

Corporate Management Committee

Thursday 26 November 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, M J Brown,
Mrs L M Gillham, H W V Meares, P I Roberts, P Taylor, 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

	<u>Page</u>
1. FIRE PRECAUTIONS	3
2. NOTIFICATION OF CHANGES TO COMMITTEE MEMBERSHIP	3
3. MINUTES	3
4. APOLOGIES FOR ABSENCE	3
5. DECLARATIONS OF INTEREST	3
6. OTTERSHAW VILLAGE HALL - CAPITAL GRANT AID	3
7. THORPE YOUTH ASSOCIATION - CAPITAL GRANT AID	5
8. MEETING THE COUNCIL'S FINANCIAL TARGETS: SERVICE REVIEW PROGRAMME AND PAY POSTURE	7
9. REFERENCES FROM OTHER COMMITTEES	11
10. ECONOMIC CONDITIONS IN RUNNYMEDE	14
11. PRIORITY INDICATORS OF PERFORMANCE 2009/10 – SECOND QUARTER PROGRESS REPORT	15
12. SERVICE PLAN - HALF YEAR PERFORMANCE 2009/10	25
13. EQUAL PAY AUDIT	26
14. PLANNING APPLICATIONS UPGRADE	31
15. CONCESSIONARY BUS FARES: CONSULTATION ON THE SPECIAL GRANT FUNDING FOR 2010/11	41
16. CALENDAR OF MEETINGS	45
17. FINANCIAL MONITORING STATEMENT	45
18. SAFETY COMMITTEE - MINUTES	46
19. URGENT ACTION – STANDING ORDER 42	46
20. EXCLUSION OF PRESS AND PUBLIC	46

PART II

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

a) Exempt Information

21. PAYMENT CARD INDUSTRY DATA STANDARD COMPLIANCE	48
22. ELECTORAL SERVICES SOFTWARE (TO FOLLOW)	50

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 October 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. OTTERSHAW VILLAGE HALL – CAPITAL GRANT AID (DAL)

1. Purpose of Report

1.1 **This report presents for consideration an application for capital grant aid from the Trustees of Ottershaw Village Hall. This application has been submitted to Surrey Community Action (SCA) for consideration under its Surrey Community Buildings Grant Scheme.**

1.2 **The grant requested from this Council is £40,000 towards various improvement works to the Village Hall.**

2. Background Information

2.1 The Community Buildings Grant Scheme is a partnership scheme jointly funded by Surrey County Council and the Surrey District/Borough Councils and administered by Surrey Community Action. The scheme offers capital grants to village halls, community centres and voluntary youth buildings.

2.2 Under the scheme, community organisations may apply to Surrey County Council and to their local District or Borough Council for up to one third each of the total project cost. The remaining one third or more must be found by the applicant.

2.3 Members may recall that a grant of £20,000 was made to All Saints Church, New Haw towards a new community building in 2007 and a grant of £25,000 was authorised in September this year to St Jude's United Church, Englefield Green towards Phase 2 of a major rebuild/refurbishment of the Village Centre in Victoria Street, Englefield Green, under the Community Buildings Grant Scheme. Members will also be considering at this meeting an application from Thorpe Youth Association for a grant of £12,500 towards the construction of a replacement community building.

2.4 Ottershaw Village Hall is a registered charity and was formed in January 2008. The premises are the former Brook Hall and were built in the 1930's and serves the village of Ottershaw and surrounding area. The transfer of management of the Hall from Christ Church, Ottershaw through an 'Albemarle Scheme' to a secular management committee had been undertaken.

3. Report

- 3.1 Ottershaw Hall in Brox Road, Ottershaw is in need of refurbishment and extension in order to meet current legal requirements and expectations of users. The overall project is the complete renovation and refurbishment of the Hall at an estimated cost of some £375,000 plus VAT.
- 3.2 The cost of this part of the project for which grant aid is sought is £254,150 and relates to redevelopment of toilets to include a toilet for the disabled and baby changing facilities, relocation of electrical intake and distribution board to a new purpose-built intake cupboard, extension and refurbishment of kitchen, a new small meeting room, conversion of existing ladies toilet to office/secure store and step free access to the main entrance which comply with the Disability Discrimination Act.
- 3.3 Planning permission for the whole project was given under reference RU 09/0107.
- 3.4 The planned start date is July 2010 and planned end date is November 2010.
- 3.5 The Hall is currently well used all year. Regular users include weekly Tai Chi classes, fitness and dance classes, children's music and acting classes, open coffee mornings, monthly meetings of Ottershaw Society, the New Venture Club, the Women's Institute, and several times a year Ottershaw Players, Runnymede Meccano Guild, Twickenham Cycling Club, a Police 'drop-in' and Cats Protection Society. There are also many private bookings, eg parties and the hall is used as a Polling Station.
- 3.6 The project will provide facilities not currently available for the disabled and the parents of young children. The small meeting room will provide a more comfortable meeting space with audio/visual facilities for small groups and businesses in the locality. The applicant envisages that this hall will be more suitable for counselling groups, citizens advice, and local Councillor surgeries. The replacement kitchen will provide improved food preparation area for the many children's parties and social events held in the main hall. Currently, potential hirers of the Hall have commented that whilst the location and size of the main Hall is suitable for their purposes, the poor facilities have deterred bookers. It is hoped that general bookings will increase once the refurbishment is completed.
- 3.7 The total cost of the part of the project for which grant is sought is £254,150. £33,150 of this amount is the potential VAT charge (at current rate of 15%) and the applicant expects this to be recoverable, so leaving a net cost of £221,000. Application has been made to BIFFA via AIR for £50,000, SCC and RBC in the sum of £40,000 each, £9,500 has been approved by Chertsey Combined Charity, £5,000 has been applied for from other sources, and £10,000 so far had come from the Hall. Provided the VAT charge is recoverable, the project currently has a shortfall of £66,500. The Trustees are engaged in a major fund raising initiative, aimed at local people, potential business donors (local and national), potential local donors, grant awarding charities and other sources of funding.
- 3.8 The applicant states that if there is a very significant shortfall, the modular project design provides for an initial reduced project to provide a new toilet block at an estimated cost of £101,100 plus VAT.
- 3.9 The applicant states that the project for which funding is sought subdivides into three sub-projects, namely the new toilet block of £101,000, the extended catering facility and the new meeting room. Both of the latter further subdivide into groundwork, building and furnishing stages. The applicant recognises that a piecemeal approach may incur some additional cost and it would be entirely practicable to tackle the project in stages, depending on available funds.
4. Officer Comments
- 4.1 Applications for grants from Surrey Community Buildings Grant scheme typically far exceed the funds available. Therefore, the applicant will have stiff competition from other bids. Any grant award from Runnymede will be conditioned on successfully achieving an equal award from the Surrey Scheme. If their bid does not succeed, then the applicant will be invited to make a fresh application under the Council's own grant scheme. However, under the Council's own scheme normally a grant up to a maximum of £10,000 could be made.

- 4.2 The accounts submitted by Ottershaw Village Hall disclose total reserves of £25,592 at 31 December 2008, of which £13,806 seems to be for their building fund, so clearly they have made a good start. It is likely they will be successful in raising their share of the funds.
- 4.3 Officers are generally supportive of the application, subject to assurances that the Hall will be proactively marketed to, and made available to, the wider community.
- 4.4 As mentioned above, competition is strong for grant under the SCA programme and there may be a delay in the award of any grant. There is another application on this Agenda from Thorpe Youth Association and there may be others in the future. A forward commitment of this sum could place the Council in a difficult position, bearing in mind the likelihood of needing to make further spending reductions.
- 4.5 The applicants are still some way short of finding their share of the funds. The Director of Finance would prefer the funds to be in place for their share of the project cost, or at least a reasonable expectation that they are in place, before work begins. In the event of a phased approach being adopted, it would be expected that the Council grant be released for each stage in proportion to the overall estimated cost of the project.
- 4.6 In the past, the Council has offered interest free or low interest loans to similar organisations (eg Addlestone Community Association) and a loan is an alternative option for Members' consideration. Such loans would normally be expected to be paid off over a maximum of 10 years (shorter if possible) and the Director of Finance favours a modest interest rate loan at say 3.93%.

5. Council Policy

- 5.1 The application would benefit all sections of the community but would specifically provide facilities not currently available for the disabled and parents of young children.
- 5.2 The application would meet some of the Council's priorities in the Council's new Sustainable Community Strategy, namely increasing access to social support facilities, supporting vulnerable people and supporting communities.

6. Resource Implications

- 6.1 Provision of £50,000 has been made for capital grants to voluntary organisations in 2009/10 and £25,000 has currently been committed, leaving a balance of £25,000, so the maximum grant which could be authorised is £25,000 some £15,000 less than requested.

OFFICERS' RECOMMENDATION that –

the Committee consider the application and indicate whether or not it wishes to support the application for grant aid.

(TO RESOLVE)

Background Papers

Application for grant aid dated 28.8.2009 (DAL file 69.25.17 (176)).

