

Corporate Management Committee

Thursday 2 April 2009 7.30pm

Council Chamber
Runnymede Civic Centre, Addlestone

Members of the Committee

Councillors J R Furey (Chairman), D R Hamilton (Vice-Chairman), A Alderson, J M Edwards, Mrs L M Gillham, H W V Meares, C J Norman, P I Roberts, P J Waddell and G B Woodger

AGENDA

Notes:

- 1) 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.
- 2) 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, Runnymede Civic Centre, Station Road, Addlestone (Tel Direct Line: 01932 425624). (Email: john.gurmin@runnymede.gov.uk).**
- 3) 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.
- 4) 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

Matters in respect of which reports have been made available for public inspection

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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
17. WRITE OFFS 18
- 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 5 March 2009. (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. ANNUAL EXTERNAL AUDIT REPORT 2007/08 AND ANNUAL AUDIT AND INSPECTION LETTER 2007/08 (DF)

The Annual External Audit Report for 2007/08 (attached at Appendix 'B') (separately circulated) has been submitted by KPMG for consideration by the Council. It deals with the Council's financial statements, corporate governance, use of resources and data quality issues. Mr Neil Thomas, a Director of KPMG, will be present to introduce the report and answer questions from Members of the Committee.

In addition, Mr Paul Chambers, who is the Council's Relationship Manager at the Audit Commission, will be attending to present the Commission's Annual Audit and Inspection Letter 2007/08 (attached at Appendix 'C') (to follow) and answer questions from Members of the Committee.

7. REPORTING OF TENDERS FOR THE GAS APPLIANCE SERVICING CONTRACT (DHCS)

1. Purpose of Report

1.1 **The purpose of this report is to advise Members of the recent acceptance of a tender in respect of servicing gas appliances in Council owned properties and to report all tenders received.**

2. Background Information

2.1 Standing Orders for Contracts, (C9.6), require that where the most favourable tender received is more than £100,000, the tenders must be reported. Tenders for the servicing of gas appliances in Council properties have recently been returned, and the value of the contract is in excess of the £100,000 threshold.

3. Report

3.1 The majority of Council owned properties now have gas central heating, and as a landlord the Council is required to service each appliance annually. In order to undertake this duty, the Council employs a contractor who operates a 'three star' type arrangement whereby for a fixed annual fee the contractor not only services each boiler, but is on standby to undertake emergency repairs if necessary.

- 3.2 The existing contract has come to an end, and suitably qualified contractors have been invited to tender for the contract for the next four years. As required by Contract Standing Order C3.3, the shortlist of contractors invited to tender was considered and approved by the Housing and Community Services Committee at their meeting on 11 June 2008.
- 3.2 The successful contractor was Robert Heath Heating (RHH), the existing contractor. As RHH's bid was the most financially favourable, Officers have accepted it, and the new arrangements will come into force from April 2009.
- 3.3 As indicated above, Contract Standing Order C9.6 requires contracts in excess of £100,000 to be reported to the Authority, and as the gas servicing contract is in this category, it is necessary to report the acceptance of the RHH tender. A list of the tenderers and the bid of each tenderer is set out at Exempt Appendix '1'. Normally such a report would go to the Housing and Community Services Committee, but the details of the contract were not known until after the deadline for reports for that Committee and as the next Housing and Community Services Committee is not until June and RHH are to start the contract in April, it was therefore felt appropriate to report matters to this Committee.
4. Financial Considerations
- 4.1 Part of the contract sum allows for the replacement of boilers when they reach the end of their useful life and it is no longer cost-effective to continue repairing them. There is provision within the HRA Business Plan for this level of expenditure.
5. Equalities
- 5.1 Whilst Officers recognise that the need for prompt servicing and repairs may be more important for certain vulnerable groups such as older people, there are no other Equality issues which need to be addressed. RHH are required to respond within specified timescales, these being shorter in periods of cold weather and where residents are deemed to be vulnerable.

(FOR INFORMATION)

Background Papers

None stated

8. REFERENCE FROM LEISURE AND ENVIRONMENT COMMITTEE

Careline – Voice Recorder Replacement

At its meeting on 19 March 2009 the Leisure and Environment Committee agreed to ask this Committee to approve the capital estimate required for the replacement of the voice recorder which forms part of the Careline Call Answering system operated by Safer Runnymede in partnership with Community Services.

