases.	BSP 2 Page 15 Table 4	Annex 3 on page 51 provides additional detail of all proposed changes to income for all services.

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Q19	Cllr Harrison	15	Example Investment Returns	This shows an expected 2% return (£2.1m on £106.1m). Please compare with the returns of the investment properties in BSP15, which shows about £3.5m of income on assets purchased since 2014 at a cost of about £55m – a return of about 6.5%. Please explain the key factors – funding, MRP, market changes, other.	BSP 2 Page 15 Para 52	BSP15 does not include the Minimum Revenue Provision. The valuation for accounting purposes may also be different from the cost of acquiring assets as it will reflect the current Fair Value (highest and best use) of investment properties.
Q20	Cllr Harrison	16	Budget Contingencies	Is this the headroom budget?	BSP 2 Page 15 Table 5	Yes, this includes the headroom contingency budget of £835k. Further details will be provided in the January report.
Q77	Cllr Essex	6	Headroom	Please confirm how much headroom is assumed in the budget and how this has changed from previous years	BS2, para 54	The approved 2019/20 budget includes a Headroom Contingency budget of £885.8k. The budget for 2020/21 will be covered in the January budget report taking account of overall forecast budget risks for the year. The values of this contingency budget in past years are as follows: 16/17 £789.4k 17/18 £863.4k 18/19 £1,335.8k 19/20 £835.5k
Q57	Cllr Philpott	4	"Initial indications are that £5 is marginally to this Council's advantage as it yields a slightly higher level of income."	£5 provides an unfair proportion of increased revenue on those who can afford it less, assuming those in lower value banded properties are less well off than those in higher banded properties. Please can this be taken into account when making the finalised recommendations?	Para 57 Pg 17	The £5 increase is the additional amount per annum that would be charged to Band D properties. Annex E sets out the impact of the increase on each Council Tax Band.
Q58	Cllr Philpott	5	"Every 1% additional council tax income generates £0.137 million income for this Council"	Would the 1%, 1.99% (or £5) only apply to the RBBC section of a council tax bill? Assume yes, but looking to double check.	Para 58 Pg17	Yes, the 1% referred to is for the RBBC share of the Council Tax
Q59	Cllr Philpott	6	"Every 1% additional council tax income generates £0.137 million income for this Council"	Before or after the new policies enforced in paragraphs 61 and 62 of the same page?	Para 58 Pg 17	This will be after having taken into account the policy changes referred to in Paragraphs 61 and 62, which will have a minimal effect on the full amount of Council Tax collected
Q22	Cllr Harrison	18	Charges on empty homes	How much revenue is expected from such empty homes	BSP 2 Page 17 Para 62	There are currently 80 properties attracting the empty homes premium. If these properties all remained empty next year the Council would receive £177k in empty homes premium. This year the Council will have generated £70k in empty homes premium to date. There are also 52 properties that potentially could be liable for the empty homes premium from April 20, however these could become occupied by then.
Q78	Cllr Essex	7	Empty Homes	Please can you confirm the level of council tax receipts anticipated for the two bullets in paragraph 62.	BS2, para 62	The Council currently has 80 properties with the empty homes premium. If these properties all remained empty next year the Council would receive £177k in empty homes premium. This year the Council has generated £70k in empty homes premium to date. There are also 52 properties that potentially could be liable for the empty homes premium from April 20, however these could become occupied by then.
Q79	Cllr Essex	8	Reserves	Please confirm the current projected over/underspend for the current financial year.	BS2, para 72	Quarter 1 budget monitoring provided a forecast revenue underspend for the year of £774.4k. The outturn forecast as at Quarter 2 will be reported to Executive in January.
Q80	Cllr Essex	9	Reserves – Feasibility Studies	Please confirm the proposed size for all (new and existing) reserves and Please confirm whether the feasibility study reserve will include all potential bids to LEPs, including in line with their new Energy Strategy (2019) and for the capital funding needed for major projects to address the climate emergency such as building retrofit.	BS2, para 73	Forecasts for the Reserves position at March 2020 are currently being prepared taking into account planned use of reserves during 2019/20. Annex C sets out the Council's revenue reserves position as at 31 March 2019. Table 8 at page 19 sets out the options for the review of reserves and further detail will be provided in the January budget report.
Q109	Cllr Essex	6	Reserves	Please provide indications of any plans to spend any of the New Homes Bonus reserves over this and next financial years.	Bs2, table 8	Forecasts for the Reserves position at March 2020 are currently being prepared taking into account planned use of reserves during 2019/20. This will include confirming the strategy for the allocation and use of reserves going forward. The outcome will be included in the January budget report. This will include the criteria for drawing on individual earmarked reserves, including the New Homes Bonus reserve.
Q23	Cllr Harrison	19	Reserves Review	To be reviewed when proposals are available	BSP 2 Pages 19 - 20 Table 8	Noted