7. THORPE YOUTH ASSOCIATION – CAPITAL GRANT AID (DAL)

1. Purpose of Report

- 1.1 **This report presents for consideration, an application for capital grant aid from the Thorpe Youth Association. This application has been submitted to Surrey Community Action (SCA) for consideration under its Surrey Community Buildings Grant Scheme.**
- 1.2 **The grant requested from this Council is £12,500 towards the construction of a replacement community building. The current building is due for demolition shortly.**

2. Background Information

- 2.1 The Community Buildings Grant Scheme is a partnership scheme jointly funded by Surrey County Council and the Surrey District/Borough Councils and administered by Surrey Community Action. The scheme offers capital grants to village halls, community centres and voluntary youth buildings.
- 2.2 Under the scheme, community organisations may apply to Surrey County Council and to their local District or Borough Council for up to one third each of the total project cost. The remaining one third or more must be found by the applicant.
- 2.3 Members may recall that a grant of £20,000 was made to All Saints Church, New Haw towards a new community building in 2007 and a grant of £25,000 was authorised in September this year to St Jude's United Church, Englefield Green towards Phase 2 of a major rebuild/refurbishment of the Village Centre in Victoria Street, Englefield Green, under the Community Buildings Grant Scheme.
- 2.4 Members will also be considering at this meeting an application from Ottershaw Village Hall for a grant of £40,000 for renovations and refurbishment of the Hall.
3. Report
- 3.1 The Thorpe Youth Association was formed in 1966, and is a registered Charity. Thorpe Youth Association is responsible for the maintenance and day to day running costs of the current building.
- 3.2 The hall is in Ten Acre Lane, Thorpe and Trustees of Thorpe Youth Association own the freehold.
- 3.3 The project is for the demolition of the existing hall and construction of a replacement brick building on same size footprint.
- 3.4 Planning permission was granted for the development under RU 09/0506 on 15 July 2009.
- 3.5 The demolition of the existing building is expected to be complete by end of November 2009 with a planned start date of February 2010 for construction of replacement building. Completion is due for March 2011.
- 3.6 The total project cost is £94,000 (assuming the works qualify for zero rating for VAT purposes) and subject to receipt of tenders. The new building will include WC facilities to accommodate the needs of disabled plus a ramp entrance/exit to building and landscaping/paths to aid ease of access.
- 3.7 The Association has applied to AIR for £30,000 and to BUPA for £2,000. £24,000 has also been applied for from the Heathrow Community and Environment Large Grant Award Scheme. Local businesses have confirmed support totalling £5,000.
- 3.8 Prior to closure of the existing hall, youth groups were the main users. The Association state that a replacement hall has generated interest from a wider range of potential hirers such as martial arts groups, wellbeing/lifestyle classes across all ages, a facility for older residents to meet, and resident associations.
- 3.9 Meetings and discussions have been held by the Association with various parties in order to assess needs of local residents. The applicants are very keen to provide a building which will have a wider community benefit.
4. Officer Comments
- 4.1 Applications for grants from Surrey Community Buildings Grant scheme typically far exceed the funds available. Therefore, the applicant will have stiff competition from other bids, and there could be a delay in the award of a grant under the scheme, and the Director of Finance has commented that making a forward commitment of this nature could prevent difficulties, given the possibility of needing to make further spending reductions. Any grant award from Runnymede will be conditioned on successfully achieving an equal award from the Surrey Scheme. If their bid does not exceed, then the applicant will be invited to make a fresh application under the Council's own grant scheme. However, under the Council's own scheme normally a grant up to a maximum of £10,000 could be made.

- 4.2 As Members are aware, Thorpe already has a community hall, namely Thorpe Village Hall in Coldharbour Lane, and the new Youth Association hall may be competition for the Village Hall. However, it could be argued that some form of competition had existed prior to closure of the existing hall. Thorpe Youth Association had been asked if it had considered taking over the operation of Thorpe Village Hall instead of having an over-provision of similar facilities in a small area. As Members know, the pre-school nursery, which is one of the main users of Thorpe Village Hall, is due to move out in the near future. There would, however, need to be discussions with the Thorpe Players, who are the other primary user of the Village Hall, if the Thorpe Youth Association were to use Thorpe Village Hall. The option of taking control of the Village Hall had been rejected by the Association on the basis that the charges required to be levied for the hirings would be prohibitive and the degree of control over community uses would be limited.
- 4.3 The funding of the project will largely come from other grant giving bodies. It is likely that the Association will be successful in raising the funds. However, the accounts submitted by the Association disclose total reserves of only £620 at 31 March 2009, and it is unclear whether they have generated significant new funds in the meantime. The Association will also need sufficient working capital to operate the new building, so there is a significant way to go on funding.
- 4.4 Competition for grant under the SCA programme is strong and there may be a delay in the award of any grant. There is another application on this Agenda from Ottershaw Village Hall and there may be others in the future. A forward commitment of this sum could place the Council in a difficult position, bearing in mind the likelihood of needing to make further spending reductions.

5. Council Policy

- 5.1 The application is consistent with the Sustainable Community Strategy and Grant Aid criteria in that it supports the local community and would provide a facility for local groups, both for the young and elderly, and persons with disability.

6. Resource Implications

- 6.1 Provision of £50,000 has been made for capital grants to voluntary organisations in 2009/10 and £25,000 has currently been committed, leaving a balance of £25,000. Members attention is also drawn to the other application on this Agenda from Ottershaw Village Hall.

OFFICERS' RECOMMENDATION that -

the Committee consider the application and indicate whether or not it wishes to support the application for grant aid.

(TO RESOLVE)

Background Papers:

Application from Thorpe Youth Association dated 14.10.09.

8. MEETING THE COUNCIL'S FINANCIAL TARGETS: SERVICE REVIEW PROGRAMME AND PAY POSTURE (CE)

1. Purpose of the Report

1.1 **The purpose of this report is to seek Members' approval to:**

- (a) a Service Review Programme
- (b) proposed changes in pay and reward policies, which are subject to staff consultation.

2. Background Information

- 2.1 Following on from the Committee's consideration of the Financial Forecast at its 29 October meeting, this report sets out a proposed Service Review Programme. The purpose of this proposal is threefold:
- (a) To set out a way forward in identifying how the Council can meet a required financial target of £1m of savings in addition to those already identified.
 - (b) To ensure that once all service reviews are completed, the Council has the basis for a new Corporate Plan (which in turn will have an important influence on the Community Strategy).
 - (c) To lay down new arrangements for working in partnership with other local authorities, statutory and voluntary organisations.

3. The Financial and Economic Context

- 3.1 This Council has a track record of identifying and achieving savings. In December 2008 a package of savings was approved which still left the Council needing to find a further £1.5m to meet targets set out in the 5 year Financial Forecast. In September, 2009 a package of savings totalling £653,000 was identified, leaving a shortfall of £847,000.
- 3.2 A General Election is imminent and must take place by no later than June 2010. With the current requirement to reduce borrowing, any future Government is likely to restrict the amount of grant available to local authorities and the Council needs to plan for this eventuality. Furthermore, all three main parties have expressed a view that, in some form, public sector pay increases will need to be restrained.
- 3.3 Further reductions in Council expenditure will require a strategic approach. There are few quick wins and to meet a demanding target (which it is suggested should be £1m plus), will require root and branch review of services. This should also include opportunities for income generation, taking wherever possible a commercial approach to the selling of the Council's services. Sharing services with other authorities, particularly back office services, also needs to be considered.

4. Runnymede's Strengths & Weaknesses

- 4.1 The Council has a strong operational base. It has achieved and continues to achieve, high levels of performance against criteria set out in the national inspection regime (Comprehensive Area Assessment) and the National Indicators set. There is a platform on which to build future success, even within a very challenging financial context.
- 4.2 As reported to Members in the Annual Pay and Workforce Plan, the workforce profile indicates that in the next 1 to 4 years, the Council can expect some of its most experienced Officers to retire from service. Staff turnover currently stands at 8.5% per annum. There is a need to review the Council's future workforce planning requirements and particularly to undertake succession planning for the next 5-10 years.
- 4.3 There is little capacity for innovation, due to the tight resourcing situation. In some respects, this may be counterproductive, as with little capacity to investigate and implement business change, efficiencies are harder to identify (see recommendations below).
- 4.4 As a relatively small Borough Council, there is a need to consider how economies of scale can be achieved, through sharing services. An initiative, at its very early stages, is examining the potential for sharing of back office/support services between the Surrey authorities. Members will be informed further about this initiative in due course, as the early stages of the project are developed. Furthermore, discussions with neighbouring authorities have revealed some potential in direct public services and these are being pursued. Amongst those opportunities are:
- depot facilities;
 - emergency planning;
 - gypsy and traveller site provision;

- housing planned maintenance
- 4.5 There are also a number of income generation opportunities which need to be explored. Amongst these are.
- expansion of Safer Runnymede providing services for other authorities or partnership arrangements with other organisations. There is also the possibility of providing 'Careline' alarm services for vulnerable people in due course, particularly for people who will be responsible in the future for their own care budgets.
 - winning contracts for street scene services from the County Council (subject to competitive bidding).
 - winning further contracts for transport services (Runnymede currently operates three for the County Council).
 - More opportunities may emerge from discussion with the County Council as the County's 'localism' agenda (which may seek to devolve services) takes shape.
- 4.6 These are opportunities which Runnymede is in a good position to exploit.
5. The Proposed Service Review Programme
- 5.1 The Service Review Programme is designed to examine front line service provision, in depth. Back office/support services are not covered at this stage because of the Surrey wide initiative discussed above. Six reviews are proposed as follows:
- Leisure services (covering all aspects of leisure services).
 - Refuse and re-cycling (including refuse collection, trade refuse, re-cycling facilities and the Council's role in waste disposal).
 - Services for Vulnerable People**(covering day centres, meals on wheels and transport services).
 - Housing services and strategy (covering the Council's landlord responsibilities, Housing Revenue Account subsidy, new build, partnerships, empty homes and affordable housing policy).
 - Place Shaping (covering the Council's approach to meeting its obligations under the Local Development Framework, its property portfolio and use of assets, regeneration, community safety and community facilities).
 - Workforce Planning (covering pay and reward strategy, training and development programmes, succession planning, key HR policies).
- 5.2 Consideration has been given to the way in which the reviews are to be conducted. Many authorities are using consultants to carry out this type of work. However, given the background of the Council in determining its priorities and making efficiencies in past years, it is considered that the reviews can be carried out as follows:
- (a) The relevant Director will lead but will be supported by a 'critical friend' Director. A corporate group of Officers will undertake the work required with support from the Business Transition Manager (see below).
 - (b) A further level of challenge will be provided by the Chief Executive and a small Member Working Group of three Members.
 - (c) If required, findings will be referred to colleagues in other authorities to critically evaluate the findings and suggest lines of inquiry which have not been uncovered. Two Chief Executives have already offered the services of their Officers to help as required.
- 5.3 With little business change capacity available, it is proposed that the Chief Executive be supported by a Business Transition Manager, experienced in project management,

efficiencies and service review on a 12 months' contract. In the longer term, capacity for business change will be provided through re-organisation of existing resources.

5.4 The first three service reviews quoted in 5.1 are those recommended as top priorities. However, it is proposed that all reviews be carried out in a six months period. The Business Transition Manager will play a key role in delivering the reviews on time (see timetable below) and in implementation in the second half of his/her contract. It is intended that the role will be concerned with:

- (a) producing key documents from project initiation to completion;
- (b) benchmarking and understanding best practice;
- (c) investigating the strengths and weaknesses of strategies (insourcing/outsourcing, local authority company approach, partnership/shared service, etc).