Members noted that the existing voice recorder, supplied and maintained by Jontek Limited, was over ten years old and provision for its replacement had originally been envisaged as part of the move to the new Civic Centre with the introduction of a recording facility for all Council calls. This, however, had been ruled out because it was too costly.

This Committee is advised that purchasing a new voice recorder has to be done in order for the system to be accredited, which in turn expands the opportunity for Safer Runnymede to generate additional income of approximately £17,000 per annum by taking on new business.

An up to date recorder which is capable of immediate replay allows Safer Runnymede operators to ensure that the correct, and often emergency, action is taken, protects the operators and improves the service to clients.

It is recommended that Standing Order C2 relating to the seeking of estimates be waived as the recorder must be purchased from the supplier of the other components of the Careline system (Jontek Limited), which includes all the linking cabling. The current recorder is covered under the annual maintenance budget and the new machine would simply be a replacement.

The new system will cost £11,500 to purchase and install. There is currently no provision in the capital programme for this expenditure and this Committee will need to approve a capital estimate accordingly.

The capital programme includes a sum of £55,100 in 2008/09 to provide for upgrades to systems and new initiatives. If approved, this budget could be used to purchase the new voice recorder.

On-going annual maintenance costs will be approximately £2,000, which is £900 more than the current charge. This additional expenditure will be met from the additional income expected to be attained as a result of the upgrade to the system. Should this additional income not be forthcoming, the costs will be met from elsewhere in the Safer Runnymede budget.

LEISURE AND ENVIRONMENT COMMITTEE'S RECOMMENDATION that -

- i) a capital estimate be approved for the purchase of a voice recording machine at a sum not exceeding £11,500;**
- ii) this expenditure be met from the upgrades and new initiatives budget held in the capital programme;**
- iii) the revenue consequences be noted; and**
- iv) as the recorder must be purchased from the supplier of the other components of the Careline system, Standing Order C2 relating to the seeking of estimates be waived, and Jontek Ltd supply the equipment, which shall be covered by their existing maintenance agreement within the existing contract.**

(TO RESOLVE)

Background Papers

None

9. RECOMMENDATION FROM CIVIC OFFICES REPROVISION SUB – COMMITTEE

Civic Offices Reprovision – Financial Summary – Safer Runnymede Equipment Budget Costs

By resolution of the Sub-Committee, the press and public were excluded from the meeting during the consideration of this matter under Section 100(A)(4) of the Local Government Act 1972 on the grounds that the discussion would be likely to involve the disclosure of exempt information of the description specified in paragraph 3 of Schedule 12A to Part 1 of the Act.

At its meeting on 18 March 2009, the Civic Offices Reprovision Sub-Committee considered a financial summary of the new Civic Offices project and was pleased to note that the budget for the new Civic Offices was forecast to be underspent compared with the approved budget. As part of this summary, the Sub-Committee considered the costs of the project which were associated with Safer Runnymede. The costs of fitting out the Safer Runnymede control room and installing fibre-optic cabling into the control room had been included within the construction costs of the Civic Offices Reprovision main scheme (the new Civic Offices budget). The remaining costs of equipping the control room had been met from a separate capital budget which had been estimated to total £553,000 (including a supplementary capital estimate of £86,800 and a virement of £6,200). In addition, as had always been anticipated, contributions

had been received from the Runnymede Crime and Disorder Partnership (£10,000) and from

the Safer Surrey Community Fund (£29,800). The Sub-Committee noted the full position on the Safer Runnymede equipment capital budget. The possible need for an additional provision of £200,000 to fit out the control room had been previously reported. In the event, it had not proved necessary to request an additional budget because the fit-out costs had been accommodated from within the original budget for the main scheme.

The total expenditure on the Safer Runnymede equipment budget was expected to be £613,478, which was £60,478 more than the approved capital budget of £553,000. The Sub-Committee agreed to recommend that this be accommodated by a virement from the underspent budget for the new Civic Offices. £39,800 would be financed from the relevant contributions that had been received and the balance of £20,678 could be financed from capital receipts.