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Q65	Cllr Allcard	3	3 TABLE 8	What plans are in place to replenish rapidly dwindling reserves.		Balances on revenue Reserves have increased over recent years March 2017 - £24.987m March 2018 - £34.250m March 2019 - £37.589m Forecasts for the position at March 2020 are currently being prepared taking into account planned use of reserves during 2019/20. This will include confirming the strategy for the allocation and use of reserves going forward. The outcome will be included in the January budget report.
Q66	Cllr Allcard	4	4 CAPITAL Programme	Detail required of funding sources and borrowing costs for new Capital schemes		Further information will be provided in the January budget report.
Q24	Cllr Harrison	20	Other Capital Growth Proposals	To be reviewed when proposals are available	BSP 2 Pages 21 - 23 Table 11	Noted
Q108	Cllr Essex	5	Salary budget	What is the current pay award increase assumed in the budget as it stands? What is the measure used (e.g. RPI, CPI) used to consider what is the fair 'cost of living' increase for staff pay? What does this amount to in total?	Bs2, para 104 etc	The percentage used for the cost of living increase has been agreed following negotiation between this authority and the unions.
Q104	Cllr Essex	1	Posts	Please provide a breakdown of the posts and budget remaining in the Corporate Plan Delivery Fund.	Bs2, table 13 etc.	Please see Annex C for balances of the reserves including Corporate Plan Delivery Fund In 2020/21 1 new FTE "Recruitment Business Partner" is being charged to the Corporate Plan Delivery Fund.
Q105	Cllr Essex	2	Posts	Please provide the number of posts that are vacant, and which of these are proposed to be deleted in the current budget.	Bs2, table 13 etc.	As at 14th November 2019, there were 14 active vacancies being recruited to. 2.5 posts are proposed to be deleted from Car Parking.
Q25	Cllr Harrison	21	Staff Establishment	Although each individual initiative may be justified in its own terms, but the overall impact is to increase staff numbers back to previous levels, and to create a substantial ongoing increase to the revenue gap. Comments?	BSP 2 Page 27 Table 13	Over the short-term the strategy will be to accommodate the net budget impact of these pressures through the use of one-off budget savings and the use of reserves (where necessary). Over the medium term to intention is, among other priorities, to harness this additional capacity and skill-base to deliver new sustainable sources of income.
Q110	Cllr Essex	1	Brexit	Please provide any details of analysis and assumptions carried out regarding the likely impact of Brexit that council has carried out or received. Has there been any estimation of budgetary impact, including on business rate receipts.	Bs3, 1.1-1.3	Detailed planning for the financial impact of BREXIT has not been possible at this point. If possible, further detail will be provided in the January report.
Q67	Cllr Allcard	1	1 GLOBAL ECONOMYD	Decline in high street retail sales will impact our business rate take. How are we treating risks arising from this		Recent analyses indicate that 20% of this Council's business rates income relates to retail premises which is relatively low compared to other districts. The Council's economic development team proactively encourages businesses to locate in the borough to help achieve a mix of business types.
Q81	Cllr Essex	1	Industrial strategy	Please can you confirm if RBBC have inputted into this, what envisaged impact it is expected to have and if/how this is reflected in the budget.	BS3, para 1.11	RBBC responded to the recent Local Industrial Strategy (LIS) evidence base consultation and continues to engage with the LEP in relation to LIS development. It is understood that the timeframe for the LEP to engage in LIS development with Government runs until April 2020. There is no funding attached to the LIS.
Q111	Cllr Essex	2	Local council tax support scheme and austerity	Please confirm if there has been a review of the Local council tax support scheme in light of the recent benefits changes, including the roll-out of Universal Credit in Reigate and Banstead.	Bs3, para 1.12-1.17	The Scheme is reviewed annually, and Universal Credit has been taken into account within the local procedures since initial roll out in 2016
Q82	Cllr Essex	2	Welfare Reform	Welfare reform changes are noted that make housing less affordable for under 35s and Universal Credit is noted to have 'presented some challenges' for recipients and the council. Please can you share analysis of the impacts of these (ongoing) changes and what the council has budgeted to do, in addition to the Money Support Service highlighted.	BS3, para 1.12-1.13	Funding for the Money Support Service comes from the Homelessness Reduction Act Grant, there are no other specific revenue budgets to counter the impact of welfare reform. A new Housing strategy is currently being developed.
Q112	Cllr Essex	3	Homelessness	Please indicate how the number in temporary accommodation, emergency accommodation and B&B has changed in the past year, and what change is anticipated in 2019/20 to underpin the no-change in the budget for this area.	Bs3, 1.15	We have access to over 120 temporary accommodation units which are always tenanted. In the first 12 months that the Council's 11-unit emergency accommodation has been operating we have maintained a 95% occupancy level. We have also been averaging 21 households per night in nightly paid B&B accommodation. It is anticipated that this level will continue but not increase during 2020/21.