** Following discussions with Surrey County Council and Surrey PCT, both of those organisations have expressed a desire to be included as partner organisations in the review of Services to Older People.

6. Timetable

6.1 It is proposed that the reviews take place in a six months period between December 2009 and May 2010. Because of the likely time delays in implementation of the reviews, it is most likely that the results of the reviews will impact upon 2011/12 or will have only a partial effect in 2010/11. It will not be possible, however, to prepare the 2010/11 budget on the basis of future service efficiencies anticipated from service reviews.

6.2 Clearly it is very important that the review programme is started and completed as soon as possible. In the interim, further measures are required to prevent the Council from slipping into a position where further savings will be required and where there is more potential for using up balances which have not been forecasted.

6.3 It is also important to bear in mind that with a General Election in 2010/11, it is not possible to predict at this stage at what level Council Tax will be capped in future years. It is expected, however, that any future Government is likely to want to restrict the burden of taxation on local taxpayers and the Council needs to be conscious of this in its financial planning. It is also very difficult to predict how quickly the economy will recover from recession and therefore how this will impact upon Council income.

6.4 Given the timescales envisaged, authority has been obtained under Standing Order 42 for recruitment of the Business Transition Manager and this is actively under way.

7. Pay and Recruitment Policies

7.1 The Council's current pay policy (which formed part of the original commitment given to staff in moving from national to local terms and conditions and contained in individual contracts of employment) is to match national pay awards (as a minimum) as part of local pay determination. Bearing in mind the challenging targets the Council must meet, this position is currently unsustainable and lays the Council open to a responsibility to meet a nationally agreed increase which may not be affordable. It is known that a number of other Surrey authorities are reviewing their pay stance.

7.2 For a number of years all posts, as they become vacant, have been reviewed by the appropriate Director with a view to deciding whether these posts should be filled, left vacant or amended in some way. Clearly, this practice will continue, and the Chief Executive will play an active part in this process.

7.3 Given the severe financial challenges facing the authority and the wish to safeguard services and jobs as far as possible, it is proposed that, notwithstanding the level of any national pay settlement, there be no local pay increase in July 2010 and July 2011, and that the Council budgets accordingly.

7.4 The Council operates a policy of enhancement of final salary (up to a maximum of 10%) at the discretion of the Chief Executive following consultation with the relevant Director. In view

of the financial position and the pressure on pension funds, this policy is anomalous in the current context and it is proposed that the policy be terminated with effect from any retirements that take place from 1 April 2011 onwards.

- 7.5 Consultation with staff and UNISON on these recommendations is under way and will need to be completed prior to a final decision by this Committee.
8. Resource Implications
- 8.1 Last year's Financial Forecast included a provision of 2.0% for the 2010 pay award.
- 8.2 The savings approved by this Committee in September included £204,000 relating to a reduction in the provision from 2.0% to 0.5%.
- 8.3 If there is no increase in the pay award in July 2010, this will save the General Fund £51,000 in 2010/11 and £68,000 in a full year.
9. Equality Impact Assessments
- 9.1 The service reviews will have to undertake an Equality Impact Assessment before any major changes are implemented.
- 9.2 An Equality Impact Assessment will be required in respect of any changes to the Council's pay policy and will need to be considered before a final decision is made.
10. UNISON Consultations
- 10.1 To follow.

OFFICERS' RECOMMENDATION that-

- (i) **the Committee endorses the proposals for meeting the Council's budget shortfall, including the Service Review Programme;**
- (ii) **notes that Officer consultations with staff and UNISON concerning the proposals as set out in paragraphs 7.3 and 7.4 are under way; and**
- (iii) **the Chief Executive brings back a further report to this Committee following the conclusion of consultations in (ii) above.**

(TO RESOLVE)

Background Papers

None stated

9. REFERENCES FROM OTHER COMMITTEES

- a) PLANNING COMMITTEE – 28 OCTOBER 2009

COSTS OF PUBLIC INQUIRIES (i) PADD FARM, HURST LANE, EGHAM (ii) AIRTRACK

- (i) Padd Farm

At its meeting on 28 October, the Planning Committee was informed that the continuing work associated with enforcing planning controls at this site, including work required for the forthcoming enforcement notice appeals Public Inquiry, to be held in November 2009, and scheduled for approximately 8 days, had necessitated the use of extra planning consultants and the retention of two Barristers. In addition, considerable Officer time from both the Planning and Legal Services sections had been incurred in dealing with Padd Farm and the wider planning issues in the Hurst Lane area. These matters had required nearly all of the full-time employment hours of one Solicitor-post, since Spring 2009, and, as a result it had been necessary to retain the services of a locum Solicitor, originally recruited to cover an existing vacancy in the Legal Section, for longer than would otherwise be the case. On-

going liaison had also been essential, with Surrey Police, in respect of the alleged anti-social behaviour emanating from illegal planning uses at Padd Farm. Despite engaging consultants, it was still expected that considerable Officer time would be taken up by these matters up to and beyond the forthcoming November 2009 Public Inquiry.

During the last financial year, the cost of the Padd Farm Inquiry was some £37,000, part of which was funded from existing budgets. It was anticipated that the money required to fund the Public Inquiry in 2009/10, would be in the region of £60,000. Both of these figures reflected the costs of external resources only and, thus, it did not include the cost of internal staff resource either permanent or temporary. The total resource commitment, internal and external, adding 2008/9 to 2009/10, was thought to exceed £140,000. Whilst no formal budgetary provision had been made in this year's budget to fund the November Inquiry, £95,000 had been budgeted to cover the Trumps Farm Incinerator Inquiry. It was not clear how this latter Inquiry would proceed but it seemed likely that no action in respect of the Inquiry would take place during this financial year. Members were accordingly recommended to vire £60,000 of the Trumps Farm Inquiry funding to funding for the Padd Farm Inquiry. The remaining Trumps Farm Inquiry funds would be held over until the way forward was clarified. Members were cautioned that a further supplementary estimate might, however, be needed should the Trumps Farm Incinerator Inquiry proceed.

Members were further advised that no supplementary estimate or virement was currently being sought in respect of any extra in-house costs. It was hoped that these could be met from savings from vacancies etc, but this remained to be verified.

(ii) Airtrack

Members were also reminded that there was another Public Inquiry for which no funding had yet been allocated. The Airtrack Transport and Works Act application had been considered at the Economic Development Committee meeting on 17 September 2009 where it was resolved to raise a "holding objection". This was likely to require the Council to formally submit its concerns to a Public Inquiry scheduled for February 2010. As no financial provision had been made to cover these costs during this financial year the Committee recommended the £10,000 be reallocated from the Trumps Farm Inquiry (TFPI) monies to the Airtrack Inquiry.

PLANNING COMMITTEE'S RECOMMENDATION that –

- i) the anticipated cost of external advice and work for the Padd Farm Public Inquiry of £60,000, for this financial year be vired from the Trumps Farm Public Inquiry (TFPI) fund;**

(TO RECOMMEND)

- ii) arrangements be made to vire £10,000 from the TFPI fund to fund the cost associated with the Airtrack Inquiry; and**

- iii) the remainder of the Trumps Farm Public Inquiry funds be retained until such a time as the matter is clarified.**

(TO RESOLVE)

Background Papers

None stated

b) HOUSING AND COMMUNITY SERVICES COMMITTEE - 5 NOVEMBER 2009

AFFORDABLE HOUSING TARGET

The Housing and Community Services Committee, at its meeting on 5 November 2009, received a report on the progress that has been made towards meeting the Affordable Housing target. To help meet this challenging target it was agreed to progress a new *Homebuy* initiative with Catalyst Housing Group, the new Zone Agents for the area, aimed at first time buyers and those who can afford low cost home ownership.

It is now almost 3 years since the original target was set and, using an average of 100 units a year, 300 units should have been provided to date. This is not currently the case and, although it is anticipated that 300 units will be provided by March 2010 there are few schemes emerging after that. There are other possible schemes involving sites in private ownership that have the potential to provide 299 units over the next 2 years. However, the achievement of these is not guaranteed. It is therefore necessary to look for other opportunities to try and provide more affordable units and address the potential shortfall in the target.

Proposed New Homebuy Scheme

A new Zone Agent, Catalyst Housing Group, has been appointed in Surrey to market the low-cost home ownership products that exist within the area.

Catalyst have recently organised an event to publicise the availability of low-cost home ownership schemes. The event was held in the Runnymede Civic Centre on Saturday 10 October and attracted 120 households. Each of these have shown an interest in pursuing home ownership opportunities in and around Runnymede.

There will be low-cost home ownership opportunities on the Franklands Drive estate when it is completed and there are currently some limited opportunities within the schemes at both Roakes Avenue and Pretoria Road, Chertsey. However, these will not be adequate to meet the demands of all those that have shown an interest and it is clear that there is a need to consider other schemes.

In the past, the Council has funded Thames Valley Housing Association to provide a shared ownership/Homebuy scheme for Runnymede residents. This scheme worked well and over the period of 5 years from 2001 – 2006 it enabled 320 households to be assisted. However, the scheme was withdrawn when house prices increased significantly and the Government introduced their own Open Market Homebuy scheme. Unfortunately, the Government's scheme has recently been withdrawn. However, the reduction in house prices now means that Homebuy and shared ownership schemes have become more affordable.

Catalyst Housing Group would be prepared to match-fund a low-cost home ownership scheme to provide Open Market Homebuy in Runnymede. They are proposing that if the Council were to commit £500,000 they would also similarly do so. The amount of properties this would secure would depend on the size of the Homebuy loan made to households but, working on a £50,000 loan, it would be possible to help 20 cases. It would also mean that there would be 20 additional units added to the Council's Affordable Housing target performance.

Catalyst Housing Group are also saying that they will return any grant paid to the Council in the event that properties are subsequently purchased or tenants "staircase" to full ownership.

Whilst there is still a great deal of detail to be agreed for any proposed scheme, the Housing and Community Services Committee believes that this is a good opportunity to increase affordable housing supply in the Borough. It also has the potential to improve the local economy by maintaining movement within the housing market.