The Sub-Committee noted that the Safer Runnymede Control Room now had the benefit of up to date equipment. Before the move to the new Civic Centre, the equipment had been in urgent need of replacement. The fact that the Council now had one of the most modern community safety facilities available meant that the Council now provided an example of what could be achieved in this area and would also enhance the promotion of Safer Runnymede's services to potential buyers in the future. The location of the police in the same offices as Safer Runnymede was also beneficial. An annual sum of £129,000 for replacement of Safer Runnymede equipment had been set aside within the Council's budget for future years.

CIVIC OFFICES REPROVISION SUB – COMMITTEE'S RECOMMENDATION that–

a virement of £60,500 from the new Civic Offices budget to the Safer Runnymede equipment budget to cover the additional cost of Safer Runnymede equipment be approved, to be financed from contributions received of £39,800 and capital receipts of £20,700.

(TO RECOMMEND)

Background Papers

None

10. PROCUREMENT STRATEGY (DF)

1. Purpose of Report

1.1 **The purpose of this report is to review the Council's Procurement Strategy and to report progress in implementing procurement targets.**

2. Background Information

2.1 The Council approved its first Procurement Strategy in July 2002 and the last occasion on which it was reviewed and updated was in October 2005 following a procurement health check conducted by the Improvement and Development Agency for local government (IDeA). This is reproduced on the Council's website.

2.2 The National e-Procurement Project (NePP) were invited to review Runnymede's e-procurement practices and their report was also presented to the meeting of the Corporate Management Committee in October 2005. In the light of the NePP's conclusions and recommendations, the Committee subsequently approved an e-Procurement Strategy in January 2006.

3. Report

3.1 An updated Procurement Strategy is reproduced at Appendix 'D' (separately circulated). This follows the format of the current strategy and includes a section detailing the progress on the targets included in the last e-Procurement Strategy.

4. Council Policy

4.1 Council policy on procurement was set out in the 2004/05 Leader's Position Paper. This stated: "We want to ensure that we deliver 21st Century services via the most modern work processes through implementing e-government. We will continue to invest in smart systems that will improve Council processes, help us stop doing repetitive low value tasks and help free people to provide excellent customer services" (Leader's Position Paper 2004/05, paragraph 5.1.1). This objective is included in the Procurement Strategy (paragraph 1.5).

5. Resource Implications

5.1 The Council's revenue reductions target agreed in 2005 included £50,000 per annum relating to procurement. This was achieved. In addition, one-off savings continue to be made (estimated at £40,000 in 2008/09).

OFFICERS' RECOMMENDATION that –

the revised Procurement Strategy at Appendix 'D' be approved.

(TO RESOLVE)

Background Papers

National Procurement Strategy

11. EQUALITY POLICY AND ACTION PLAN (CEO)
(Ref: Minutes of Corporate Management Committee, 31 January 2008, page 714, para. 512)

1. Purpose of Report

1.1 **The purpose of this report is to approve the Council's revised Equality Policy; and**

1.2 **To publish progress in respect of the Council's existing Equality Policy and Action Plan.**

2. Background Information

2.1 The Equality Policy, adopted by the Council in October 2005, incorporated an action plan to meet the requirements of the Race Relations Amendment Act (2000) for public bodies to promote racial equality. The policy and action plan also applied those requirements to disability and gender. Subsequently the duty to promote equality with respect to disability and gender were conferred by the amendments to the Disability Discrimination Act 1995 (as amended in 2005) and the Equality Act 2006.

2.2 The Council's Equality Policy incorporates the statutory requirements to promote equality as defined by all three pieces of legislation. The equality duties also require public authorities to:

- i) Screen all functions, policies and practice for likely impact on equality. Where these are considered to have a different impact on different groups of people (adverse or positive), Equality Impact Assessments (EIA) are to be conducted in order to assess that impact on minority groups.
- ii) Monitor recruitment, training, promotion, disciplinary hearings and grievances in relation to different groups of staff and report on whether minority groups are fairly represented at each stage.
- iii) Monitor service provision to ensure all elements of the community are able to access services equally. Where this is not the case, take action to find out why and improve access whenever possible.
- iv) Train staff and Members adequately in equalities.

- v) Consult relevant community groups to establish the likely outcome of the changes to service provision and to challenge the impact assessments.
- vi) Publish the results of impact assessments and consultation annually.
- vii) Review the policy and function list on a three-yearly basis.