Unique ID	Question by	Question No.	Issue/ Subject	Question	Reference	Response
Q83	Cllr Essex	3	Homelessness	Please confirm the level of ring fenced funding provided by the government, what this does and does not cover, and what the shortfall/surplus is.	BS3, para 1.15	The three years ringfenced funding is £1,283,409. At the end of Q2 the balance was £714,000. The grant is to be used to prevent homelessness, it also includes grant money for new ICT required to implement the legislation.
Q84	Cllr Essex	4	House Prices	What minimum income now required to purchase the least affordable homes for sale in the borough (please provide details)? What is the waiting list time for affordable homes for those who are on a lower income and/or without sufficient saving for this.	BS3, para 1.16	The most up to date information about the level of housing challenge in the borough, including in relation to housing affordability and the numbers of people on the housing register, was presented to the Overview & Scrutiny Committee in October 2019.
Q26	Cllr Harrison	22	Homeless Reduction Act	What is the level of the funding gap if the government grant is not received? What has been assumed?	BSP 3 Page 31 Para 1.15	There is no funding gap for 2020/21, previous grant money ringfenced for homelessness has not been fully spent so will be carried forward.
Q27	Cllr Harrison	23	Housing Delivery Strategy	The draft strategy said that most initiatives could be supported through existing resources. What level of new funding is proposed?	BSP 3 Page 31 Para 1.17	The budget work around the Housing Delivery Strategy is still work in progress but will be included in January's report.
Q85	Cllr Essex	5	Recycling	Please confirm the level of over recovery in 2018/19, situation in 19/20 and how that is reflected as a level of risk for under/over recovery in 20/21	BS3, para 1.22	The over-recovery in 2018/19 was £588K, I refer to the response to Q42 and the steps we have proposed to correctly reflect our income. 2019/20 we are currently forecasting an over recovery circa £300K – the risk to income from recycles materials is listed on our Operational Risk Register. See response to Q42.
Q86	Cllr Essex	6	Climate Change	1.24 notes a debate over 'whether action required to reduce emissions needs to be accelerated'. In light of the current emissions gap nationally (see https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/794590/updated-energy-and-emissions-projections-2018.pdf), and the commitment to act on the climate emergency and embed this in the council's corporate plan, that you confirm that you accept the need to rapidly accelerate acts to reduce emissions locally.	BS3, para 1.24	Para 1.25 notes that at the national level 'There continues to be debate over whether the current targets are sufficiently ambitious, or if action to reduce emissions needs to be accelerated. As previously reported to Full Council, at the local (borough) level an Environmental Sustainability Strategy is currently being prepared which will set out (amongst other things) how the borough will respond in relation to climate change and carbon emissions.
Q87	Cllr Essex	7	Infrastructure needs	Please can you confirm whether this £96m includes the actions required to shift RBBC to zero carbon and how much of this £96m would align to this plan?	BS3, para 1.30	As noted in the report the £96m is taken from the Surrey Infrastructure Study available at https://www.surreycc.gov.uk/_data/assets/pdf_file/0008/163349/180307-Surrey-Infrastructure-Study-2017.pdf It does not include shifting R&B to zero carbon. As previously reported to Full Council an Environmental Sustainability Strategy is currently being prepared which will set out (amongst other things) how the borough will respond in relation to climate change and carbon emissions.
Q88	Cllr Essex	8	Infrastructure needs	Para 1.33 implies that the government is supportive of 'better use of existing runways' whilst it has accepted that to expand Heathrow flights at existing runways will be reduced (Airports Commission reports). Please confirm that is the council's position too.	BS3, para 1.33	Para 1.33 refers to the Government's policy paper 'Making Best Use of Existing Runways' which was published in June 2018. The Council's position in relation to Gatwick Airport's expansion proposals remains as most recently reported to Full Council in July 2019.
Q28	Cllr Harrison	24	Long to medium term financial management	CIPFA Financial Standards: In relation to FM Standards F and I, where is the credible and transparent resilience assessment (F) and the rolling multi-year financial plan consistent with sustainable service plans (I)? It would seem we have identified gaps but not set out additional revenue or cost savings plans.	BSP 4 Page 37 Table 1	The new CIPFA FM Code (published in October 2019) consolidates existing guidance on best practice into a consolidated Code. The Finance team will be reviewing the Council's position against the Code requirements ready for April 2020 when the Code comes into operation. The current Budget Risk assessment is set out in the latest Medium Term Financial Plan that was approved by Executive in July 2019, summarised on the November Service & Financial Planning report (BSP2) and Annex 2 (BSP4).
Q29	Cllr Harrison	25	Funding Assumptions	The narrative states "funding changes delayed to 2020/21" – should this be beyond 2020/21?	BSP 4 Page 40	Yes, funding changes announced in 20/21 will apply to later years.
Q61	Cllr Philpott	1	Stated assumption: "Council taxbase growth of c1.00% per annum and council tax increases capped at a maximum of 1.99% or £5"	Acknowledging a comment in the opening report (BSP2) which said that council tax increase barely addresses the financial challenge ahead, there is still a notable difference between 1% and 1.99% (or the £5 approach) to both the council budgeting assumptions and most importantly, the residents. Which is the value really being assumed in the budget? Recommend to opt for the conservative view of 1% per annum for this budgeting purpose? (Please also note the question above in review section for BSP2 about £5).	Section 2 Pg 40	Each 1% increase in Council tax results on £137,000 additional income to this Council. The Executive's final proposals on the council tax increase for 2020/21 will be set out in the January budget report. For budget-modelling purposes the current assumption is that the maximum increase within the Government's referendum limit will be recommended, being £5 per band D equivalent which yields an extra £300,000 per annum.
Q30	Cllr Harrison	26	Business Rates	Have we made an assessment about loss of business rates – eg L&G or conversion of office blocks to housing? What are the consequences?	BSP 4 Page 42	The Council forecast national non-domestic rates (NNDR) to be collected by local authorities and the associated amount of relief they expect to grant, in government returns required for national NNDR planning. Officers combine local planning information with patterns of reliefs to make judgements about future NNDR changes. The Councils Medium Term Financial Plan is informed by these processes'.