Financial Issues

The Housing Capital Programme was set out in detail at the Housing and Community Services Committee meeting in January 2009 and included information on the funds available for Affordable Housing.

There is an uncommitted provision of £2.637 million in the programme for new housing schemes. These funds represent sums that the Council has chosen not to pass to the Government under the housing capital receipt pooling rules. It is therefore proposed that a capital estimate of £500,000 be created from this provision to enable a new Open Market Homebuy scheme to be formulated with Catalyst Housing Group.

The Housing and Community Services Committee has noted that there are other improvement proposals to the housing stock that may require use of housing capital. These include changes to Beomonds, in Chertsey, and to Ashdene, in Englefield Green, but this

proposal will not significantly impact on the financing of these schemes. The Committee unanimously supported the proposed new Homebuy Scheme and asked Officers to work up the details of the scheme.

**HOUSING AND COMMUNITY SERVICES COMMITTEE'S RECOMMENDATION
that –**

a capital estimate in the sum of £500,000 be approved for the new low cost home ownership scheme using the provision for new affordable housing contained within the Housing Capital Programme.

(TO RECOMMEND)

Background Papers

None

c) ECONOMIC DEVELOPMENT COMMITTEE – 19 NOVEMBER 2009

i) ASSET MANAGEMENT PLAN

To follow

ii) CIVIC OFFICES DEMOLITION COSTS

To follow

10. ECONOMIC CONDITIONS IN RUNNYMEDE (CE)

1. Purpose of Report

1.1 To report information on economic conditions in Runnymede.

2. Report

2.1 Surrey Economic Partnership is a network of senior decision makers from the private, public and voluntary sectors which seeks to promote the economy in Surrey.

2.2 Every month, the Surrey Economic Partnership produces a report on the economy in Surrey, entitled 'Surrey Economic Prospects'. This report summarises the findings of the Partnership's 'Surrey Business Barometer', which looks at how small businesses are managing the economic downturn, and takes soundings from key economic development organisations across the county. The information contained within the report is used to shape local policy and is also fed into national Government via the South East England Development Agency (SEEDA).

2.3 Appendix 'B' reports on economic conditions in Runnymede and elsewhere in Surrey, based on the October 2009 Surrey Economic Prospects report produced by the Surrey Economic Partnership, the Official Labour Market Statistics from NOMIS, which is a service provided by the Office for National Statistics, and information from Surrey Connexions, which is an advice and guidance service for young people.

2.4 The information reported in Appendix 'B' has had an effect upon the priority performance indicators second quarter outturn, which is the next item on this Committee's Agenda.

(FOR INFORMATION)

Background Papers

Surrey Economic Prospects report for October 2009 produced by the Surrey Economic Partnership

11. PRIORITY INDICATORS OF PERFORMANCE 2009/10 – SECOND QUARTER PROGRESS REPORT (CE)

1. Purpose of Report

1.1 This report outlines quarter two performance against the revised 2009/10 Priority Performance Indicators.

2. Background Information

2.1 At the 28 May 2009 Corporate Management Committee, Members received a report recommending the revision of the Council's Priority Performance Indicators (PIs) in the light of the new Sustainable Community Strategy and Corporate Plan, 'Making a Difference'.

2.2 The Sustainable Community Strategy and Corporate Plan expresses 12 key priority areas that were derived from information from the community in terms of local aspirations and concerns. The Priority PIs regularly considered by this Committee were therefore realigned with those priorities. These performance updates will also incorporate and replace the quarterly National Indicator reports.

2.3 Due to the nature of the priorities in the Sustainable Community Strategy, being matters not necessarily delivered by the Borough Council, some indicators are provided by other agencies such as the County Council, Primary Care Trust, Police and others. It has not been possible to provide National Indicators for all the key priorities, as indicators have only been chosen where data is available on a quarterly basis.

3. Report - Performance for Quarter Two from 1 July to 30 September 2009

3.1 As this is the first year of the revised Priority PIs framework, in some cases comparable figures from the previous year are not available.

3.2 Anti-social behaviour

Quarter	Anti-social behaviour incidents 2009-10	Anti-social behaviour incidents 2008-09
Q1	621	800
Q2	772	774
Q3		702
Q4		640
Year-end total		2916

3.2.1 The Council works closely with the Police and other partners to address anti-social behaviour and other such issues. The numbers reported fluctuate and Safer Runnymede are keen that the public should report incidents so that issues can be addressed together as they arise. The online reporting form on the Council's website is being revised in the coming weeks to improve efficiency in dealing with these reports.

3.3 Total crime

Quarter	Total crime 2009-10	Total crime 2008-09
Q1	1418	1264
Q2	1371	1304
Q3		1345
Q4		1408
Year-end total		5321

3.3.1 Vehicle crime has often been a real problem in Runnymede and the reduction of 37 incidents from 312 to 275 to the end of September compared to the previous year is to be welcomed.

[Anti-social behaviour and total crime figures should not be considered in combination as ASB data is collected locally, while total crime figures are provided from Home Office data (IQuanta); some anti-social behaviour will be counted within total crime.]

3.4 NI 195 – Improved cleanliness (graffiti, litter, detritus, flyposting)

Period	2009-10				2008-09			
	Litter	Detritus	Graffiti	Fly	Litter	Detritus	Graffiti	Fly
Apr-Jul	4%	11%	1%	0%	8%	11%	3%	1%
Aug-Nov					8%	8%	1%	0%

Dec-Mar					13%	12%	2%	1%
Year-end total					10%	10%	2%	1%

- 3.4.1 This is carried out every four months and therefore, data for the second reporting period will not be available until quarter three.

[Indicator is calculated through three four-monthly surveys, assessing the percentage of land that falls below an acceptable level of cleanliness.]

3.5 **NI 196 - Improved cleanliness (flytipping)**

Quarter	Number of flytipping incidents		Number of enforcement actions	
	2009-10	2008-09	2009-10	2008-09
Q1	96	227	5	0
Q2	167	182	8	4
Q3		94		27
Q4		71		26
Year-end total		574		57

- 3.5.1 The flytipping increase seen since quarter one is due to the modification of the DSO reporting systems relating to the classification of flytipped waste.

[It should be noted that flytipping incidents were under-reported during the year 2008/09 due to the misclassification of flytipped waste. Figures for quarter two of this financial year address this error. Flytipping figures should be considered with caution, as there may be a degree of double counting in data provided by DSO and Environmental Health. This indicator is reported annually by Government based on weighting by DEFRA - this weighting formula is not yet available. At this stage the quarterly figures reported will therefore only be indicative of the annually published score.]

3.6 **NI 180 Changes to Housing Benefit/Council Tax Benefit entitlements throughout the year**

- 3.6.1 *[Indicator under review. The DWP are currently not supporting the national data that is being produced for NI 180 or NI 181 because the software providers cannot produce the required output. Northgate, in common with other software providers, have so far been unable to produce a management report that gives reliable data that is consistent with NI 180. Until such time that meaningful data is available, this indicator will be reported on an annual basis.]*

3.6.2 **NI 181 Time taken to process Housing Benefit/Council Tax Benefit new claims and change events**

- 3.6.3 *[Indicator under review. The DWP are currently not supporting the national data that is being produced for NI 180 or NI 181 because the software providers cannot produce the required output. Until such time that meaningful data is available, this indicator will be reported on an annual basis.]*

3.7 **NI 123 - Stopping smoking**

Quarter	Rate of self-reported 4-week smoking quitters per 100,000 population aged 16 or over	
	2009-10	2008-09
Q1	60	74
Q2	Available 10 December	146
Q3		233
Q4		256
Year-end total		256

- 3.7.1 Quarter two smoking quit figures will not be available from NHS Surrey until 10 December, and will be reported in the quarter 3 Priority Indicators report. The Partnership for Runnymede's Health and Social Care task group are continuing to support work on this indicator through a number of activities: Stop Smoking articles have been placed in parish magazines; a bid is being made to Smokefree Surrey and the East Berkshire Stop Smoking

Service (for Englefield Green West) for funding for social marketing to target particular cohorts of smokers in Runnymede wards; a NHS Stop Smoking poster is to be placed in the Civic Offices reception and a Locality Worker from the NHS Stop Smoking Service is expected to be appointed as a result of their re-structuring.

[Indicator relates to self-reported 4-week smoking quitters, aged 16 or over, receiving support through NHS Stop Smoking Services. Note that the quarterly figures are cumulative and provisional. NHS Surrey are accountable for this indicator but have asked for support from district councils and local strategic partnerships.]

3.8 NI 156 – Number of households living in temporary accommodation

Quarter	No of households living in temporary accommodation	
	2009 - 10	2008 - 09
Q1	17	23
Q2	15	28
Q3		18
Q4		18
Year-end total		18

- 3.8.1 There has been an increase in homelessness cases as a result of the recession. The DCLG is also predicting further increases in the next quarter. However, the Council is proactively preventing homelessness through housing advice services. The provision of affordable housing is also continuing to keep the number of cases in temporary accommodation in line with national targets.

3.9 Leisure centre usage

Quarter	Addlestone Leisure Centre		Egham Leisure Centre	
	2009	2008-09	2009-10	2008-09
Q1	21,554	25,050	53,304	62,561
Q2	22,210	22,516	52,383	55,171
Q3		18,634		46,213
Q4		20,635		54,536
Year-end total		86,835		218,481

- 3.9.1 Azzuri began a management contract for Egham Leisure Centre's 3g pitches from 1 September 2009, and therefore reported figures include use of these pitches only until 30 August.

[Attendance figures are based on a count of singular activities (e.g. one gym user) and estimated averages for team activities (e.g. three users per badminton booking).]

3.10 Volunteer placements

Quarter	No of referrals		No of placements	
	2009	2008-09	2009-10	2008-09
Q1	146	128	41	36
Q2	184	93	50	33
Q3		107		40
Q4		148		51
Year-end total		476		160

- 3.10.1 General enquiries have continued to rise and there has also been a lot of interest from students wanting to volunteer towards their Duke of Edinburgh award.

[Data provided by Runnymede Association of Voluntary Services, and relates to volunteer referrals to, and placements by, the organisation.]

