

# Review Board

**Thursday 9 July 2009 7.30pm**

**Council Chamber  
Runnymede Civic Centre, Addlestone**

## Members of the Review Board

Councillors H W V Meares (Chairman), C J Chapman (Vice Chairman), H A Butterfield, D A Cotty, P A Francis, Mrs L M Gillham, R N Jones, A M Moore and A P Tollett

## 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 Review Board 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, Committee Section, Administration and Leisure Department, Committee Section, Runnymede Civic Centre, Station Road, Addlestone (Tel Direct Line: 01932 425624). (Email: [john.gurmin@runnymede.gov.uk](mailto: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](http://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**

	<b><u>Page</u></b>
1. FIRE PRECAUTIONS	3
2. NOTIFICATION OF CHANGES TO REVIEW BOARD MEMBERSHIP	3
3. MINUTES	3
4. APOLOGIES FOR ABSENCE	3
5. DECLARATIONS OF INTEREST	3
6. PROGRESS REPORT ON ENFORCEMENT OF PLANNING CONTROL	4
7. PROGRESS IN ACHIEVING NET REVENUE REDUCTIONS	4
8. CRIME AND DISORDER COMMITTEE	5
9. ANNUAL REPORT OF THE OVERVIEW AND SCRUTINY FUNCTION	6
10. EXCLUSION OF PRESS AND PUBLIC	7

### **PART II**

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

- a) Exempt Information  
(No reports to be considered under this heading)
  
- 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 REVIEW BOARD MEMBERSHIP

3. MINUTES

To confirm and sign the Minutes of the Review Board held on 4 February 2009 (attached at Appendix 'A') as a correct record.

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.

Members may wish to note Part 2 of the Code of Conduct for Members (pages 387 to 389) which sets out the definitions of personal and prejudicial interests.

Members' attention is drawn to Paragraphs 11 and 12 of the Code of Conduct which relate to prejudicial interests arising in relation to overview and scrutiny committees. These paragraphs read as follows:-

**"Prejudicial interests arising in relation to overview and scrutiny committees**

11. You also have a prejudicial interest in any business before an overview and scrutiny committee of your authority (or of a sub-committee of such a committee) where –
- (a) that business relates to a decision made (whether implemented or not) or action taken by another of your authority's committees, sub-committees, joint committees or joint sub-committees; and
  - (b) at the time the decision was made or action was taken, you were a member of the committee, sub-committee, joint committee or joint sub-committee mentioned in paragraph (a) and you were present when that decision was made or action was taken.

**Effect of prejudicial interests on participation**

12. (1) Subject to sub-paragraph (2), where you have a prejudicial interest in any business of your authority –
- (a) you must withdraw from the room or chamber where a meeting considering the business is being held –
    - (i) in a case where sub-paragraph (2) applies, immediately after making representations, answering questions or giving evidence;
    - (ii) in any other case, whenever it becomes apparent that the business is being considered at that meeting;

Unless you have obtained a dispensation from your authority's standards committee
  - (b) you must not exercise executive functions in relation to that business; and

(c) you must not seek improperly to influence a decision about that business.

- (2) Where you have a prejudicial interest in any business of your authority, you may attend a meeting (including a meeting of the overview and scrutiny committee of your authority or of a sub-committee of such a committee) but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise”.

6. PROGRESS REPORT ON ENFORCEMENT OF PLANNING CONTROL (DAL/DTS)

Attached at Appendix 'B' is the progress report on enforcement of planning control as at 30 June 2009.

**(FOR INFORMATION)**

Background Papers

None

7. PROGRESS IN ACHIEVING NET REVENUE REDUCTIONS (DF)

1. Purpose of Report

1.1 **To inform the Board of the progress in achieving the net revenue reductions approved by Council on 18 December 2008.**

2. Background Information

2.1 As part of its work programme, the Board periodically reviews the Council's progress in achieving net revenue reductions.

2.2 The Financial Forecast approved by Council on 18 December 2008 identified a need to make further revenue reductions. Accordingly, the Corporate Management Committee recommended proposals to reduce net revenue expenditure by £712,000 per annum by 2013/14 and these were approved by Council on 18 December 2008.

3. Report

3.1 At its meeting on 25 June 2009, the Corporate Management Committee noted the schedule of reductions approved by Council as set out at Appendix 'C'.

3.2 The Committee also noted the latest position on the initiatives planned for 2009/10 as set out in Appendix 'D'. This showed projected savings of £196,700 in 2009/10 compared with the target for the year of £350,000.

3.3 The Committee noted three items in particular. Regarding the reduced strategic maintenance provision (Appendix 'D' item 7), spending plans for 2009/10 were still based on achieving the reduced budget. However, this would not reduce the revenue budget by £78,000 because the reductions were on the capitalised element of the planned maintenance works. The saving in the capital programme resulted in a revenue saving of approximately £3,000. Appendix 'D', item 13, showed a target of £25,000 for the disposal of Queen Elizabeth House, Englefield Green, to General Practitioners. However, plans to convert the premises into a health centre had been abandoned and alternative options were now being examined, with a saving being unlikely in 2009/10. It was therefore agreed that the heading for this item be amended to "QEH Disposal". Appendix 'D', item 18, related to Egham Leisure Centre savings from football pitches. In March 2009, the Leisure and Environment Committee had resolved to accept the bid from Azzurri Sports and Leisure Ltd to manage the five-a-side football pitches at the Egham Leisure Centre. This was expected to save £45,500 in the first year compared with the current in-house arrangements. Although the proposed contract with Azzurri was still expected to achieve the planned savings, the deteriorating outlook for income generally at the Centre meant that the overall operating position was unlikely to improve in 2009/10.