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Q89	Cllr Essex	1	New Homes Bonus	This is described in the medium term financial strategy as 'incentivising and rewarding housing growth'. Please confirm how this has incentivised housing growth in Reigate and Banstead and what the council has, and plans to do, with the rewards received since 2011/12. Please confirm how much has, and how much is planned to be spent on affordable homes.	BS4, section 6	New Homes Bonus is a retrospective un-ringfenced financial 'reward' for prior delivery of new housing. There are no constraints on how an authority applies those funds. Unspent New Homes Bonus funding is held in an earmarked Reserve. Forecasts for the Reserves position at March 2020 are currently being prepared taking into account planned use of reserves during 2019/20. This will include confirming the strategy for the allocation and use of reserves going forward. The outcome will be included in the January budget report. This will include the criteria for drawing on individual earmarked reserves, including the New Homes Bonus reserve.
Q90	Cllr Essex	2	Pensions	These section refers to an actuarial review to be carried out at 31 March 2019 and reported later this year. Can you please confirm if this is the correct date, and when it is due to be reported. If it has already been reported now then please provide details.	BS4, section 7	The triennial actuarial review was carried out at 31 March 2019 and the outcome is scheduled to be reported soon. More pension information is expected in time for inclusion in the January budget report.
Q31	Cllr Harrison	27	Pension Costs	Has the actuary shared the numbers for ongoing and deficit pension contributions?	BSP 4 Page 44	The Actuary has not yet shared the numbers for ongoing and deficit pension contributions. More pension information is expected by in time for the January 20 budget setting report.
Q32	Cllr Harrison	28	Risks	Why are new income streams only rated as "medium" risk likelihood?	BSP 4 Page 45	Budget proposals for 2020/21 do not rely on the introduction and delivery of new income streams therefore currently associated risks are not considered to be significant. This risk will be subject to review as budget proposals for future years are developed especially where they rely on the introduction of new sources of income.
Q68	Cllr Allcard	1	1 STRATEGIC RISK	How are potential increases in borrowing rates factored into our risk analyses		Forecast borrowing projections are provided by Link Asset Services the Council's independent Treasury Advisor. These forward projections are used in assessing projects on a case by case basis. The chief objective when borrowing is to strike an appropriate risk balance between securing low interest costs and achieving cost certainty over the period for which funds are required, with flexibility to renegotiate loans should the Authority's long-term plans change.
Q91	Cllr Essex	3	Strategic Risks	Please provide a copy of the full strategy risk register (only extract provided). Please confirm whether failure to act on climate change sufficiently quickly is also considered to be a strategic risk, and if not, why not?	BS4, appendix 1	The full strategic risk register is available to all members via E Members. Strategic risks are presented annually to the Overview & Scrutiny Committee for review and comment. Climate change is not included as a strategic risk - the need to act is recognised in the new corporate plan with more detail about how the Council will respond to be set out in the Environmental Sustainability Strategy.
Q49	Cllr Harrison	66	BSP 5	Could these increases in BSP 5 all be cross-referenced to Table 13?	BSP 5 Versus Table 13 on page 27	Table 13 cross-referenced to BSP5 at Annex A.
Q62	Cllr Philpott	1	Prioritisation of Service Growth	Has a prioritisation process already happened on all of the items set out in BSP5 (that ultimately leads to the summary in table 3 of para 47)? In other words, is there anything listed that if the council doesn't execute, it carries very unmanageable impact? Has there already been an exercise that looked at anything that could be deferred until capital investments begin to provide returns?		Individual service growth proposals at BSP5 have been considered in depth by lead Portfolioholders, and by Executive collectively, as they were developed over the summer for inclusion in the November budget report. These reviews took into consideration the relative benefits of each proposal compared to the implications of the additional costs along with timing options.
Q33	Cllr Harrison	29	Housing Benefit Administration	Could the budget growth and savings be explained in more detail? Are any changes in headcount involved?	BSP 5 Page 51	The Growth & Savings proposals do not directly affect headcount, rather, they address the withdrawal of DWP grant that has occurred over recent years and is set to continue in 2020/21. As a result of these changes, a £252k growth bid has been proposed in order to enable the writing-down of the current income target to realistic levels. However, the HoS for Revenues, Benefits and Fraud has made stringent efforts to mitigate the level of growth required and is offering savings of £156k against some other budget headings. This all results in net growth of £96k being proposed for Housing Benefit Administration.
Q92	Cllr Essex	1	Housing Benefit Administration	Please confirm whether the DWP grant is now sufficient to cover costs in this area. Please confirm how this affects how this affects the council's plans for a local authority owned trading company operating in this area.	Bs5, p51	The DWP grant is not sufficient to cover the whole cost of the Benefits service and there is a requirement for a contribution from council budgets to deliver the service. The Benefits Service is in scope for consideration of establishing a local authority owned trading company for the Revenues, Benefits & Fraud service. A firm of consultants (Mutual Ventures) have been commissioned to investigate options. It is anticipated that these options will be presented to the Commercial Ventures Executive Sub-Committee in early 2020.
Q34	Cllr Harrison	30	Leisure	Why the additional manager – this is an outsourced service? Doesn't seem to be included in the additional headcount in Table 13 on page 27. Where are the casual staff budgeted currently?	BSP 5 Page 52	This is not an additional post. This post has existed within the team but was not transferred to base budget from reserves - as part of the organisation-wide budget transfers in advance of the 19/20 financial year - in error. The post - Wellbeing and Intervention Team Leader - is included in the 'additional headcount' table. There are no casual staff in this area.
Q35	Cllr Harrison	31	Supporting People	Why the additional manager? How is this function managed currently?	BSP 5 Page 52	This is not an additional post. This post has existed within the team but was not transferred to base budget from reserves - as part of the organisation-wide budget transfers in advance of the 19/20 financial year - in error.
Q69	Cllr Allcard	1	1 HARLEQUIN	Increase appears large. How many casual staff are being added to the base budget		The Head of Wellbeing and Intervention reports that the increase in the budget is in response to the reality of the needs of the venue. It is a realistic budget which will allow for growth and development to ensure that we are able to deliver on the future operational plans. 6 casual posts are being transferred (please see table 13, page 27)