3.11 NI 155 Number of affordable homes delivered

Quarter	No of Affordable Homes Delivered	
	2009-10	2008-09
Q1	0	12
Q2	44	2
Q3		91
Q4		28*
Year-end total		133*

* The RSL has recently informed the Council that they have completed an additional 12 open market homebuys in 2008/9.

- 3.11.1 In the last quarter a total of 44 units were provided; 32 units were handed over at Pretoria Road, Chertsey and 12 units were purchased by the Government sponsored Homebuy Direct and Open Market Homebuy schemes. A further 29 units at Roakes Avenue, Chertsey have been handed over since the second quarter and 98 units remain under construction on other sites (Freemantles, Chertsey, Wapshott Road, Egham and Roakes Avenue, Addlestone). Although output over the current period is good the overall performance since 2006 (233 units) is still below the target set within the Housing Strategy. This aimed to produce 500 units over 5 years and would equate to 300 units by December 2009. Officers are working with RSLs and developers to press for a number of potential schemes to be progressed and the reference from the Housing and Community Services Committee on this agenda suggests an interim measure to increase supply in the short term.

3.12 Progress on Airtrack

- 3.12.1 Runnymede has formally lodged its objection to various aspects of Airtrack relating to the environmental effects of greater level crossing barrier downtime and indicated its desire to appear at the public inquiry and give further evidence on these points. Runnymede's position needs to be formally confirmed by Council in December. The public inquiry was due to commence in February 2010 but has now been delayed by a couple of months as the Department for Transport has asked for more information regarding timetabling. Whether the inquiry will start immediately before the General Election is debatable. The inquiry is due to be held at Spelthorne Borough Council's offices in Staines.
- 3.12.2 Runnymede Officers continue to work closely with Network Rail, Surrey County Council and BAA Airtrack consultants to identify measures to reduce the impact on level crossings in the area. It is hoped that by the time of the inquiry, Officers will be able to present credible schemes that if implemented, could alleviate traffic congestion in the area and the impact of Airtrack. In this respect, the delayed commencement of the inquiry is useful, as it gives more time to develop these proposals and investigate potential funding.

3.13 **Number of Travel Plans adopted as part of new planning developments**

Quarter	No of Travel Plans adopted	
	2009-10	2008-09
Q1	1	0
Q2	0	1
Q3		0
Q4		0
Year-end total		1

3.13.1 There were no new travel plans adopted this quarter.

3.14 **Enhance 'buy local' campaign**

Quarter	No of participants	No of businesses on scheme 2009-10	No of participants in scheme 2008 - 09	No of businesses on scheme 2008-09
Q1	5299	96	4689	105
Q2	5252*	95	4857	97
Q3				
Q4				
Year-end total				

* Reduction caused by data clean-up, following deletion of those whose mail is returned from annual mailing.

3.14.1 The number of loyalty card holders continues to grow steadily. The slight reduction in local business involvement is disappointing, but understandable in the difficult economic climate.

3.15 **NI 182 - satisfaction of businesses with local authority regulation services**

Quarter	Satisfaction of businesses	
	2009-10	2008-09
Q1	85%	75%
Q2	83%	84%
Q3		83%
Q4		80%
Year-end total		82%

3.15.1 There will be fluctuations in satisfaction from quarter-to-quarter due to the difference in number of questionnaires passed out and returned and the nature of the purpose for which the business was visited.

[Indicator is based on monthly surveys of businesses by Environmental Health and Licensing.]

3.16 **Business start-ups**

Quarter	Business start ups		Business start ups		Percentage change in last 12 months	
	rolling	Quarter	Rolling	Quarter	Rolling	Quarter
Q1	50	11	87	13	-43%	+18%
Q2	68	44	53	25	+28%	+76%
Q3						
Q4						
Year End (financial year)						

3.16.1 The specific period in which the economic downturn first occurred, and the market reaction to it, had had a big impact on businesses starting trading, as shown by the reduction in start-

ups in the 12 months up to quarter 1. However, the business start-ups recorded in the last three months show an upturn when compared to the same period last year, suggesting confidence may be returning. Note that as percentages are based on a low sample, any reported change should be considered with caution.

[Figures represent a snapshot of the number of business start-ups in Runnymede. Note that data is provided by Business Link and is dependent on the organisation's own performance. Business Link estimate they are in contact with around one third of businesses. As such these figures should be considered with caution. The 'rolling' figure is based on the number of businesses engaging with Business Link on a rolling twelve-month basis. The 'quarter' figure is based on start-ups that have engaged with Business Link in that quarter. Note that businesses trading for more than 12 months are no longer measured as start-ups, and changes from quarter-to-quarter within year may be due to businesses maturing. Note that the ability to extract this data is transferring from local Business Link level to SEEDA from January 2010, and it is unclear if this data will be available from quarter 3.]

3.17 Gross Value Added

Quarter	Gross Value Added 2009-10			Gross Value Added 2008-09		
	Total GVA	Total employees	GVA per employee	Total GVA	Total employees	GVA per employee
Q1	£3,342,000	99	£33,758	£3,117,000	87	£35,828
Q2	£1,226,000	32	£38,312	£2,899,200	90	£32,213
Q3				£2,022,000	66	£30,636
Q4				£5,058,000	171	£29,579
Year End (financial year)						

- 3.17.1 Quarterly figures within the same financial year should not be compared, as the sample of businesses intensively supported by Business Link in each quarter may be different. However, this sample does allow comparison of quarter two figures with the same period in the previous year. It should be noted that due to the small sample size, these figures cannot be taken to represent business conditions across the borough.

[Figures represent a snapshot of GVA data for those companies engaged by Business Link during quarter 1. Note that data is provided by Business Link and is dependent on the organisation's own performance. Business Link estimate they are in contact with around one third of businesses. As such these figures should be considered with caution. Note that the ability to extract this data is transferring from local Business Link level to SEEDA from January 2010, and it is unclear if this data will be available from quarter 3.]

3.18 NI 157 - Processing of planning applications

Quarter	Comparisons for Major applications	Comparisons for Minor applications	Comparisons for Other applications			
	2009-10	2008-09	2009-10	2008-09	2009-10	2008-09
Q1	100%	71.5%	86.21%	87.3%	97.99%	92.6%
Q2	100%	100%	90.4%	84.2%	97.1%	97.7%
Q3		0%		92.27%		88.8%
Q4		79.19%		86.86%		96.45%
Year-end total		76.19%		86.65%		93.51%

- 3.18.1 The very high standards are being maintained, assisted by a reduction in the numbers of planning applications received. This performance exceeds government targets.

3.19 Section 106 agreements

Quarter	Section 106 agreements 2009-10	Section 106 agreements 2008-09				
	Monies received (previous S106 agreements)	New S106 amounts agreed	Affordable housing units secured	Monies received (previous S106 agreements)	New S106 amounts agreed	Affordable housing units secured
Q1	£0	£100,000	28	£55,000	£55,000	12
Q2	£0	£69,812	3	£0	£0	0
Q3				£4,000	£8,500	0
Q4				£0	£0	0
Year-end total				£59,000	£63,500	12

3.19.1 Whilst the number of applications has reduced during the current economic downturn the income received during quarter 2 of 2009/10 is a reflection of schemes that started prior to the downturn. The Council is currently involved in discussions on several major schemes that will give rise to significant S106 agreements over a 2-5 year period. These include the Brunel College site, Thorpe Park, Royal Holloway UOL, the former Dera site, and St Peter's Hospital.

[Section 106 agreements are negotiated separately on each site in terms of the mechanism for releasing the money (the trigger mechanism). Some of the larger applications –with significant income– do take some time to determine and then to receive the income (through the trigger mechanism)]

3.20 Infrastructure Tariff Obligations

Quarter	Infrastructure Tariff Obligations 2009-10			Infrastructure Tariff Obligations 2008-09		
	Number of agreements (PP Issued)	Value of agreements	Amounts paid	Number of agreements (PP Issued)	Value of agreements	Amounts paid*
Q1	7	£37,622.47	£10,387.81	2	£6,392.24	£0.00
Q2	4	£13,533.57	£5,199.25	8	£33,882.29	£2,491.98
Q3				4	£13,136.29	£3,633.40
Q4				8	£49,584.37	£7,575.32
Year-end total				22	£102,995.20	£13,700.70

[The monies reported under 'Amounts paid' in each particular quarter relate to payments made prior to material operations taking place. Therefore these quarterly figures will not correspond with the monies reported under 'Value of the agreements']

3.21 NI 117 – 16-18 year olds who are not in education, employment or training (NEETs)

Quarter	No of NEET 2009 - 10	No of NEET 2008 - 09
Q1	97	No comparative data
Q2	95	100
Q3		84
Q4		94
Year-end total		94

3.21.1 The number of 16-18 year olds who are not in education, employment or training (NEETs) continues to fluctuate on a monthly basis. At the end of this quarter, 8% of NEETs in Surrey were based in Runnymede, down from 9% in the previous quarter. This is still the fifth highest borough total in Surrey. At this end of this quarter, only Egham Hythe Ward was in the top 20 Wards in Surrey with the highest number of NEETs; Egham Hythe saw the largest rise in Runnymede, increasing by seven young people, to 20 (21% of the Runnymede total). The percentage of those in Runnymede who have been NEET for six months or more has fallen from 33% back to the 24% seen at the end of 2008/09; 62% have been NEET less than 12 weeks.

[Note that the number of NEETs reported are only indicative of the annual figure published against NI 117; annual data is adjusted to take into account the number of young people whose activity is unknown. The above figures are based only on known NEETs in Runnymede, and will therefore be slightly lower than the final adjusted number.]

3.22 Job Seekers Allowances Claimants (18-24)

Quarter	Number of 18-24 JSA claimants	Proportion of 18-24 working population	Proportion of all claimants (working age)			
	2009/10	2008/09	2009/10	2008/09	2009/10	2008/09
Q1	225	85	2.3%	0.9%	23.2%	24.8%
Q2	270	95	2.8%	1.0%	27.0%	23.3%
Q3		140		1.5%		24.7%
Q4		220		2.3%		23.0%
Year-end total		220		2.3%		23.0%

3.22.1 At the Committee's meeting on 1 October 2009, the Committee agreed that Officers should report in future, if possible, on NEETs in the 18-24 year age bracket. This information is not available and instead Officers have obtained information on JSA claimants in the 18-24 age group.

