

Runnymede Borough Council

CORPORATE MANAGEMENT COMMITTEE

Thursday 3 January 2008, at 7.30 p.m.

in the Council Chamber

at the Civic Offices, Addlestone



Members of the Committee

Councillors J.R. Furey (Chairman), A.J. Davis (Vice-Chairman), A. Alderson, Mrs. R.M. Denby, J.M. Edwards, Mrs L.M Gillham, C.J. Norman, Ms.C.M. Simmons, P.J. Waddell and G.B. Woodger.

## **A G E N D A**

Notes:

- i) Any report on the Agenda involving confidential information (as defined by section 100A(3) of the Local Government Act 1972) must be discussed in private. Any report involving exempt information (as defined by section 100I of the Local Government Act 1972), whether it appears in Part 1 or Part 2 below, may be discussed in private but only if the Committee so resolves.
- ii) The relevant 'background papers' are listed after each report in Part 1. Enquiries about any of the Agenda reports and background papers should be directed in the first instance to **Mr. J. Gurmin, Administration and Leisure Department, Committee Section, Civic Offices, Station Road, Addlestone (Tel. Direct Line: 01932 425624). (Email: john.gurmin@runnymede.gov.uk).**
- iii) Agendas and Minutes are available on a subscription basis. For details, please ring Mr. B.A. Fleckney on 01932 425620. Agendas and Minutes for all the Council's Committees may also be viewed on [www.runnymede.gov.uk](http://www.runnymede.gov.uk).
- iv) In the unlikely event of an alarm sounding, members of the public should leave the building immediately, either using the staircase leading from the public gallery or following other instructions as appropriate.

## **LIST OF MATTERS FOR CONSIDERATION**

### **PART I**

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### **PART II**

#### **Matters involving Exempt or Confidential Information in respect of which reports have not been made available for public inspection.**

a) Exempt Information

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b) Confidential Information

(No reports to be considered under this heading)

1. FIRE PRECAUTIONS

The Chairman will read the Fire Precautions which set out the procedures to be followed in the event of fire or other emergency.

2. NOTIFICATION OF CHANGES TO COMMITTEE MEMBERSHIP

3. MINUTES

To confirm and sign the Minutes of the meeting of the Committee held on 29 November 2007, attached at Appendix 'A'.

4. APOLOGIES FOR ABSENCE

5. DECLARATIONS OF INTEREST

If Members have an interest in an item please record the interest on the form circulated with this Agenda and hand it to the Legal Representative or Committee Administrator at the start of the meeting. A supply of the form will also be available from the Committee Administrator at meetings.

Members who have previously declared interests which are recorded in the Minutes to be considered at this meeting need not repeat the declaration when attending the meeting. Members need take no further action unless the item in which they have an interest becomes the subject of debate, in which event the Member must leave the room if the interest is personal and prejudicial.

6. LOCAL AUTHORITY FINANCE SETTLEMENT 2008/09 (DF)

1. Purpose of Report

1.1 **The purpose of this report is to inform Members of the details of the 2008/09 local authority finance settlement.**

2. Background Information

2.1 The Government announced the local authority finance settlement on 6 December 2007. This set out the basis on which Revenue Support Grant and Business Rates will be distributed to Councils in 2008/09. These figures are still provisional and are subject to consultation. The final statutory reports will be laid before Parliament towards the end of January.

2.2 A simple guide to the Settlement is published on the web site of the Department of Communities and Local Government (DCLG) at <http://www.local.communities.gov.uk/finance/0809/simpguid.pdf>.

2.3 This year the Government has announced settlement figures for the next three years, covering both 2008/09, 2009/10 and 2010/11. The total paid in Formula Grant to English local authorities in 2008/09 will be £27.5 billion, an increase of 3.6% over the comparable figure of £26.5m in 2007/08.

3. Report

3.1 Formula Grant is based on a complex calculation that applies weightings to data (like population, deprivation, population sparsity and density) to determine each Council's share of the national cash sum that the Government has provided in the settlement. This is explained in the simple guide to which reference is made in paragraph 2.2. While there have been some changes in the methodology for distributing grant in 2008/09, some of the calculations on which the Government consulted in August (reported to the Committee on 6 September) have remained unchanged.