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Q93	Cllr Essex	2	Supporting People Programme	Please confirm what the three options set out mean, and how this would affect the budget.	BS5, p52	The scheme has met the initial commitment of resettling 10 households before the end of March 2020. The three options laid out in the paper were: Option 1: Make no further commitment Option 2: Commit to resettling 10 more households over the next 5 years Option 3: Commit to resettling 20 more households over the next 5 years The 3 costs options were £0/£45k/£80k which would be required for 1 (option 2) or 2 (option 3) posts to manage both the new commitment and the ongoing support to those families who are already resettled. For budget planning purposes, £45k was included in the Budget Scrutiny Panel papers. On 11th November, the Executive agreed to progress the second option.
Q113	Cllr Essex	1	Community Development Workers	Please confirm how the additional community development worker post will change the geographical coverage provided. Please confirm if this work will extent to providing a stronger social safety net in the pockets of poverty associated with private rented housing across the borough.	BS5, p53	The additional Community Development Worker (CDW) post is focused on Woodhatch and Whitebushes. Whilst the work of individual CDWs is focussed on their target geographic area, their local partner networks invariably bring together frontline workers operating across a wider geography, thereby increasing the public and voluntary sectors' impact in supporting residents (in particular our most vulnerable residents) across the borough, regardless of tenure.
Q114	Cllr Essex	2	Voluntary and Community Service Funding	Please confirm how the council reviews the level of support provided as core funding to charities to ensure sufficiency? For example, where there is a social need highlighted by a waiting list for services.	BS5, p53	We require core funded organisations to provide monitoring information to demonstrate the impact of their grant. As a result of the VCS Review which was approved by Executive in June 2019, 2019/20 is the last year of core funding. The Partnerships Team is developing strong working relationships with the organisations which we support financially, to further our understanding of how their services support our residents.
Q115	Cllr Essex		Voluntary and Community Service Funding	Please confirm whether through this or another budget the council is providing any support to increase youth provision locally as the County Council has now announced it will no longer be funding universal youth work in the future.	BS5, p53	The Community Partnerships Service is working closely with YMCA East Surrey and SCC to seek to mitigate the impact of SCC ceasing to fund universal youth work, which may involve some external fundraising. The Service also leads the "Youth Practitioners Forum". The Service has secured external funding to support the provision of basic training for volunteers wishing to work with young people. The small and medium grants funds provide opportunities for partners to apply for funding to support youth provision.
Q36	Cllr Harrison	32	Partnerships	Is this a new headcount – what are the "restructure costs"	BSP 5 Page 53	When the Community Partnerships Service was created in September 2018, a roles restructure followed, with the net increase in the cost of posts initially funded from the New Post Reserve ahead of being transferred to base budget from 2020/21 onwards. The non Community Development Worker costs growth reflects the net increase in budget required to fund the Head of Service post.
Q37	Cllr Harrison	53	Community Centres	Although staff are being brought in house, aren't there offsetting savings in the cost of the Staywell contract?	BSP 5 Page 53	The current operator has reported that the management fee the Council pays falls substantially short of the operating costs of the centres. The Council has used this understanding to inform the cost and income estimates for the centres for 2020/21.
Q38	Cllr Harrison	55	Community Development	This role doesn't appear as headcount growth in Table 13? What are the restructure costs?	BSP 5 Page 53	When the new Community Partnerships Service was created in September 2018, a roles restructure followed. A Community Development Worker for Woodhatch and Whitebushes was employed in July 2019. The net increase in cost of posts from the restructure and the additional Community Development Worker are funded for 2019/20 from the New Posts Reserve ahead of being transferred to base budget from 2020/21 onwards.
Q39	Cllr Harrison	56	Partnerships and Wellbeing support	This role doesn't appear as headcount growth in Table 13? What are the restructure costs?	BSP 5 Page 53	When the Community Partnerships Service was created in September 2018, a roles restructure followed, with the net increase in cost of posts initially funded from the New Post Reserve ahead of being transferred to base budget from 2020/21 onwards. These administrative posts were approved in 19/20 and are not included in the table.
Q94	Cllr Essex	3	Community development/ partnerships & wellbeing business support	Please explain what is meant by restructure costs and provide a breakdown and cost for this.	BS5, p53	When the Community Partnerships Service was created in September 2018, a roles restructure followed to ensure that the service would be able to contribute effectively to achieving the Council's priorities. The net increase in cost of posts has been initially funded from New Post Reserve ahead of being transferred to base budget from 2020/21. The CDW costs relate to the employment of an additional CDW during 2019/20. The non-CDW costs of Community Development growth reflects the net increase in budget required to fund the Head of Service post. The Partnerships growth costs reflects the net cost of roles restructure.
Q95	Cllr Essex	4	Voluntary and Community Service Funding	VCS Review	BS5, p53	Additional information will be provided outside of this meeting if requested.
Q40	Cllr Harrison	57	Planning Policy	Why are additional resources needed now we have agreed the DMP – can't these costs be met by redesignating the resources used for the DMP?	BSP 5 Page 54	These resources are to cover the anticipated consultant and other costs associated with formulating the planning policy evidence base. There is no budget within Planning Policy to cover these costs and they have historically been drawn down from CPDF as and when required. Rather than draw down from CPDF periodically, it was felt better to incorporate these costs into the base budget. They cannot be redesignated from within existing resources/budget as there are no resources for external consultant costs.
Q41	Cllr Harrison	58	Place Delivery	What is the cost of this service and how are they met (county vs borough funding)?	BSP 5 Page 54	The costs of the service in 2019/20 are forecast to be around £288k. £38k is expected from Surrey C.C as their contribution towards staffing costs. The remaining £250k is funded directly by RBBC, the majority of which (£215k) relates to staffing costs.

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Q96	Cllr Essex	5	Planning policy	Please provide details of what it is that Surrey County Council are not expected to fund going forward.	BS5, p54	(It is assumed that Cllr Essex is referring to Place Delivery rather than Planning Policy). Discussions are currently underway with Surrey C.C regarding the Head Of Place Delivery & Place Project Manager posts. Historically Surrey C.C have been prepared to contribute towards one role but arrangements for 2020/21 onwards are currently still under discussion and future income is expected to reduce resulting in a Place Delivery growth bid of £45k.
Q42	Cllr Harrison	59	Refuse and Recycling	Could officers run through this complex area of budgeted changes at the meeting. Please relate to current outturn for 2019/20? Also comment on recycle price assumptions used for the budget in comparison with the current prices.	BSP 5 Page 55	The request for more information to be provided at the meeting is noted. In the main, the budget changes reflect actual performance. The recycle price assumption is based on information provided by our current contractors, however, the market is highly volatile.
Q97	Cllr Essex	6	Waste	Please confirm what additional revenue is anticipated as result of the roll-out of the recycling collection to flats.	BS5, p55	No additional revenue is anticipated in the implementation of this service. We have to pay to dispose of the waste collected.
Q98	Cllr Essex	7	Climate Change	Please confirm what the growth linked to delivery of environmental sustainability studies entails. Does this include new post(s)?	BS5, p55	The 50K in the budget is to create a new post or posts, to support the work coming from the Action Plan & Strategy around Environmental Sustainability.
Q43	Cllr Harrison	60	Licensing	What are the legislative changes? Relate to the additional headcount of 4.	BSP 5 Page 56	There has been a change to the Housing Act as it relates to the licensing of Houses in Multiple Occupation (HMO) brought about by The Licensing of Houses in Multiple Occupation (Prescribed Description) (England) Order 20182. This has increased the number of HMOs licensed by this authority and has led to the recruitment of 1 additional officer in the Private Sector housing team (EH) for that purpose. The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 have significantly changed and increased the requirements for animal related licensing and 1 additional officer is to be recruited as a result to assist with this and other licensing functions. Both of these are offset by income from fees detailed in the corresponding lines. Additional recruitment through business need adds an Environmental Health and Licensing Senior Business Support Officer to the team covering the administration duties of the whole department and a previously unbudgeted business support apprentice.
Q44	Cllr Harrison	61	Food	What is this budget for?	BSP 5 Page 56	The food team has a target income set in previous years for additional food inspection (Rating) revisits and for primary authority status for a number of businesses. This ambitious income level has not been achieved and this change therefore reflects adjustment to that target.
Q45	Cllr Harrison	62	Tandridge Parking	Where is the offsetting reduction in staffing? 2.5 heads in table 13?	BSP 5 Page 56	This is correct - 2.5 FTE in Table 13 offsets the reduction in income.
Q46	Cllr Harrison	63	Business Engagement	How will these monies be spent? What are the priorities?	BSP 5 Page 57	Monies are allocated to the four town centres to facilitate minor works addressing public realm maintenance issues. Issues will be identified and prioritised through regular audit and consultation with local Ward Councillors, Town Centre Guilds, Management Groups and the Portfolio Holder for Economy & Place. This new budget allocation reflects the new 'towns & villages priority within the new Corporate Plan'.
Q99	Cllr Essex	8	Business Engagement	Please share the Town and Villages Corporate Plan and confirm what the costs associated with this are for in both the revenue and capital budgets.	BS5, p57; BS7, p80.	The text refers to the Towns & Villages objective in the Five Year Plan, Reigate & Banstead 2025. A revenue allocation of £80k p.a has been sought via the 20/21 Growth submissions for Economic Prosperity. A further £100k of capital funding has also been sought for each of the next 5 years which would ensure that larger issues can be addressed if any are identified. All monies would be allocated to the four town centres to facilitate minor works addressing public realm maintenance issues.
Q100	Cllr Essex	9	Human Resources	Please provide details on the balance between front-line delivery and back-office support for the new posts. Why are 4 new posts required in HR?	BS5, p58	Human resources is a back office service. Reasons for Post requirements are given below: HR Business Partner: An additional HR professional resource to better support the organisation/managers through organisational change, manage employee relations matters and support managers in more effective deployment of their HR resources. HR Systems Expertise: Additional resource to review the effectiveness of HR process/systems and make efficiencies; also on using people/organisation data more effectively to inform better decision making. HR improvement and efficiency/ recruitment: Short term external resource to help review of employee brand and provide a more tailored approach to talent attraction and the job application process