2.3 Equality Standard

- 2.3.1 The Equality Standard brings together the requirements of the various pieces of legislation detailed in the Legal Implications section below. The Council received external accreditation to Level 2 of the Equality Standard for Local Government in June 2006. Level 2 acknowledges that the Council has an equality scheme and has begun to engage in impact assessment and consultation. The standard contains five levels of achievement.
- 2.3.2 The Council has made a commitment to achieve Level 3 of the Equality Standard by March 2009. Level 3 of the standard puts a greater weight on the development of a participation and consultation strategy (which has been incorporated on page 6 of the policy at Appendix 'E') and ensuring that equalities targets and objectives are reflected in service plans.
- 2.3.3 The equalities standard is being changed in April 2009 and will be contracted to three levels. The current standard is valid until the end of September 2009. As a Level 3 authority, the Council would be classed in the middle achieving level of the new standard.

3. Report

3.1 Progress in the Past Year

- 3.1.1 The Council's Equality Policy and Action Plan, attached at Appendix 'E' (separately circulated) is brought to the Committee's attention for two reasons. Firstly, the Council is required to publish progress against its equality schemes and this is shown in Appendix '3' of Appendix 'E'. Secondly, the policy has been updated to ensure compliance with Level 3 of the equality standard and to revise the schedule for service reviews.

3.2 Employment Monitoring

- 3.2.1 The Council monitors statistics relating to gender, disability and ethnicity in terms of staff recruitment, training, grievance, discipline and promotion. These are reported in the Annual Pay and Workforce Plan; a summary is being posted on the internet as a means of publishing them, as required by the legislation.

3.3 Service Monitoring

- 3.3.1 The Council is required to collect and analyse statistics to give a picture of the numbers of people from different backgrounds using its services, but this is not yet achieved consistently across the authority. The data is essential for undertaking meaningful impact assessments, but requires resources for analysis. Officers hope to develop a survey that can be sent to all service users corporately and, once analysed, individual departments can then build on that data when conducting service-specific surveys.
- 3.3.2 The Council monitors ethnicity in relation to people requesting housing allocations and those on the housing waiting list as is required by the statutory code of practice for housing. Ethnicity data was also collected on a 3- yearly basis under the former Best Value regime in relation to the benefits, Development Control and housing services.
- 3.3.2 The Council has a racial incident reporting form on the intranet available for Officers to use. Harassment and hate crime are categories on the anti-social behaviour form, which is available on the internet. Any such instances are passed to the police, who have a separate unit dealing with hate crime. Annual figures are also reported in the Council's performance indicators.

3.3.3 Membership of the Council's residents' panel is being reviewed as a number of original panel members no longer wish to participate. As the panel does not reflect the current demographic profile of the Borough, positive action will be taken to encourage residents from black and minority ethnic (BME) populations and those with a disability to participate. This may assist in identifying improvements in perceptions of service provision by different ethnic groups or people with disabilities.

3.4 Impact Assessment

3.4.1 Twenty six Council functions have been the subject of Equality Impact Assessments (EIA's) since 2006. These have been reviewed by the Council's Equality Working Group and are published on the website (they can be found by looking for Equalities in the A-Z and then choosing the "impact assessment" link).

3.4.2 Departmental targets, developed from the requirements of the legislation, the Equality Standard and the EIA's completed to date, have been incorporated into new departmental Equality Action Plans. Progress against these Equality Action Plans will be reported along with the service plans that are reviewed at service committees.

3.4.3 There are also some corporate targets which are repeated in each departmental action plan and reflect the employment and data collection requirements of equality legislation, including:

- i) improved data collection and monitoring,
- ii) identifying the best forum for consulting minority groups where there appear to be gaps in the take-up of Council services,
- iii) ensuring that decisions about changes to policy or new policy are made with reference to a completed Equality Impact Assessment.
- iv) the extent to which the Council's workforce reflects the demographic profile of the Borough.

3.5 Training

3.5.1 The Council's policy gives a commitment to equality training at every level of the organisation and the Equality Standard emphasises the importance of political and managerial leadership in ensuring that equality issues are taken into consideration at every level of the organisation.

3.5.2 All staff are receiving equality awareness training and there is a plan to implement additional training for those staff involved in implementing departmental action plans. Two training sessions for Members were held on 17 March, also attended by Officers involved in policy development.