3.22.2 The number of 18-24 year old Job Seekers Allowance (JSA) claimants in Runnymede continues to rise. Claimant totals have seen a near 300% increase since this time last year, though still remain relatively low at 2.8% of the total 18-24 population. Young people continue to be hard hit by unemployment, with 18-24 year olds making up only 18% of the total working age population in Runnymede, and yet the age group accounted for 27% of all JSA claimants.

[Quarterly figures are taken as a snapshot at the end of the quarter. Claimant frequencies are rounded to be nearest five. (These residence-based proportions express the number of claimants resident in an area as a percentage of the working age population resident in that area. Working age is defined as 16 - 64 for males and 16 - 59 for females. The working age population figures are derived from mid-year population estimates which are compatible with the 2001 Census).

3.23 Allotment usage

Quarter	No of ploholders 2009-10	No of people on waiting list 2009-10	No of ploholders 2008-09	No of people on waiting list 2008-09
Q1	257	167	252	50
Q2	263	187	257	90
Q3			256	110
Q4			260	137
Year-end total			260	137

3.23.1 The waiting list for allotments continues to grow. Plots are allocated by desired site, based on a length of time on the waiting list. Note that all allotment sites are full; the slight fluctuations in the number of ploholders from quarter-to-quarter is due to turnover.

[These figures are taken as a snapshot of allotment usage at the end of each quarter.]

3.24 Young people participating in Runnymede Open Access Recreation (ROAR) sessions

Quarter	ROAR attendance 2009-10	ROAR attendance 2008-09		
	Total participants	New participants	Total participants	New participants
Q1	548	328	Data not available	
Q2	822	250	Data not available	
Q3			Data not available	
Q4			Data not available	
Year-end total			Data not available	

- 3.24.1 ROAR has been a great success at encouraging children and families to get outside and play more. The target set by the big lottery for year one was to provide new activities for 300 different children and young people in the borough's parks and open spaces. ROAR achieved this figure in the first 6 months and has now doubled it, with more activities to be delivered before the end of the year. The growth in attendance has been down to continued good publicity in the press, who have attended sessions and reported on their success, and also continued distribution of promotional material to local schools, children's clubs, libraries, leisure centres, community notice boards, the Internet and the Council's mailing list.

[Figures represent participation in Runnymede Open Access Recreation (ROAR) play sessions, for 5-13 years. ROAR provides activities both after-school and during school holidays that encourage young people to participate in free, open access play in parks, open spaces and community venues. It should be noted that this is a lottery funded project which is to run for three years and started in February 2009.]

3.25 Funding secured towards the enhancement of suitable alternative natural green spaces (SANGS)

Quarter	Funding secured for SANGS 2009 - 10	Funding secured for SANGS 2008 - 09
Q1	£2,000	£32,000
Q2	£0	£10,000
Q3		£26,000
Q4		£10,000
Year-end total		£78,000

- 3.25.1 There was no funding secured for SANGS in the second quarter of this year.

[In line with Natural England guidance, the impact of residential developments within 5km of the Thames Basin Heath Special Protection Area (SPA) can be managed by the provision of suitable alternative natural green space (SANGS), either through provision of new open space or significant improvements to existing sites. A contribution of £2,000 per additional dwelling in the 5km zone is invited to fund and maintain SANGS enhancements. This will increase by £630 from 1 November as agreed by the Planning Committee on 5 August 2009, subject to the other SPA authorities being in the same position].

3.26 Total household waste (tonnes)

Quarter	Total household waste (tonnes)					
	2009-10			2008-09		
	Household	Trade	Total	Household	Trade	Total
Q1	4850.56	710.5	5561.06	5348.16	706.90	6055.03
Q2	4849.22	589.44	5438.66	4976.51	707.91	5684.42
Q3				4623.98	617.74	5241.72
Q4				4874.50	662.10	5536.60
Year-end total				19823.15	2694.65	22517.77

3.26.1 Household waste is 127 tonnes lower compared to the same time last year, but has remained static from the first quarter. Trade waste has dropped by 118 tonnes from this time last year, as a possible reflection of the current economic climate. Despite the drop seen in trade waste collected from quarter one, customer numbers requesting trade collections have remained similar over the two periods. A potential increase in trade waste is expected leading up to the Christmas period, when trading in general will increase.

3.27 NI 191 – Residual household waste

Quarter	2009-10		2008-09	
Q1	157.24 kg		169.05kg	
Q2	158.93 kg		181.24kg	
Q3				
Q4				
Year-end total				

3.27.1 As expected during the summer months when many people go on vacation, actual household waste is 29 tonnes less than the previous quarter. Unfortunately the street cleansing weights increased by 78 tonnes thus counteracting the reduction in household waste, and leading to very slight increase over the previous quarter. Members should note that this is a cumulative figure, therefore the year to date figure for each property is 316.10kg, down from 350.29kg per household in the same period last year.

3.28 NI 192 - Percentage of household waste sent for re-use, recycling and composting

Quarter	2009 - 10		2008 - 09	
Q1	25.22%		26.29%	
Q2	24.52%		25.86%	
Q3				
Q4				
Year-end total				

3.28.1 This quarter followed the normal pattern for the summer months. Historical records show that less people use the kerbside recycling services during school holidays and general summer vacations. As last year, road sweepings have increased greatly by just over 78 tonnes during this period which has to be added to the general refuse figure before the recycling rates can be calculated.

3.29 Staff turnover and stability

Quarter	Staff Turnover	
	2009 - 10	2008 - 09
Q1	10.71%	15.98%
Q2	8.57%	15.31%
Q3		13.76%
Q4		11.94%
Year-end total		11.94%

Quarter	Stability Index	
	2009 - 10	2008 - 09
Q1	90.44%	85.74%
Q2	91.78%	86.02%
Q3		86.80%
Q4		88.73%
Year-end total		88.73%

3.29.1 These figures mirror a trend across the whole UK economy. With fewer job opportunities on the market and uncertainty about the future, staff are remaining in post. Consequently, the

staff turnover rates are decreasing and the stability rates (the number of staff employed at the beginning of the period who are still employed at the end) are rising.

[Figures for each quarter represent rolling-figures for the previous 12 months, e.g. Q1 figure is for year ending 30 June 2009. Staff turnover reports on the proportion of leavers compared to the number of employees; the stability index reports on the proportion of those employed for the duration of the period compared to those employed at the start.]

4. Conclusions

- 4.1 This is the first year of the revised Priority PIs framework and initial teething problems are expected with the establishment of base data and collection arrangements.

OFFICERS' RECOMMENDATION that-

the Committee indicates whether it is content with the progress in achieving the new Priority Performance Indicators.

(TO RESOLVE)

Background Papers

Noted stated

12. SERVICE PLAN – HALF-YEARLY PERFORMANCE 2009/10 (CE/DAL/DF)

1. Purpose of Report

- 1.1 **To advise the Committee on the half-yearly performance of the 2008/10 Service Plan.**

2. Background Information

- 2.1 Members will be aware that a new strategy, planning and performance management framework of Sustainable Community Strategy and Corporate Plan has been agreed for the Council and Committee-based Service Plans. This approach was endorsed at Corporate Management Committee on 30 October 2008, and approved by Council on 18 December 2008.
- 2.2 The Service Plans have been based on an eighteen month cycle rather than the previous yearly programme to give greater continuity and avoid the need to update what are often ongoing targets.
- 2.3 At the June meeting of this Committee, a report was brought forward noting the outturn position for the period up to 31 March 2009. This report and Appendix 'C' now notes the position as at 31 October 2009.

3. Report

- 3.1 Members are invited to note the half-yearly position on the Service Plan, attached at Appendix 'C', which is circulated separately for Members of the Committee only. A colour version of the Plan is included on the Council website. The Service Plan provides a control document for senior managers and the responsible Committees to monitor and review, as well as highlighting where slippage or other difficulties are occurring, and appropriate recovery strategies need to be put in place. Attached to the Service Plan are the departmental Equality Action Plans for the Departments of the Chief Executive, the Director of Administration and Leisure and the Director of Finance. Members are also invited to scrutinise the contents of these departmental Equality Action Plans.

OFFICERS' RECOMMENDATION that –

the Service Plan half-yearly report for the Corporate Management Committee for 2009/10, as attached at Appendix 'C', be noted.

(TO RESOLVE)

Background Papers

None

13. EQUAL PAY AUDIT (CE)

1. Purpose of Report

1.1 **The purpose of this report is to apprise Members of the outcome from the recent Equal Pay Audit and to seek endorsement on a way forward.**

2. Background Information

2.1 Following the Council's decision not to implement a job evaluation scheme in Runnymede, This Committee resolved at its meeting in March 2006 that an Equal Pay Audit be undertaken. The purpose of such an audit was to ensure that the Council's pay arrangements were not discriminatory in terms of gender.

2.2 The South East Employers Organisation was appointed to undertake this work. Their appointed consultant was very experienced in undertaking such work and had successfully completed a number of Equal Pay Audits in other local authorities in Surrey and the South East.

2.3 The findings from that report were reported to and adopted by this Committee in November 2006.

2.4 As part of the Annual Pay and Workforce Plan, this Committee resolved at its March 2009 meeting to undertake a further Equal Pay Audit in 2009/10 to ensure that the authority's remuneration packages remained fair and free from any discriminatory elements.

2.5 Once again, the South East Employers Organisation was appointed to undertake this work.

3. Report

3.1 Work commenced on the audit in June and the full report, findings and recommendations is found at Exempt Appendix '1' (circulated separately).

3.2 During the course of the audit, the consultant identified a number of anomalies between the Personnel and Payroll records. All of these have since been investigated and, where necessary, corrected.

3.3 The specific recommendations together with Officer comments are as follows:

Recommendations	Officer Comments
1. Review the way in which payments are identified and recorded on the current separate personnel and payroll systems to ensure a consistency of approach (section 4);	See 2. below
2. Give serious consideration to the introduction of a common personnel and payroll database (section 4);	This was a recommendation made in the Best Value review and in also in the 2006 Equal Pay Audit. The two separate systems – ASR for Personnel records and Moorepay for Payroll records work well. However, the maintenance of two separate data systems that hold many identical fields involves some duplication of effort. A shared database would be a desirable aim but in the current financial climate the cost would be difficult to justify.