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Q47	Cllr Harrison	64	ICT	Have alternatives been considered? Is there a professional assessment of need? Please relate to the modest growth in capital plans on Page 78.	BSP 5 Page 58	The growth detailed on page 78 relates to: Establishing a rolling replacement programme for laptop and desktop computers so that a third of the estate is updated year on year. This ensure that we do not have to undertake a 'big bang' approach to equipment refresh every three to four years. This approach is less resource intensive and enables the activity to be delivered as Business As Usual and with existing internal resource. Additional growth has been identified in 2022/23 to ensure that our Disaster Recovery systems are up to date and meet any change requirements following a review of the Data Centre which will take place in 2021/22. 2023/24 marks the end of our current contract for printers and multi-functional devices. Therefore funding will be required to update the printer estate. Further work is underway to assess the need for additional investment and will be reported in on in January.
Q48	Cllr Harrison	65	HR Posts	When were these posts previously approved? Are they necessary? Are they already recruited for?	BSP 5 Page 58	These posts were approved earlier in 19/20 via discussions with the Management Team/ the leader/the Portfolio holder for Corporate Direction and Governance. Recruitment is currently in progress for these positions.
Q101	Cllr Essex	10	Outside Bodies	Please provide a list of how much the council contributes to outside bodies, including the Coast 2 Capital LEP.	BS5,p61	The interim Head of Finance will provide this information separately.
Q102	Cllr Essex	11	Resident's Insight	Please provide details of what this item is, and how it relates to equality and climate change.	BS5,p61	This item relates to a programme of measures to gather more feedback and views from our residents, including but not limited to via a residents survey. It will include seeking resident insight on a wide range of issues including corporate plan priorities (such as environmental sustainability). Resident insight will be carried out in a manner consistent with our equality duty and reflecting industry best practice.
Q50	Cllr Harrison	67	Review of Property Service	Could this independent review be made available? (outside the budget panel)	BSP 6 Page 70	The Director for People Services will respond separately to Panel Members on this request.
Q70	Cllr Allcard	1	1 CAPITAL GROWTH	More detail needed of planned future investments and costs of these plus returns when known		This information will be provided in the January budget report.
Q51	Cllr Harrison	68	Management Information	Is this work on management information complete? Could we have sight of the new formats? (outside the budget panel)	BSP 6 Page 74	The Director for People Services will respond separately to Panel Members on this request.
Q103	Cllr Essex	1	Strategic Property	Please provide energy performance rating of all major council owned properties and to what extent the maintenance works on buildings includes improvements in energy efficiency.	BS7, p77	Please see Annex D.
Q52	Cllr Harrison	69	Beech House	What is this £3m of maintenance work?	BSP 7 Page 77	The £3m budget is a contribution paid to the tenant to carry out a comprehensive refurbishment of the building. The scope of the work comprises:- replacement of air conditioning and ventilation systems; replacement of lighting, emergency lighting and associated controls/distribution boards; replacement of suspended ceilings; refurbishment of lift, WCs and reception area; upgrading of main entrance doors and replacement of external lighting to car park. The budget includes an allowance for fees, a contingency and VAT.
Q53	Cllr Harrison	70	Fees & Charges Policy	Should there be a reference to the use of benchmarking?	BSP 8	This is addressed at paragraph 39 in the November 2019 Service & Financial Planning report (BSP2)
Q71	Cllr Allcard	1	1 OVERALL RESERVES	Can we see a consolidated table showing current reserves, difference from last year and already earmarked reserves. Both Capital and revenue		Please see annex C.
Q106	Cllr Essex	3	Greenspaces	Addressing the silting up of Frenches Pond was previously allocated departmental budget to address. Please confirm when the next silt removal works are programmed to be carried out.	Greenspaces service delivery plan	Weather dependent, the next silt removal works are expected to take place at Frenches Pond in early 2020.