3.6 Consultation and Publication of Results

3.6.1 Membership of the Council's Equality Working Group has been extended to members from the local Disability Board, religious groups, black and minority ethnic groups, Surrey County Council, St Peters Hospital, the PCT and Royal Holloway University. This enables objective challenge to the impact assessments presented by services.

3.6.2 The Council has taken out a subscription to Woking Interpretation and Translation Service (WITS) so that people who do not understand written or spoken English have access to translation services.

4. Council Policy

- 4.1 *The following principles are included in the Council's Sustainable Community Strategy and Corporate Plan ("Making a difference"): "the Council is sensitive to the needs of all in Runnymede in ensuring access to our services"*

"In all that we do, Runnymede Borough Council will seek to ensure that our services are accessible by and responsive to all people who need them. Our service-based Equality Impact Assessments will play a crucial role in achieving this."

5. Resource Implications

- 5.1 The implementation of the impact assessment process continues to require section heads' time to review existing policies and practice and gain information about whether their delivery has an adverse effect on any minority group.
- 5.2 In the longer term, the process of equality impact assessment should be integrated into the normal process of policy development and reported on under the equality section of the standard Committee report format. However, the initial review of policies is time-intensive, as it requires a new way of working and often additional research.
- 5.3 The Council's equality impact assessment tool has been slightly refined. The Council's external accreditation report for Level 2 noted that more needed to be done to identify adverse impact.

6. Legal Implications

- 6.1 The equality policy co-ordinates the Council's responsibilities in relation to the following legislation, much of which is already incorporated into the Council's day to day operations:
- The Equal Pay Act 1970
 - The Sex Discrimination Act 1975
 - The Race Relations Act 1976
 - The Disability Discrimination Act 1995
 - The Race Relations (Amendment) Act 2000
 - The Disability Discrimination Act 1995 (as amended in 2005)
 - Employment Equality (Religion or Belief) Regulations 2003
 - Employment Equality (Sexual Orientation) Regulations 2003
 - Employment Equality (Age) Regulations 2006
 - The Equality Act 2006
- 6.2 The Race Relations Act 1976 made it unlawful to discriminate on racial grounds (defined as including race, colour, nationality, ethnic or national origin) and identified four categories of discrimination: direct (including segregation), indirect, victimisation and harassment. S. 71 (1) of the Race Relations (Amendment) Act 2000 imposes statutory duties on public authorities to make the promotion of racial equality and good race relations central to their work. The statutory code of practice for race equality in housing also imposes duties to tackle racial harassment among tenants and to monitor the impact of housing management on tenants from different ethnic groups.
- 6.3 The Disability Discrimination Act 2005 amended the Disability Discrimination Act 1995, imposing a Disability Equality Duty on public bodies. This requires a public body to develop a Disability Equality Scheme and tackle any barriers that lead to the exclusion of disabled people from employment or services.
- 6.4 The Equality Act 2006 established the Commission for Equality and Human Rights, dissolving the Commission for Racial Equality, the Disability Rights Commission and the Equal Opportunities Commission and taking on the responsibility for overseeing, monitoring and enforcing equality legislation. It also imposed a gender equality duty on public authorities resembling the disability equality duty and race equality duty.

7. UNISON Consultation

- 7.1 UNISON has received the equality policy and considers it to be balanced and achievable, provided sufficient resources are given to the process and commitment to the policy is demonstrated at all levels of the authority. UNISON representatives also participate in the Equality Working Group.
8. Consultation Strategy
- 8.1 The Council's Equality Working Group now incorporates members from external organisations and is a useful basis for consultation about service-based Equality Impact Assessments. The revised Equality policy incorporates a participation and consultation strategy.
9. Communications Strategy
- 9.1 The Equality Policy and Action Plan was given to every member of staff during the staff training and is being passed on as new staff are recruited. It is also available on the internet, along with guidelines for undertaking impact assessments and services for translation and interpretation that are available locally.
- 9.2 The policy has been reviewed with each departmental management team and Directors receive regular updates about progress. Section heads are invited to workshops to undertake Equality Impact Assessments in line with the timetable set out in the policy.