	It is recommended that the principle of a joint Personnel/Payroll database be supported and that Officers bring back recommendations at an appropriate time when a cost/benefit justification can be made.
3. Monitor salary levels on appointment and those resulting from any subsequent review on a regular basis to ensure that no discrimination or bias on other grounds occurs (section 4.2);	Agreed
4. Monitor the use of overlapping grades on a regular basis to ensure these do not erode appropriate differentials between junior and senior staff (section 4.2);	This was an issue raised in the 2006 EPA. Officers do not believe this to be a problem as the current arrangements provide flexibility and no current anomalies exist.
5. Review and rationalise the number of link grades, applying them only to support a defined career grade structure (section 4.2);	Agreed
6. Apply a standard approach to the nomenclature of grades (section 4.2);	For sake of clarification it is recommended that scales MM2 and MM1 be renamed MMA and MMB and that scales SM4, SM3 and SM2 be renamed SMA, SMB and SMC.
7. Ensure progression within career grades is assessed fairly and objectively against defined, non-discriminatory criteria (section 4.2.1);	Agreed
8. Ensure the use of a defined process for determining and reviewing job grades. Maintain a written record of the reasons for all grading decisions (section 4.3);	Agreed
9. Review the arrangements for career development and promotion to improve the gender composition within more senior roles (section 4.4);	Whilst ensuring that all posts are filled on merit, development opportunities be sought for groups under-represented in senior roles.
10. Investigate the apparent differences in job grades identified in section 4.5.1 to ensure there is an objective and legitimate reason for them;	<p>The three Planning Policy Officer posts F0032, F0033 and F0047 should all be graded 8/10 with potential for progression to MM2 upon attaining full RTPi membership.</p> <p>The two vacant Administrator posts F0166 and F0168 should be redesignated Clerical Assistant and graded 5.</p> <p>In all other cases, whilst the job titles are the same, the job content is different and there is therefore an objective and legitimate reason for the current grades. Consideration will be given to redesignation in order to avoid ambiguity.</p>

<p>11. Review the "personal" grading arrangements identified in section 4.5.2 to ensure the correct grade is applied as soon as possible;</p>	<p>In the case of Post Z0135, Officers are in discussion with the post holder as to the most satisfactory way in which the issue can be resolved.</p> <p>In the remaining cases, whilst the current arrangements are not ideal, Officers are of the view that at present, these protected grades do not represent a risk to the authority. Officers will revisit the situation in due course if there were cause for concern and bring back a further report for Members' consideration.</p>
<p>12. Ensure the appropriate grade is applied to the posts identified in sections 4.5.3, 4.5.4 and 4.5.5;</p>	<p>The grading of these posts have been reviewed and all found to be appropriate for the level of duties and responsibilities involved.</p>
<p>13. Ensure that all staff are treated equitably with regard to the authorisation of any overtime payments (section 4.7.1)</p>	<p>Agreed.</p>
<p>14. Review the different overtime and unsocial hours working payments identified in section 4.7.1 to ensure they remain appropriate. Consider moving to a more simplified approach, applied to all relevant staff;</p>	<p>Agreed. Officers will review the current miscellany of arrangements and bring back a further report for Members' consideration.</p>
<p>15. Review the additional duties payments identified in section 4.7.4 to ensure there continues to be a justification for them and/or whether there is a need to review the relevant job grade;</p>	<p>In the case of staff number 1257 and 1449, these payments are no longer justified and will be discontinued. In all other cases either the payments are still justified or have ceased (or will do so shortly) upon the retirement of the postholder. In all cases the reasons for the payments do not justify a review of the job grade.</p>
<p>16. Develop and implement a market supplement policy. Review posts currently in receipt of a market supplement to determine their continued eligibility and confirm/amend/withdraw as appropriate (section 4.7.5);</p>	<p>Where the effective continued provision of Council services is likely to be at risk during a particular period, short to medium term staff retention initiatives are applied as necessary. These include market supplements or other allowances and are kept under review at least annually. It is recommended that market supplements be reviewed annually as part of the Annual Pay and Workforce Plan</p>
<p>17. Identify and publish the relevant eligibility criteria for car leasing/provision and other car allowances (sections 4.7.6.1 and 4.7.6.3);</p>	<p>Agreed</p>
<p>18. Confirm the car user status for the posts identified in section 4.7.6.3;</p>	<p>Post E0053 should have an Essential User car allowance, Post E0089 should have a Casual User car allowance and Post F0033 should have an Essential User car allowance</p>
<p>19. Ensure the criteria for the authorisation of a termination reward are applied fairly and consistently and that they can be appropriately justified (section 4.7.8);</p>	<p>Agreed</p>

20 Consider the comments made in relation to the PRP scheme and review the relevant data, as identified in section 5;	The comments are noted and will be taken into account in a future review of the PRP scheme
21. Review the use of merit payments to ensure they are being fairly and appropriately applied. Monitor the gender composition of staff awarded merit payments in the future to ensure they are being applied fairly and equitably (section 5.1).	Recommend this is reported annually in the Pay and Workforce Plan
22. Equal Pay Audits should continue to be undertaken on a regular basis in the future.	Agreed

4. Resource Implications

4.1 The cost of implementing the above recommendations is not anticipated to be significant and should be capable of being contained within existing budget provision. If, following more detailed investigation, costs are potentially higher than anticipated, Officers will bring forward a further report.

5. Legal implications

5.1 The Equal Pay Act 1970 is the main piece of UK legislation governing the issue of Equal Pay. The Act provides for equal pay as between women and men where they are employed on:

- **like work**, i.e. where the work done by the woman and the man with whom she is claiming equal pay is the same or broadly similar; or
- **work rated as equivalent**, i.e. where the job being done by the woman and the man with whom she is claiming equal pay, have been rated as equivalent under an analytical job evaluation scheme; or
- **work of equal value**, i.e. where the work done by the woman and the man with whom she is claiming equal pay is different but the jobs are considered to be of equal worth, e.g. by reference to effort, skill and decision-making.

5.2 The Equal Pay Act covers not just "pay" but applies to all contractual terms and conditions. The Act applies to all employees irrespective of whether they are full or part-time, permanent, temporary or casual and regardless of length of service.

5.3 Once a woman has made out a prima facie case, the employer must either accept the claim or disprove it. Where it is accepted that a difference in pay exists, the employer may be able to justify this practice by providing a genuine and material reason which is not tainted by sex discrimination and which is capable of objective justification.

5.4 In addition to a claim under the Equal Pay Act, a woman may be able to make a complaint under The Sex Discrimination Act 1975, which covers non-contractual issues such as access to benefits, promotion and any discretionary performance payments or bonuses. The Part-Time (Prevention of Less Favourable Treatment) Regulations 2000, which give part-time workers a right not to be treated less favourably than comparable full-time workers, and The Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002, which give fixed-term employees the right to the same pay and conditions as comparable permanent employees, may also provide the basis for a claim relating to pay and other forms of remuneration. Whilst both part-time workers and fixed-term employees can name a comparator of the same sex, where there are significantly higher numbers of female employees in the potentially disadvantaged group, as is likely to be the situation in the case of part-time staff, issues of gender inequality may arise in these circumstances.

- 5.5 If a woman succeeds in her Equal Pay complaint she is entitled to equalisation of her contractual terms, and compensation consisting of arrears of pay and/or damages – back pay can be awarded up to a maximum of six years from the date the complaint was first lodged with the Employment Tribunal and may also include interest on the award.
- 5.6 The potential costs arising from a successful equal pay complaint can be significant, particularly in jobs where there are multiple post holders and back-pay entitlements, and a number of councils and other public sector bodies have faced awards against them running into several million pounds. The completion of this Equal Pay Audit and the implementation of any actions arising will enable the Council to ensure that it has minimised the risk of any such potential claims, as well as demonstrating its commitment to equality and fairness of treatment within its employment arrangements.
6. UNISON Comments
- 6.1 Comments from UNISON are at Appendix 'D'.

OFFICERS' RECOMMENDATION that –

- i) the principle of a joint Personnel/Payroll database be supported and that Officers bring back recommendations at an appropriate time when a cost/benefit justification can be made;**
- ii) salary levels on appointment and those resulting from any subsequent review be monitored on a regular basis to ensure that no discrimination or bias on other grounds occurs;**
- iii) the number of link grades be reviewed and rationalised, applying them only to support a defined career grade structure;**
- iv) scales MM2 and MM1 be renamed MMA and MMB and that scales SM4, SM3 and SM2 be renamed SMA, SMB and SMC;**
- v) progression within career grades be assessed fairly and objectively against defined, non-discriminatory criteria;**
- vi) a defined process for determining and reviewing job grades be introduced, maintaining a written record of the reasons for all grading decisions;**
- vii) whilst ensuring that all posts are filled on merit, development opportunities be sought for groups under-represented in senior roles;**
- viii) the three Planning Policy Officer posts F0032, F0033 and F0047 be graded 8/10 with potential for progression to MM2 upon attaining full RTPI membership, and the two Administrator posts F0166 and F0168 be redesignated Clerical Assistant and graded 5;**
- ix) Officers revisit the situation of Personal Grades in due course if there were cause for concern and bring back a further report for Members' consideration;**
- x) Officers review the current miscellany of arrangements for overtime and unsocial hours payments and bring back a further report for Members' consideration;**
- xi) market supplements be reviewed annually as part of the Annual Pay and Workforce Plan;**
- xii) the relevant eligibility criteria for car leasing/provision and other car allowances be identified and published;**

- xiii) **Post E0053 to have an Essential User car allowance, Post E0089 to have a Casual User car allowance and Post F0033 to have an Essential User car allowance;**
- xiv) **a review of the job grades of staff receiving responsibility allowances be not undertaken;**
- xv) **the criteria for the authorisation of termination rewards be applied fairly and consistently and are appropriately justified;**
- xvi) **the comments regarding the PRP scheme be noted and taken into account in a future review of the scheme;**
- xvii) **the use of merit payments be reviewed to ensure they are being fairly and appropriately applied and the gender composition of staff awarded merit payments in the future be monitored and reported in the Annual Pay & Workforce Plan to ensure they are being applied fairly and equitably; and**
- xviii) **Equal Pay Audits continue to be undertaken on a regular basis in the future.**