Table 13 – Staff Establishment - FTE Movements 2019/20 to 2020/21		
STAFF ESTABLISHMENT 2019/20 (including fixed term posts)		
		487.5
Posts Funded Through CPDF - Approved During 2019/20:		
Project Manager ICT	1.0	
Technical Analyst ICT	1.0	
Open Space Development Manager	1.0	
Community Centres Transformation Manager	1.0	
HR Improvement and Efficiency Recruitment Post	1.0	
		5.0
UPDATED STAFF ESTABLISHMENT 2019/20		
		492.5
Base Budget Growth Proposals 2020/21 - Transfers In/Out		
Community Partnerships - Community Centres (Staywell) 15.0	15.0	
Neighbourhood Services - Car Parking (2.5)	(2.5)	
		12.5
New Posts to be Created as part of 2020/21 Service & Financial Planning Growth		
Finance Apprentice	1.0	
Property Services Manager	1.0	
ICT Posts	3.0	
Waste and Recycling New Crew	3.0	
Fleet Training Officer and Apprentices	3.0	
Communications and Customer Contact	2.0	
Project and Business Assurance	1.0	
Economic Prosperity Officer	1.0	
Human Resources Posts	2.0	
Harlequin Casual Staff	6.0	
Wellbeing and Intervention Team Leader and Refugee Co-ordinator	2.0	
Environmental Health and Licencing Posts	4.0	
		29.0
Movement in Fixed Term Roles (funded through CPDF) in 2020/21		
Economic Prosperity (1.0)	(1.0)	
Human Resources 1.0	1.0	
		0.0
STAFF ESTABLISHMENT 2020/21		
		534.0
NET INCREASE		
		41.5

Annex A

Ref to BSP5

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New Posts and Salary Growth 2020/21

Annex B

<i>Service</i>	<i>Description</i>	<i>Value £'000</i>	<i>FTE</i>
Community Partnerships - Community Centres (Staywell)	Staff returning from previously outsourced Community Centres	97.0	15.0
Neighbourhood Services - Car Parking	Staff returning to TDC on termination of parking contract	-66.0	-2.5
Finance	Level 4 Finance Apprentice	25.0	1.0
Property	Estates Manager	81.0	1.0
ICT	Technical Support Analyst	43.0	1.0
ICT	Business Improvement Analyst	43.0	1.0
ICT	Data protection Assistant	30.0	1.0
Waste & Recycling	Additional vehicle crew - demand for new homes	85.0	3.0
Fleet	Fleet Training Officer	40.0	1.0
Fleet	Apprentice 1	20.0	1.0
Fleet	Apprentice 2	20.0	1.0
Communications & Customer Contact	Communications Manager	63.0	1.0
Communications & Customer Contact	Graphics & Digital Media Officer	10.0	0.2
Communications & Customer Contact	Restoration of part-time post savings	28.0	0.8
Projects & Business Assurance	Additional Project Manager	65.0	1.0
Economic Prosperity	Economic Prosperity Officer - make time limited post permanent	40.0	1.0
Human Resources Posts	HR Business Partner	60.0	1.0
Human Resources Posts	HR Systems specialist	54.6	1.0
Harlequin Casual Staff	Long Term Casual Staff made permanent	88.0	6.0
Wellbeing & Intervention	Wellbeing & Intervention Team Leader	54.0	1.0
Wellbeing & Intervention	Refugee Coordinator	45.0	1.0
Environmental Health and Licencing	Senior Business Support Officer	28.5	1.0
Environmental Health and Licencing	Housing Licensing and Enforcement Officer	44.5	1.0
Environmental Health and Licencing	Animal/Taxi Licensing Officer, linked to Income	32.3	1.0
Environmental Health and Licencing	Business Support Apprentice - make post permanent	17.3	1.0
		1048.2	41.5

	31/03/2018	31/03/2019
	£m	£m
<u>General Reserves</u>		
General Fund	12.547	12.547
New Home Bonus	14.498	17.086
<u>Earmarked Revenue Reserves</u>		
Government Funding Reduction Reserve	0.800	2.019
Superannuation Reserve	1.507	1.507
Corporate Plan Delivery Fund	2.736	1.206
Business Rates Equalization Reserve	1.000	1.000
Insurance Reserve	0.550	0.550
New Posts	0.000	0.500
Homelessness Prevention	0.048	0.407
Growth Points Reserve	0.286	0.286
Feasibility Studies	0.000	0.250
Business Support Scheme	0.147	0.147
Neighbourhood Improvement Reserve	0.091	0.044
High Street Innovation Reserve	0.040	0.040
Total Earmarked Revenue Reserves	7.205	7.956
Total Revenue Reserves	34.250	37.589
<i>Note: For the purpose of reserves, please see annex 7.1 in the November Budget Report - BSP02.</i>		
<u>Capital Reserves</u>		
Capital Receipts Reserve	15.810	0.627
Capital Grants Unapplied	13.308	16.038
Total Capital reserves	29.118	16.665

ENERGY PERFORMANCE RATINGS

Annex D

"The Energy Performance ratings of the Council's major investment properties (as per the table at BSP 15 on page 97 of the report) are as follows:

Property	EPC Rating	Notes
Regent House, Redhill	B	
Units 1-5 Redhill Distribution Centre, Salfords	All C	
Beech House, Reigate	F	To be improved as part of planned refurbishment.
Forum House, Redhill	C	
Travelodge, Redhill	B	
Linden House, Reigate	Gnd Fl: E, 1st & 2nd Fl: C	
Warwick Quadrant, Redhill	N/A	EPC not obtained as held on long lease.
Crown House, Gloucester Road, Redhill	D	
1, 3, 4, 6, 14-16 and 20 Reading Arch Road, Redhill	N/A	EPCs not obtained as all held on long leases.
1-4 Quarrydene Parade, Merstham	All B	
55-57, 59, 61 & 63 Victoria Road, Horley	B, D, B & C	No. 59 not yet let and in shell condition. EPC will improve once fitted out.
61E Albert Road North, Reigate	C	

As regards the capital works included in the Strategic Property section of the Capital Programme Growth Proposals, the works at Beech House comprise a refurbishment that does include items that will improve the energy efficiency of the building. The works at Albert Road comprise a roof replacement that may improve the energy efficiency of the building but is required regardless of energy efficiency implications. The works at Forum House, if required, will have no impact on energy efficiency. As regards the maintenance to Council occupied properties, these buildings do not need EPCs (except where required specifically in respect of parts leased -out to third parties). However, some of the works included in that item will improve energy efficiency improvements such as replacement of boilers / air conditioning, roof works and window replacements."