OFFICERS' RECOMMENDATION that -

- i) the amended equality policy set out at Appendix 'E' be approved; and**
- ii) progress against the action plan be noted.**

(TO RECOMMEND)

Background Papers

None stated

12. PERFORMANCE REWARD GRANT ALLOCATION (DF)

1. Purpose of Report

1.1 The purpose of this report is to:

- i) update the Committee on the total of performance reward grant likely to be received and the conditions attached to the grant,
- ii) list the spending commitments already approved and based on using the performance reward grant, and
- iii) request instructions about further spending initiatives based on use of the performance reward grant.

2. Background Information

- 2.1 In November 2005 the Government and Surrey County Council (on behalf of its partners - the Surrey District Councils) signed a Second Generation Local Partnership Services Agreement (LPSA) for Surrey. This agreement contained 12 ambitious "stretch" targets, the achievement of which will generate income by way of a grant from the Government known as the Performance Reward Grant (PRG). Of the 12 stretch targets agreed by the Surrey Partnership, Runnymede have signed up to meet 5 of the stretch targets.

- 2.2 The targets have various reporting periods, with most covering the financial years 2006/07 and 2007/08, and some running on the calendar year up to 31 December 2008.
- 2.3 The PRG is paid upon the successful achievement of the stretch targets. Once 60% attainment is reached by the partners as a whole (not just Runnymede), 60% of that particular target's PRG allocation will be paid and pro rata thereafter up to 100% attainment. The Government expects a range of performance information and reporting and verification work to support the claims. The reward grants will be paid in two instalments, the first tranche in March 2009, with the second tranche due in March 2010.
- 2.4 Achievement of the targets by all of the contributing partners would have generated a share of PRG for Runnymede of £404,692 at 60% attainment, rising to a maximum of £674,487 at 100% attainment.

3. Report

- 3.1 The total PRG expected is now £484,947. The grant has a 50/50 capital/revenue split, and this applies to each portion. Therefore, the total revenue grant is £242,474, and the grant that can only be used for capital purposes is also £242,473.
- 3.2 The total PRG payable to the Surrey LPSA partners is £14.171 million. Appendix 'F' sets out the amounts payable to each partner, with the exception of Target 2, Reduce Journey To Work Times In Surrey. This target has an end date of 31 December 2008 and data has only recently been confirmed. The target has been successfully achieved and adds £2.095 million to the £12.076 million set out in Appendix 'F'.
- 3.3 There are no restrictions other than the capital/revenue split on the use of PRG. Therefore, PRG may be used for any purpose, or simply added to reserves.
- 3.4 The targets that have generated the PRG award for Runnymede are:

Table 1: Analysis of PRG award for Runnymede	
LPSA Target	Runnymede allocation £
Target 2 : Reduce journey to work times in Surrey	154,128
Target 3: Improve the quality of the local environment; the "cleanliness" and "abandoned vehicles" categories of this target were achieved	52,385
Target 4: Minimise non-biodegradable waste going to landfill: the targets for household and business glass recovery were achieved	174,617
Target 11: Improve the take-up of benefits by older people in Surrey	20,001
Target 12: Enable all Surrey residents to make a positive contribution to society	83,816
Total	484,947

- 3.5 The reward grants will be paid in two instalments. The first tranche is expected in March 2009, with the second tranche due in March 2010. The first instalment is expected to total £165,409, and the second tranche £319,538.
- 3.6 On the advice of the Audit Commission, a prudent estimate of the amount of PRG due for the 2006/07 and 2007/08 financial years was made in the Council's accounts. In 2006/07, PRG of £69,672 was recognised and in 2007/08 £110,398 was recognised, i.e. a total of £180,070 has been added to the Council's reserves. These were recognised

as revenue income as the requirement for the capital/revenue split was not apparent until recently. Appropriate adjusting accounting entries will be made in the 2008/09 accounts to recognise the correct capital/revenue split.