**Table 3: Average increase in Formula Grant**

	2008/09	2009/10	2010/11
Education / Social Services Authorities	4.30%	3.10%	2.80%
Police Authorities	2.80%	2.80%	2.80%
Fire Authorities	2.40%	1.40%	1.40%
Shire Districts	1.70%	1.40%	1.30%

Relative Needs

3.7 The calculation of Relative Needs is split between spending blocks. District Council services fall into one block called the Environmental Protection and Cultural Services (EPCS) block. The Council's formula spending is the sum of

- the EPCS calculation;
- an element to reflect flood defence costs (based on historic spending);
- a fixed cost element;
- a capital financing element.

Floor Damping

3.8 The settlement provides grant protection so that no authority will receive less than the minimum increase announced by the Minister. For districts the floor increase is 1% on their adjusted grant for 2007/08. The cost of paying for floor damping is met by scaling back the amount of grant paid to those authorities whose increase is more than the floor.

3.9 The needs formulae take Runnymede above floor for the three years from 2008/09 to 2010/11. As can be seen from Table 1, the negative adjustment to Runnymede's entitlement to pay for floor protection elsewhere is a significant sum, amounting to £127,547 in 2008/09. Without this reduction, Runnymede would receive an increase of 4.3%, rather than the 1.9% that has been announced.

3.10 In total 144 districts have had their entitlement reduced by £33 million to pay for floor protection in the remaining 94 districts. In the context of the total Formula Grant that is being distributed in 2008/09, amounting to £27,490 million, this is a relatively small sum but the impact on districts like Runnymede is considerable. Officers recommend that representations should be made to the Minister urging him to increase the total being distributed so that the cost of floor damping does not fall on districts above the floor, thereby enabling them to receive the full value of their formula entitlement in 2008/09.

Capping

3.11 Like last year, when announcing the settlement in November, the Minister made it clear that the Government will cap any authority that increases its Council Tax by more than 5%. The Minister said, "*10 successive years of above-inflation grant increases from this Government – confirmed through the new spending period - and tough capping action, have helped bring down council tax increases. Keeping council tax under control remains a priority for the Government. We expect the average council tax increase in England to be substantially below 5%. We will not hesitate to use our capping powers as necessary to protect council tax payers from excessive increases.*" This is the assumption that was made when preparing the Financial Forecast. The full ministerial statement is reproduced at Appendix 'B'.

### Specific Grants

- 3.12 The announcement of the financial settlement also includes details of some specific grants that the Council will receive over the next three years. These are listed in Table 4.

**Table 4: Runnymede's entitlement to specific grant**

	2008/09	2009/10	2010/11
Concessionary Fares	£162,327	£166,156	£170,750
Homelessness	£40,000	£40,000	£40,000
Benefit Administration Subsidy Grant	£438,496	£427,815	awaited

- 3.13 The amount awarded for concessionary fares is close to the fourth option on which the Government consulted in September. For the Surrey Districts as a whole this was the worst option. However, the outcome is not unreasonable for Runnymede now that costs of concessionary fares are being distributed on the basis of usage.
- 3.14 Benefit Administration Subsidy Grant has only been notified for 2008/09, together with an indicative figure for 2009/10. The amount awarded is a disappointing outcome for Runnymede. The Council's entitlement is £46,900 less than 2007/08 and reflects the decision of the Department of Works and Pension to impose 5% efficiency reductions on their grant allocation combined with lower activity levels relative to other local authorities.
- 3.15 In addition to the three specific grants notified, the Government has also published details of a new Area Based Grant that will be paid to Surrey County Council in 2008/09 for the first time. This includes £540,000 from the Department of Communities and Local Government and £1,079,000 of Home Office funding. One element of this grant relates to funding that has been paid direct to the district councils until now (Safer, Stronger Communities Grant) and arrangements will need to be agreed to determine a fair distribution of this money.

### 4. Resource Implications

- 4.1 Table 5 shows how Runnymede's formula grant announced in the provisional settlement compares with the figures included in the Financial Forecast:-

**Table 5: Comparison with the Financial Forecast**

	Financial Forecast	Provisional settlement
<b>2008/09</b>	£5,350,000	£5,364,900
<b>2009/10</b>	£5,480,000	£5,481,100
<b>2010/11</b>	£5,620,000	£5,618,800

### 5. Conclusions

- 5.1 Runnymede's Formula Grant in 2008/09 will increase by 1.9% over the adjusted 2007/08 figure. The outcome is close to the assumption in the Financial Forecast.
- 5.2 Runnymede's Formula Grant has been reduced to pay for the cost of floor protection awarded to other Councils. Officers recommend that the Council urges the Government to increase funding so that the Council can receive the full value of its formula entitlement in 2008/09.
- 5.3 The Government have made it clear that they expect Council Tax increases to be less than 5% and that they will use their capping powers if Councils breach this level.