£5 increase for Band D

Annex E

	<u>Band A</u>	<u>Band B</u>	<u>Band C</u>	<u>Band D</u>	<u>Band E</u>	<u>Band F</u>	<u>Band G</u>	<u>Band H</u>
Council Tax	154.97	180.80	206.63	232.46	284.12	335.78	387.43	464.92
- increase per dwelling (£ p)	3.33	3.89	4.44	5.00	6.11	7.23	8.33	10.00
- % increase	2.16%	2.16%	2.15%	2.16%	2.15%	2.16%	2.16%	2.16%

Comparison of Service Budget 2019-20 to 2020-21		APPROVED BUDGET 2019/20				PROPOSED BUDGET 2020/21				Annex F
Head of Service	Service	Pay £m	Non-Pay £m	Income £m	Total £m	Pay £m	Non-Pay £m	Income £m	Total £m	
Andrew Benson	Building Control	£0.00	£0.52	-£0.49	£0.03	£0.00	£0.52	-£0.49	£0.03	
	Development Services	£1.13	£0.10	-£0.87	£0.36	£1.13	£0.10	-£0.87	£0.36	
	Planning Policy	£0.33	£0.01	£0.00	£0.35	£0.33	£0.04	£0.00	£0.37	
Caroline Waterworth	Democratic Services	£0.36	£0.46	£0.00	£0.82	£0.36	£0.46	£0.00	£0.82	
	Electoral Services	£0.22	£0.18	£0.00	£0.40	£0.22	£0.18	£0.00	£0.40	
	Land Charges	£0.07	£0.09	-£0.27	-£0.11	£0.07	£0.09	-£0.27	-£0.11	
	Legal Services	£0.80	£0.02	-£0.06	£0.76	£0.80	£0.02	-£0.06	£0.76	
	Property & Facilities	£0.48	£2.06	-£4.48	-£1.94	£0.56	£2.23	-£4.48	-£1.69	
Carys Jones	Communications	£0.33	£0.06	£0.00	£0.39	£0.41	£0.07	£0.00	£0.47	
	Customer Contact	£0.34	£0.01	£0.00	£0.35	£0.37	£0.01	£0.00	£0.38	
Darren Wray	Information & Communications Technology	£0.72	£0.46	£0.00	£1.18	£0.84	£0.64	£0.00	£1.48	
	Web & Information	£0.24	£0.06	£0.00	£0.30	£0.24	£0.06	£0.00	£0.30	
Doula Pont	Chief Executives Office	£1.06	£0.06	£0.00	£1.12	£1.06	£0.07	£0.00	£1.13	
	Corporate Support	£0.06	£0.06	£0.00	£0.12	£0.06	£0.06	£0.00	£0.12	
	Projects & Assurance	£0.40	£0.10	£0.00	£0.49	£0.51	£0.10	£0.00	£0.61	
Duane Kirkland	Harlequin	£0.51	£0.49	-£0.84	£0.16	£0.66	£0.48	-£0.84	£0.29	
	Leisure Services	£0.08	£0.06	-£0.29	-£0.15	£0.14	£0.06	-£0.29	-£0.09	
	Supporting Families	£0.39	£0.04	-£0.34	£0.09	£0.39	£0.04	-£0.34	£0.09	
	Supporting People	£0.08	£0.00	£0.00	£0.08	£0.13	£0.03	£0.00	£0.15	
Justine Chatfield	Community Centres	£0.00	£0.26	£0.00	£0.26	£0.10	£0.31	£0.00	£0.41	
	Community Development & Business Support	£0.29	£0.00	-£0.02	£0.27	£0.41	£0.00	-£0.02	£0.39	
	Partnerships	£0.14	£0.22	£0.00	£0.36	£0.14	£0.26	£0.00	£0.40	
	Voluntary Sector Support	£0.00	£0.36	£0.00	£0.36	£0.00	£0.38	£0.00	£0.38	
Kate Brown	Human Resources	£0.58	£0.04	£0.00	£0.63	£0.78	£0.04	£0.00	£0.83	
Morag Williams	Car Parking	£0.51	£0.16	-£2.87	-£2.20	£0.51	£0.16	-£2.72	-£2.05	
	Engineering & Construction	£0.05	£0.02	-£0.02	£0.06	£0.05	£0.07	-£0.02	£0.11	
	Environmental Health & JET	£1.00	£0.12	-£0.17	£0.96	£1.07	£0.11	-£0.12	£1.07	
	Environmental Licencing	£0.21	£0.03	-£0.54	-£0.30	£0.26	£0.03	-£0.54	-£0.25	
	Fleet	£0.38	£0.53	-£0.13	£0.78	£0.46	£0.53	-£0.13	£0.86	
	Greenspaces	£1.36	£0.52	-£0.60	£1.27	£1.36	£0.52	-£0.60	£1.27	
	Refuse & Recycling	£3.03	£1.54	-£3.27	£1.30	£3.11	£1.57	-£3.57	£1.11	
	Street Cleansing	£0.86	£0.20	-£0.08	£0.99	£0.86	£0.20	-£0.08	£0.99	
Pat Main	Finance	£0.88	£0.22	-£0.01	£1.10	£0.91	£0.22	-£0.01	£1.12	
Peter Boarder	Place Delivery	£0.21	£0.04	-£0.02	£0.23	£0.21	£0.04	£0.03	£0.28	
Richard Robinson	Housing Services	£0.57	£0.54	-£0.12	£0.99	£0.57	£0.54	-£0.12	£0.99	
Simon Bland	Economic Prosperity	£0.26	£0.02	£0.00	£0.28	£0.30	£0.10	£0.00	£0.40	
Simon Rosser	Benefits	£1.15	£39.16	-£40.38	-£0.07	£1.15	£39.11	-£40.23	£0.02	
Total Service Budgets before Corporate Items		£19.10	£48.83	-£55.85	£12.08	£20.53	£49.42	-£55.75	£14.20	

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