- 3.7 In overall terms, there is an extra £304,877 of PRG to be recognised in the 2008/09 accounts, i.e. total grant of £484,947, less £180,070 already accounted for. Since £180,070 has already been recognised in 2006/07 and 2007/08 as a revenue grant, a further £62,404 will be recognised as revenue in the 2008/09 accounts to bring the total treated as revenue grant up to £242,474.
- 3.8 Approval has been given to the following projects based on the use of PRG:
- A contribution of £39,000 towards the Surrey joint waste strategy and partnership projects (approved by Leisure an Environment Committee on 19 June 2008, and endorsed by this Committee on 26 June 2008);
 - A grant of £67,052 to Runnymede Association of Voluntary Services (RAVS), representing 80% of the award relating to LPSA Target 12 (approved by this Committee on 5 February 2009); and
 - Part contribution towards financing additional grant to Runnymede CAB for taking on the rent start programme of £16,764 representing the remaining 20% of the award relating to LPSA Target 12 (also approved by this Committee on 5 February 2009).
- 3.9 The total expenditure approved based on the use of PRG is therefore £122,816. The actual payment of the first two items is tied to the receipt of cash grant.
- 3.10 These spending commitments are all revenue expenditure. Therefore, there is £119,658 of revenue PRG remaining (i.e. £242,474, less £122,816) that can back additional revenue expenditure.
- 3.11 Members and Officers are coming under increasing pressure from partners to spend the remaining PRG. For instance, the Surrey Chief Technical Officers Association have recently asked for ideas about how to spend part of the street cleansing (LPSA Target 3) reward, and the Surrey Joint Waste Strategy group are working on the presumption that they will spend at least 50% of the reward money.
- 3.12 Members will be aware that there is increasing public concern about clean streets and it is considered that some of this funding could be reasonably applied as one-off expenditure to provide improvements to this area of service.
- 3.13 It is suggested that the following should be considered:-
- a transit type vehicle to replace the 11 year old vehicle previously used by the Community Squad (£17,000)
 - a specialist contractor to remove chewing gum from town centres (£5,000)
 - replacement street orderly barrows with Runnymede logos (£4,500)
 - replacement bins (50) with cigarette stub plate (£9,000).
- 3.14 Part of the street scene that could also be improved is the recycling “bring sites”. These could benefit from improved signs. The site in the Chertsey Library car park in Heriot Road is particularly intrusive and expenditure could be made available to move this to the rear of the car park. This would make more parking spaces available at the front of the site and reduce the visual impact of the “bring” site. The cost of this and additional signage would be £5,000.
- 3.15 Members will be aware that these items will require maintenance and, eventually, replacement. This will bring further demands on existing budgets and could possibly

require difficult decisions in the future when it comes to finding resources to fund replacements.

- 3.16 The Surrey Voluntary organisations that contribute to the LPSA targets will obtain reward grant totalling £1,466,786 (see the Annex to Appendix 'F'). It has now been confirmed that RAVS will receive £133,011 from this total grant provision. In view of this, RAVS have agreed that £50,000 of the £67,052 referred to in paragraph 3.8 above should be used to establish a Community Fund to assist voluntary sector organisations who may encounter difficulties. The Fund would be administered by the Surrey Community Foundation.

4. Council Policy

- 4.1 In December 2008 the Council considered its Financial Forecast for the period to 2009/10 to 2013/14 and approved the following financial strategy:
- Increases in Council Tax to be restricted to 5% per annum;
 - A package of revenue reductions that are planned to produce annual savings of £712,000 by 2013/14; and,
 - Continuing to use working balances over the next five years to bridge the gap between the Council's net spending levels and the yield from taxation.
- 4.2 Measures that increase the Council's reserves, rather than spend, comply with this strategy.

5. Conclusion

- 5.1 The PRG award provides an opportunity to bolster revenue and capital reserves in line with the Council's financial strategy. The financial challenges that face the Council are well rehearsed and it is important to increase reserves where the opportunity exists to allow time to implement revenue reductions in a controlled way.
- 5.2 However, it would clearly come as a disappointment to partners should the PRG award would not be used to finance new projects. Although there is no requirement and was no promise to spend the PRG award on additional services, Members may wish to make further modest contributions to partnership arrangements and/or modest increases in local spending.
- 5.3 New capital and supplementary estimates will be required should the Committee be minded to approve new expenditure based on the expected receipt of Performance Reward Grant. The Officers' Recommendation is based on the premise that the Committee will wish to approve the items suggested in this report.