- 5.4 The latest figures available are still provisional. The final grant settlement figures approved by Parliament will be reported to Committee on 31 January 2008 when the overall budget for 2008/09 will be considered.

**OFFICERS' RECOMMENDATION that -**

**representations be made to the Minister urging him to increase the amount being distributed in Formula Grant so that the cost of floor damping does not fall on districts above the floor, thereby enabling them to receive the full value of their formula entitlement.**

**(TO RESOLVE)**

Background Papers

Local Authority Finance Settlement papers received from the Department of Communities and Local Government.

7. REVENUE ESTIMATES 2008/09 (DF)

1. Members are asked to consider the draft Revenue Estimates for 2008/09.
2. A budget is the expression in financial terms of the Council's policies over the next year and is a statement of intention against which achievement can be compared. The main objectives of budgeting are:
  - satisfaction of statutory requirements
  - determining the amount to be raised from Council Tax or rents
  - assisting in the planning and policy making process
  - policy implementation and control
  - a means of measurement, and
  - strategic planning
3. The report of the Director of Finance containing the draft Revenue Estimates and fees and charges for the services under the remit of this Committee is attached at Appendix 'C'. (The Estimates have been circulated to members of the Committee and relevant Officers only and a copy has been placed on the website for all other Members and the public).
4. The estimates are separated into the following sections:
  - i) Corporate Management Committee Estimates (Appendix 'C' - pages 1-67)
  - ii) Current and proposed fees and charges (Appendix 'C' - page 68)
  - iii) Assumptions used in setting the budgets for 2008/09 (Appendix 'C' - pages 69 - 72)

**OFFICERS' RECOMMENDATION that -**

- i) the draft Revenue Estimates for 2008/09 be approved as submitted; and**
- ii) the proposed fees and charges for 2008/09, as set out in Appendix 'C', be approved to be effective from 1 April 2008.**

**(TO RESOLVE)**

## Background Papers

Director of Finance's Estimates Working Papers 2008/09 file for Corporate Management Committee (part exempt)

### 8. SURREY PENSION FUND (DF)

#### 1. Purpose of Report

##### 1.1 **To report the initial results of the Actuary's valuation of the Surrey Pension Fund at 31 March 2007.**

#### 2. Background Information

2.1 The Surrey Pension Fund is administered by Surrey County Council on behalf of all the Councils in Surrey and other public sector bodies (e.g. colleges, parish councils) as required by the Superannuation Act 1972.

2.2 Under the present rules of the Local Government Pension Scheme, staff make a statutory contribution of 6% of their pay to the Pension Fund. The employer's contribution to the Fund is based on an actuarial calculation of the amount required to meet future liabilities of the Fund. As the liabilities of the Fund have increased significantly in recent years, this has required large increases in the rate of employers' contributions while the statutory contributions made by employees has remained fixed at the statutory rate of 6%. This position will change on 1 April 2008 when new regulations come into force requiring employees to contribute to the Fund on a sliding scale up to 7.5% of their pensionable pay.

2.3 The Actuary is required to value the Surrey Pension Fund every three years. The Fund was last valued by the Actuary in 2004 using valuation data at 31 March 2004. This information enabled the Actuary to determine the level of contributions required from each contributing authority for 2005/06, 2006/07 and 2007/08. The Actuary appointed by Surrey County Council is Hymans Robertson. Table 1 below shows the Actuary's valuation of the whole fund in 2004 and his assessment of Runnymede's share of the Fund:-

**Table 1: Surrey Pension Fund - Valuation at 31 March 2004**

	<b>Total Fund</b>	<b>Runnymede</b>
	£m	£m
Total net liabilities	1,623	43.2
Total value of assets	1,107	35.8
Deficit	£516 m	£7.4 m
Funding level	68.1%	82.9%
Employer's contribution 2005/06 to 2007/08	11.6% of pay	12.5% of pay
Annual backfunding contributions (minimum amount subject to inflation)		
2005/06		Nil
2006/07		£220,500
2007/08		£441,000

2.4 Since 1995 the Actuary has calculated the position for each contributing body separately. The Council made lump sum contributions of £5,838,000 in 1996/97 and £5,729,000 in 2002/03 to reduce its share of the deficit. This is the main reason why Runnymede's element of the Fund is still the best funded in the County.