**(FOR INFORMATION)**

Background Papers

None

8. CRIME AND DISORDER COMMITTEE (DAL)

1. Purpose of Report

1.1 **To advise the Board that the Corporate Management Committee has recommended to the Council that the requirements of Sections 19 to 21 of the Police and Justice Act be met by the Board being designated as the Council's Crime and Disorder Committee.**

2. Background Information

2.1 At its meeting on 25 June 2009, the Corporate Management considered how the requirements of Sections 19 to 21 of the Police and Justice Act might be met.

2.2 Section 19 of the Police and Justice Act 2006 requires all District Councils (amongst others) to have a Crime and Disorder Committee, with power to review or scrutinise decisions and action taken by responsible authorities in connection with their crime and disorder functions, and to make reports or recommendations about those functions. This section was brought into force on 1 April 2009.

2.3 If an individual Councillor is asked to consider a 'local crime and disorder matter' by a person living or working in their ward, the Councillor must consider the matter and respond, saying what if any action he or she proposes to take, and may (but does not have to), refer the matter to the Crime and Disorder Committee. A 'local crime and disorder matter' means a matter which concerns crime and disorder, or the misuse of drugs alcohol and other substances, in their ward.

2.4 The Crime and Disorder Committee must consider any local crime and disorder matter referred to it by a Member of the Council (whether or not in response to an approach as set out in 2.3 above), and may report and/or make recommendations to the Council. When it does so, it must provide a copy of its report and recommendations to any authorities responsible for Crime and Disorder Strategy in the Borough, and to any persons and bodies with whom there is a duty to co-operate under the Crime and Disorder Act 1998, that it thinks appropriate. All the authorities, persons or bodies who receive a copy of the report and recommendations must consider them, and respond to the Crime and Disorder Committee saying what action if any they propose to take. The authority person or body must then have regard to the report and recommendations in exercising its functions.

2.5 In an alternative arrangements authority, the Crime and Disorder Committee may not discharge any other functions while it is acting in its capacity as a Crime and Disorder Committee. It can appoint Sub-Committees. The Council must make arrangements for enabling Members of the Committee or its Sub-Committees to get relevant matters placed on the agenda. The Crime and Disorder Committee can include people who are not Councillors, but they are not entitled to vote (except in the case of certain co-optees who have crime and disorder functions).

2.6 Crime and Disorder Committees may also require Members or Officers of the Council to attend to answer questions, and can invite other persons to attend. While Members or Officers must attend if required, they do not have to answer questions that they would not have to answer in court proceedings.

2.7 The usual requirements about publicity for meetings and agendas, and political balance, apply to Crime and Disorder Committees.

2.8 Crime and Disorder Committees must meet not less than once every 12 months.

2.9 Crime and Disorder Committees also have power to require written information from certain authorities persons or bodies.

3. Putting The Provisions Into Effect in Runnymede

- 3.1 The Corporate Management Committee noted that there was no reason why an existing Committee could not be the Crime and Disorder Committee, as long as it did not mix up its functions. When it was meeting as the Crime and Disorder Committee, it could only function as such.
- 3.2 The Committee noted that whilst implementation of any new legislation carried at least an opportunity cost in terms of staff and Member time, the resource implications would be minimised if the Review Board was designated as the Crime and Disorder Committee, particularly if it was possible to meet in that capacity on days when it was also meeting in its other capacity.
- 3.3 The Committee recommended to the Council meeting on 16 July that the Review Board be designated as the Crime and Disorder Committee and that provisions be incorporated in the review of the Council's Constitution (to be approved in due course) to provide a suitable framework for the operation of the Crime and Disorder Committee.
- 3.4 A Crime and Disorder Committee has greater powers than the Review Board or other Committees to compel attendance and require information, and it will be important that the Board keeps in mind the capacity in which it is acting at any given time.

**(FOR INFORMATION)**

Background Papers

None

9. ANNUAL REPORT OF THE OVERVIEW AND SCRUTINY FUNCTION (DAL)

1. **Purpose of Report**

1.1 **To request the Board to confirm the contents of the Annual Report of the Overview and Scrutiny Function for the Municipal Year 2008/09 for submission to the Council Meeting on 16 July.**

2. **Background Information**

- 2.1 Sub-paragraph 6.03 (d) of the Council's Constitution states:-  
"(d) Annual Report Overview and Scrutiny Committees must report annually to a full Council on their workings and make recommendations for future work programmes and amended working methods if appropriate."
- 2.2 The Board is asked to confirm if it is content for the report at Appendix 'E' to be submitted to full Council in July, or if it wishes to make any amendments.
- 2.3 In terms of the Board's future work programme, if Members have items which they wish to discuss they are invited to contact the Chairman, Vice – Chairman or Officers.

**OFFICERS' RECOMMENDATION that -**

- i) **the Annual Report at Appendix 'E', be submitted to full Council; and**
- ii) **the Council be requested to note that items 5, 7, 8 and 11 in the Report have been concluded and that the other items in the Report remain ongoing.**

**(TO RECOMMEND)**

Background Papers

None

10. EXCLUSION OF PRESS AND PUBLIC

If the Review Board is minded to consider the foregoing reports in private session, it is the

**OFFICERS' RECOMMENDATION that -**

**where appropriate, the press and public be excluded from the meeting during the discussion of the report(s) under Section 100A(4) of the Local Government Act 1972 on the grounds that the report(s) in question would be likely to involve disclosure of exempt information of the description specified in appropriate paragraphs of Part I 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) Exempt Information

(No reports to be considered under this heading)

b) Confidential Information

(No reports to be considered under this heading)