OFFICERS' RECOMMENDATION that -

- i) a capital estimate in the sum of £17,000 be approved for the purchase of a Transit type vehicle to replace the 11 year old vehicle previously used by the Community Squad, to be financed from the capital element of the LPSA Performance Reward Grant; and**
- ii) a supplementary revenue estimate in the sum of £23,500 be approved for a specialist contractor to remove chewing gum from town centres (£5,000), replacement street orderly barrows with Runnymede logos (£4,500), replacement bins with cigarette stub plates (£9,000) and improved signs for the recycling "bring" site in the Chertsey Library car park (£5,000).**

(TO RESOLVE)

Letter from the Surrey Strategic Partnership dated 19 February 2009 on PRG allocations.

13. FREEDOM OF ENTRY TO THE BOROUGH – 94 SIGNAL SQUADRON (DAL)

1. **Purpose of Report**

1.1 **To inform Members of discussions with the Squadron regarding the ceremony to mark the conferring of Freedom of Entry, and to indicate how it is proposed to handle the arrangements.**

2. Background Information

2.1 The Committee will be aware that at a Special Meeting on 18 December 2008, the Council resolved to mark the centenary year of the Territorial Army, recognising the long and distinguished association between the local volunteer unit and the town of Chertsey, by conferring Freedom of Entry to the Borough on 94 (Berkshire Yeomanry) Signal Squadron, of which 886 Troop, the Chertsey unit, forms part.

2.2 Since then Officers have discussed the arrangements to mark the honour with the Squadron and with the Mayor, Group Leaders and local Members.

3. Report

3.1 The first and most crucial decision is the date of the ceremony. There had been suggestions that the ceremony be combined with a local event such as Black Cherry Fair which would guarantee a substantial number of people to watch any parade. However, apart from the logistical problems of combining a parade and ceremony with such an event, the Squadron is not available to participate, being on deployment on Gibraltar. The Squadron has requested 25 July for the ceremony. This is its most suitable date after the Gibraltar deployment and before various training exercises.

3.2 The date is at the beginning of the state school summer holidays when a number of people might be away. However, it is the most feasible day for the Squadron and following consultation with appropriate Members, Officers have agreed 25 July.

3.3 Typically such ceremonies involve a parade by the unit being honoured, including the exercise of their newly conferred right to march through the borough, in which they would be preceded by a military band. Arrangements are therefore likely to involve forming up of the Squadron and band at some appropriate gathering point, a march along a pre-determined route, a parade and inspection by the Mayor, and a reception. A scroll confirming the honour would be handed over, with appropriate speeches, either at the inspection of the troops or during the reception.

3.4 The most likely venue for the parade will be Chertsey, the home of 886 Troop.

3.5 Officers will draw up proposals for the time of the ceremony and suitable venues for initial assembly, inspection, and reception, together with a route for the march, and confer with appropriate Members. It will also be necessary to confer with the Police, emergency services, and other agencies to cover matters such as road closures, public safety and security, etc.

3.6 Although it should be unnecessary to form a full blown working group, it would be appropriate for the Committee to nominate the Members it would wish to see consulted in this process.

3.7 It will also be necessary to make appropriate arrangements for publicity. Notwithstanding the holiday period, it would be good if as many local people as possible were to turn out to see the parade and support and encourage the Squadron.

THE COMMITTEE IS ASKED -

to nominate appropriate Members of the Council with whom Officers should consult in firming up arrangements for the freedom parade and ceremony.

OFFICERS' RECOMMENDATION that -

the Director of Administration and Leisure be authorised to arrange for any necessary road closures or other action to facilitate the event after the usual consultations, and under any appropriate legislation.

(TO RESOLVE)

Background Papers

None

14. IT MEMBER WORKING GROUP - NOTES (CEO)

The notes of the IT Member Working Group meeting of 24 February 2009 are at Appendix 'G'.

(FOR INFORMATION)

Background Papers

None

15. 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>
Director of Technical Services	Extending the hours of the DEFRA funded, temporary part-time Environmental Health Technician (Air Quality)	685

(FOR INFORMATION)

Background Papers

Proforma No. 685 dated 18 March 2009.

16. EXCLUSION OF PRESS AND PUBLIC

OFFICERS' RECOMMENDATION that -

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

(TO RESOLVE)

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>Paras</u>
17.	WRITE OFFS	1 and 3
b)	<u>Confidential Information</u>	
	(No reports to be considered under this heading)	