3. Report

- 3.1 The Actuary's latest calculations show that the portion of the fund allocated to Runnymede has increased from a funding level of 82.9% at 31 March 2004 to 90.2% at 31 March 2007. This compares with a funding level of 79.3% for the fund as a whole, as shown in Table 2.

Valuation Date	Whole Fund		Runnymede	
	2004	2007	2004	2007
	£m	£m	£m	£m
<u>Past service liabilities</u>				
Employees	713.2	983.8	20.5	30.1
Deferred pensioners	271.7	389.8	5.8	8.5
Pensioners	638.3	845.2	16.9	20.5
<b>Total liabilities</b>	<b>1,623.1</b>	<b>2,218.8</b>	<b>43.2</b>	<b>59.1</b>
<b>Assets</b>	<b>1,107.4</b>	<b>1,759.3</b>	<b>35.8</b>	<b>53.3</b>
<b>Surplus / Deficit</b>	<b>(515.7)</b>	<b>(459.5)</b>	<b>(7.4)</b>	<b>(5.8)</b>
<b>Funding level</b>	<b>68.2%</b>	<b>79.3%</b>	<b>82.9%</b>	<b>90.2%</b>

- 3.6 The funding levels for the contributing bodies within the Fund range from 72% to 90% (Runnymede). The details for the other bodies are not reproduced here because this is provisional data which has not been formally reported to all the bodies. The most significant reason for the increased funding level has been investment performance over the past three years. Table 3 shows the main reasons for Runnymede's improved funding position compared with the position for the Pension Fund as a whole. The reason why Runnymede's funding level has not increased as much as the fund as a whole is because Runnymede's backfunding contributions were phased in between 2005 and 2007, so it has not contributed as much as other employing bodies.

	Fund as a whole	Runnymede
	£m	£m
<b>Deficit at 31 March 2004</b>	<b>-515.7</b>	<b>-7.4</b>
Interest on deficit	-103.7	-1.5
Investment returns greater than expected	326.9	10.0
Contributions greater than cost of accrual	85.6	-0.4
Salary increases less than expected	-15.3	0.1
Pension increases more than expected	-6.4	-0.2
Early/ill health retirement experience	15.6	0.2
Pensioner deaths less than expected	-2.9	-0.2
Early leavers more than expected	1.3	0.0
Effect of 2008 scheme	-18.4	-0.6
Change in demographic assumptions	-84.4	-2.3
Change in financial assumptions	-162.5	-4.2
Other experience items	20.4	0.6
<b>Deficit at 31 March 2007</b>	<b>-459.5</b>	<b>-5.8</b>

- 3.7 Like the previous valuations, the Actuary is proposing to certify the level of contributions for the next three years split into two categories. Firstly, there is the contribution rate which the Actuary calculates will be necessary to pay for the future pension liability accruing from current employment. Secondly, there is the contribution that will be required to eliminate the deficit at 31 March 2007.
- 3.8 Runnymede's contribution rate for future service will increase from 12.5% to 16.3% of payroll. This reflects the increased liabilities resulting from the continuing rise in life

expectancy along with the impact of future inflation. A breakdown of the main factors is shown in Table 4.

Valuation Date	Whole Fund 2007	Runnymede 2007
<b>2004</b>		
Future contributions	<b>11.6%</b>	<b>12.5%</b>
Deficit contributions	<b>8.9%</b>	<b>5.7%</b>
<b>Total contribution rate 2004</b>	<b>20.5%</b>	<b>18.2%</b>
Change in demographic assumptions	0.1%	0.1%
Commutation	-0.3%	-0.4%
Life expectancy	1.9%	2.2%
Decline in long-term interest rates	1.5%	1.5%
Change in anticipated inflation	2.7%	2.7%
Abolition of the rule of 85	-6.4%	-5.5%
New scheme 2008	1.0%	1.1%
<b>Total contribution rate 2007</b>	<b>20.9%</b>	<b>20.0%</b>
<b>2007</b>		
Comprising - future contributions	<b>14.7%</b>	<b>16.3%</b>
- deficit contributions	<b>6.2%</b>	<b>4.3%</b>

- 3.9 This large increase is partially offset by a reduction in the backfunding contribution that will be required as a result of the decline in Runnymede's deficit from £7.4 million to £5.8 million (see Table 2). In 2004 the Actuary allowed the employing bodies to spread their backfunding contributions over 20 years (and in Runnymede's case the full impact was phased in over three years). The proposed backfunding contributions over the next three years are based on spreading the deficit contributions over 17 years. For Runnymede, the monetary amount will be £380,000 per annum excluding inflation, which is equivalent to 4.3% of payroll.
- 3.10 The contributions for the next three years compared with the previous valuation period are summarised in Table 5.

Valuation Date	Whole Fund		Runnymede	
	2004	2007	2004	2007
	% of pay	% of pay	% of pay	% of pay
<u>Future service costs</u>				
Total cost	17.1%	21.0%	18.0%	22.5%
Employee contributions	-6.0%	-6.6%	-6.0%	-6.6%
Expenses	0.5%	0.4%	0.5%	0.4%
<b>Net employer share</b>	<b>11.6%</b>	<b>14.8%</b>	<b>12.5%</b>	<b>16.3%</b>
<u>Past service adjustment</u>				
Annual amount over 20 years	£18.2m	£15.3m	£481,000	
Annual amount over 17 years				£380,000
<b>Expressed as % of pay</b>	<b>8.9%</b>	<b>6.2%</b>	<b>5.4%</b>	<b>4.3%</b>
<b>Overall contribution rate</b>	<b>20.5%</b>	<b>21.0%</b>	<b>17.9%</b>	<b>20.6%</b>

- 3.11 In view of the significant budgetary impact that these results will have on each employing body, the Actuary is willing to be flexible about two assumptions that affect the contribution rate and has asked each body to tell him how they would like him to treat them in his final valuation certificate.

i) Investment returns

The figures reported in the previous tables include an actuarial assumption that returns on the Fund's investments will outperform bonds by 1.6%. This falls within what the Actuary calls a prudential range, with 1.8% at the upper extreme and 1.25% as the assumption that is being used for Hymans Robertson funds.

The Actuary reports that many local authority clients are opting to adopt the assumption of 1.6% outperformance and this can be justified on the grounds that the Surrey Pension Fund has an aggressive investment policy that is heavily weighted in equities. However, the Actuary has produced alternative figures based on a more cautious assumption of 1.4% out performance. For Runnymede, this would increase the future contribution rate from 16.3% to 17.9% and the additional monetary amount from £380,000 to £560,000 (i.e. from 4.3% to 6.3%), an overall additional cost of £320,000 each year. In view of Runnymede's funding level at 90% and the fact that 75% of the Fund is invested in equities, Officers recommend that the Actuary is informed that the Council wishes to retain the outperformance assumption at 1.6%.

ii) Deficit payments

The backfunding contributions shown in the previous tables are based on spreading the payments over the next 17 years. The Actuary is prepared to give employing bodies the option of spreading the contributions over 20 years. This would reduce Runnymede's annual deficit contribution by £53,000. While the budgetary saving is tempting, Officers do not recommend this course of action. The decision to increase the period over which the deficit was extinguished to 20 years was made in 2004 following a period in which the Fund had suffered from deteriorating funding levels which required large increases in contributions. The deficit spread was increased from 13 to 20 years in order to cushion the impact on budgets. There was also the hope that future investment performance would turn out to be better than the Actuary was assuming, which would help to eliminate the deficit earlier. To some extent this has happened as a result of the recovery in stock markets compared with the position three years ago. To maintain the period over which the deficit is recovered at 20 years will effectively amount to extending the period by a further three years. Officers do not think that this can be justified when the Actuary is reporting that the average age of Runnymede's contributing employees is 51.9 years.

4. Financial Implications

- 4.1 Table 5 (paragraph 3.10) shows that the Council will have to pay a future contribution rate of 16.3% and an additional annual backfunding contribution of £380,000 over the next three years to the Surrey Pension Fund. The overall cost in 2008/09 is estimated to be £1,995,000, of which £1,770,000 will fall on the General Fund and £225,000 on the Housing Revenue Account.
- 4.2 The cost to the General Fund represents an increase of £263,300 over 2007/08. The Financial Forecast only provided for an increase of £100,000 in General Fund costs.

**OFFICERS' RECOMMENDATION that -**

**the Actuary be informed that the Council wishes the actuarial assumptions used to determine the Council's contributions to the Surrey Pension Fund over the next three years to include investment outperformance of 1.6% and deficit contributions spread over 17 years.**

**(TO RESOLVE)**

Background Papers

Pension Fund working papers supplied by Surrey County Council on the Director of Finance's file 48(11).

9. PERSONNEL SERVICES MEMBER WORKING GROUP MEETING - 5 NOVEMBER 2007

The notes of the Personnel Services Member Working Group meeting of 5 November 2007 can be found at Appendix 'D'.

In considering the need to plan sufficiently in advance for retirements of long serving staff, the Member Working Group bring forward recommendations to this Committee, aimed at addressing this issue.

In reviewing the current activities of the Working Group, revised terms of reference are recommended to this Committee.

#### UNISON Consultation

The Runnymede Branch of UNISON wishes to make the following comments on Recommendation iii) below.

The requirement for a member of staff to give 12 months notice of their intention to retire in order to qualify for the long service final year enhancement (more than 10 years service) is considered excessive if no flexibility is allowed in the period of notice for changes in circumstances.

People's personal and financial circumstances can change over such a long period and committing oneself to a leaving date 12 months hence could be unnecessarily restrictive should one's personal circumstances change if there is no flexibility contained within the policy.

Therefore, UNISON would like to suggest that staff be permitted to withdraw their notice at any time up until 12 weeks before the notified retirement date, such a period being in line with the maximum notice period required of staff, or a reasonable alternative period of time.

Also from the information provided, UNISON observes that succession planning is unlikely to be relevant to non management graded staff.

UNISON does welcome, however, the inclusion in the recommendation of giving at least 12 months notice of the introduction of the new policy, which is felt to be very helpful.

#### **RECOMMENDATIONS OF THE PERSONNEL SERVICES MEMBER WORKING GROUP that –**

- i) the report of the Personnel Services Member Working Group of 5 November 2007 at Appendix 'D' be noted;**
- ii) management training be further promoted in the authority;**
- iii) with the exception of compulsory retirements on the grounds of redundancy, efficiency of the service or permanent ill health, the conditions for the award of the final year salary enhancement for long serving staff retiring from January 2009 be subject to the member of staff giving 12 months notice of their intention to retire;**
- iv) staffing structures be revisited following publication of legislation and the new Local Area Agreement; and**
- v) the terms of reference for the Personnel Services Member Working Group be 'To oversee the development of such Personnel policies that meet the needs of the authority'**

**(TO RESOLVE)**

#### Background Papers

Notes of the Personnel Services Member Working Group

10. CIVIC OFFICES REPROVISION SUB-COMMITTEE MINUTES

The Minutes of the Civic Offices Reprovision Sub-Committee meeting held on 4 December 2007 are attached at Appendix 'E'.

**(FOR INFORMATION)**

Background Papers

None

11. LOCAL AREA AGREEMENT – 2008-2011 – PRIORITIES AND PREFERRED THEMES (CEO)

To follow.

12. URGENT ACTION – STANDING ORDER 42

The following action has been taken after consultation with the Chairman of the Committee under Standing Order 42.

<u>Officer</u>	<u>Action</u>	<u>Central Index No</u>
Chief Executive Officer	Approving Front of House arrangements in the new Civic Offices in accordance with the Recommendations of the Civic Offices Reprovision Sub-Committee of 4 December 2007, subject to  i) further evaluation as to the effectiveness of the proposals being undertaken;  ii) opportunities continuing to be taken to broaden and deepen the Front of House service where a business case and potential efficiencies can be identified; and  iii) a report on progress including resource implications being made to the Committee not later than September 2008.	651

**(FOR INFORMATION)**

Background Papers

Proforma No 651 dated 10 December 2007

13. EXCLUSION OF PRESS AND PUBLIC

**OFFICERS' RECOMMENDATION that –**

**the press and public be excluded from the meeting during discussion of the following reports under Section 100A(4) of the Local Government Act 1972 on the grounds that the reports in question would be likely to involve disclosure of exempt information of the description specified in paragraph 3 of Part 1 of Schedule 12A of the Act.**

**PART II**

**Matters involving Exempt or Confidential information in respect of which reports have not been made available for public inspection**

a)	<u>Exempt Information</u>	<u>Para</u>
14.	TEMPORARY CLEANING CONTRACT FOR NEW CIVIC OFFICES	3
15.	SAFER RUNNYMEDE - REPLACEMENT CONTROL CENTRE	3
b)	<u>Confidential Information</u>	
	(No reports to be considered under this heading)	