(TO RESOLVE)

Background Papers

Personnel Manager's confidential staffing records (exempt)

14. PLANNING APPLICATIONS UPGRADE (CE)

1. Purpose of Report

- 1.1 To advise Members of the options available to upgrade existing computer software in order to facilitate the storing and accessing of data associated with the planning process in the context of the corporate strategy for information processing.**

2. Background Information

- 2.1 At present the Council's internet presence is managed by a Web portal that allows material from a number of sources to be presented through the Council's Web site to the general public. The software that supports this is the Vignette Application Portal (VAP) supplied by Open Text who took over Vignette, the company, earlier this year. Documents are also handled by an application managed and utilised corporately, the corporate document management system which is also supplied by Vignette: the Vignette Information and Document Management System (IDM), again also supplied by Open Text. IDM provides a corporate means for documents to be scanned and stored in a format that permits them to be readily viewed and surfaced through other applications. One of these applications is VAP which can present the results of searches in IDM within a Web page.
- 2.2 At present the public can view planning applications on the Web site by navigating to the planning pages and selecting the planning application they wish to view by the application number. All the associated documents are stored as pdf files on the legacy server and an automated process creates pages on the web site that hyperlink to each document.
- 2.3 This method of working has a number of drawbacks:
- 1 it is difficult to identify the planning application required as there is no efficient means of searching by address or individual street name
 - 2 the process is labour intensive as the Web pages have to be created and the pdf files loaded by semi-automated processes that are error prone
 - 3 duplicate copies have to be kept of the pdf files. The copy in IDM can be used for the management of the planning application but this is completely separate in storage and access terms from the documents accessed through the web server.

- 4 in addition there are further images of plans kept in a separate format that allows measurement to be taken on screen while many original paper copies of documents are kept in a file that is used while the case is active.
- 2.4 On 1 April 2009 the Planning Committee approved the upgrade of the planning software. The objective of the upgrade was
“to provide high quality and timely information about planning applications and the processes involved for both the local community and professional stakeholders. This will provide a more responsive system for assessing the implications of planning applications on the local environment.”
- 2.5 A report entitled Runnymede Sustainable Community Strategy and the Planning Service described how the Council has adopted a Sustainable Community Strategy (RSCS) in 2009 which sets out the priorities for the Borough and how an upgrade to the Council’s existing Planning software provided by Northgate could assist in aligning the planning service with the guidance in the RSCS.
- 2.6 A further report presented to Corporate Management on 29 June 2009 identified how in the interim, work had been carried out on the changes proposed and a revised costing was shown in the table set out on the next page of this Agenda.

System	Work	Estimated Cost presented to Planning Committee	Revised Cost presented to IT Working Group
Gazetteer	Linking Idoc's gazetteer to Planning and Building Control	£11,850 plus annual maintenance £1,250	£9,350 (negotiated reduction) Plus £1,250 annual maintenance
Data Matching	Linking existing properties in Northgate to the gazetteer	£8,000	Now funded from existing departmental budget
Image Store and Image linking	Storage of images and linking to web site to enable documents to be viewed on web site	Not previously considered as wider IT issue	£8,500 (plus annual maintenance £2,150 and consultancy fees from existing departmental budget)
Oracle	Upgrade to 10G	£3,400	Now funded from existing IT upgrade budget
Planning and Building Control	Upgrade to version 8.10 of software	£2,300	£2,300
Planning Explorer	Upgrade to existing Planning Explorer plus consultancy	£5,400	£3,400 (negotiated reduction)
TOTAL COST:		£32,200 (inc. £1,250 maintenance)	£26,950 (inc. £3,400 maintenance)

2.7 It was noted in this report that in addition funding would have to be found to provide a data store so that images of the relevant documentation could be linked to the web site which would show information produced by reports from the planning system database. This was not factored into the costings put forward to the Planning Committee and was not shown in the Revised Cost column of this table.

2.8 Two options were presented to achieve the linkage:

2.8.1 Using the Vignette Document Management System (IDM)

Storing images of the planning applications and associated documentation in IDM and linking the planning application to these images. This would require configuration of the Vignette Application Portal (VAP) to permit the images to be surfaced through the Web site and a redesign of the indexing carried out on each image. This would permit the use of one store for the images that could then be accessed by a number of users ranging from citizens on the web site through to in house staff, each group of users having appropriate access rights.

2.8.2 Using Northgate Image Store (NIS)

The second option provided an interim solution that would allow the planning system upgrade to take place but required the storage of more than one copy of the images. By purchasing the Northgate Image Store a copy of the documentation could be held that could be linked to the reports on the Web site. As the Image Store had no security features all images in the store would be visible to anyone with access to the web page and so all images requiring differential access would have to be stored in the alternate secure location, the DMS.

2.9 The recommendation to use the former route was accepted as follows:

2.9.1 the Planning System be upgraded in order to provide the information required to achieve Place Shaping and Development Management as a cost not exceeding £27,000

2.9.2 the upgrade should be integrated with the DMS to link reports to images stored in the DMS thus complying with the Council strategy of maximising the use of corporate systems and fulfilling best practice in data storage and retrieval at a cost not exceeding £30,000;

2.9.3 the facility to take measurements from plans and maps for staff and visitors to the Civic Centre should be provided using suitable software at a cost not exceeding £5,000

2.9.4 A capital estimate in the sum of £58,600 for these upgrades be taken from the provision for systems upgrades and development held in the capital programme.

2.9.5 A revenue estimate of £3,400 per annum be allocated for the additional maintenance costs.

3. System Integration

3.1 The first part of creating the interface between the Northgate application and IDM was a detailed scoping exercise that would identify how the two systems would work together and seamlessly exchange information and the work that would have to be carried out to:

1. Store documents created by Northgate in IDM
2. Retrieve documents from IDM for display with Northgate clients
3. Update document titles via Northgate

3.2 From pages on the Website created by the Northgate system a member of the public would be able to identify the planning application they wished to view using a number of searching techniques and view any document identified as related to that planning application on-line, the appropriate document being retrieved from the IDM.

3.3 This scoping exercise identified two ways that the functionality required by the planning application system could be delivered using IDM and also identified what work would be required if the Northgate data store were to be adopted. It was confirmed that each approach would deliver the required level of functionality specified for users of the planning system but each would have a significantly different impact on data handling, availability and ongoing costs for the Council.

3.4 The routes identified are:

Full Integration

3.4.1 By fully integrating the processes using VAP, IDM and the Northgate system the most efficient and effective use of systems and data in the medium and short term is achieved. The planning information and searching facilities are created within the Northgate software which presents all of the information, whether drawn from the Northgate application or IDM, through the Web site. Thus the strong security inherent in the portal can be utilised. If the user is logged on to the site then the information that is presented can be closely controlled so that, for instance, a member of the public can be shown different information or a subset of the information shown to a member of staff, or the person making the planning application or a councillor. This is the highest cost option. The total man days associated with completing this task is 90 man days at a cost of £85,500.

Partial Integration

- 3.4.2 Concentrating on the integration of IDM and the Northgate system will provide a solution that achieves efficiency objectives in storing all the images in one place and permits the Northgate system to provide this information while retaining all of the improved functionality of the Northgate upgrade. Compared with full integration, the ability to provide different views of the information on the Web site would be compromised. Staff would be able to view an extended dataset but, in practice, only by logging directly into the Northgate system and not using the Web site. All users of the Web site would effectively have the same user rights on the Northgate application. The cost of this approach is less than full integration as it would take 54 man days at a cost of £51,300.

Minimal Integration

- 3.4.3 Minimal integration is the option of using a basic information store in the Northgate application for storage of the documents associated with an application. This would permit the Northgate application to present information in a browser with links to every associated document and this could be viewed through the website through a link to the Northgate browser. With this approach potentially at least two copies of each document are saved as at present, the one for presentation to the Web site and a second in IDM for general access and for secure storage. Security is much more complex with this approach as documents are being stored and retrieved from two systems. The cost of this approach will be 20 man days at a cost of £6,650 plus the cost of the Northgate database extension of £5,000.
- 3.5 The costs and benefits of the three approaches can be seen in the table 1 on the next page of this Agenda:

Table 1 – Costs and Benefits

	Full Integration	Partial Integration	Minimal Integration
1	Approved budget(1) £58,600 (including £30,000 integration costs)		
1	Cost (2) £114,100(including £85,500 integration costs)	£79,900(including £51,300 integration costs)	£39,750 (including £11,150 integration costs)
2	Security Highly granular security from the Web – can link to Government Connect for user authentication	Medium security – external vs internal users – security more fragmented	Low security – complex model with higher maintenance costs
3	Running costs Low – single data store, potentially single means to access to data, single copy of all documents	Medium – single data store but more complex indexing	High – multiple data stores, complex indexing, need for periodic reconciliation of data stores, more data storage required long term
4	Compatibility with other systems High – model could be used for most backend systems	Medium – application to IDM link could be standardised	Low – the system has its own image store
5	Resilience High for both data store and presentation	High for data store	Low
6	Corporate Policy (maximum integration of system/sharing data securely/minimised running costs) Yes – utilises a single source for document data (IDM) that can be accessed by other systems and the same method of presentation as can be used by other systems (VAP). Fully compatible with future CRM type products	Limited – does not make use of a unified web presentation (through VAP) but does use standardised data storage that can be readily accessed by other systems (IDM)	No – uses its own unique Web presentation and data storage not readily available to other systems. Multiple data storage points.

Notes on Table 1

- (1). The budget already approved by the Council is £58,600.
- (2). This shows the total cost and the revised document storage cost of the three proposals.
- 3.6 Higher running costs associated with the minimal integration option fall into a number of areas:
 - 3.6.1 Scanning costs – as a number of documents will have to be scanned and stored more than once this involves duplicate effort and time both on the scanning process and on reconciling different copies of the documents. It is estimated that half of one post would be spent on performing these activities at a cost of £10,000 per annum.
 - 3.6.2 The cost of off-site scanning of plans and maps – these are carried out to create the document in a format that is useful for staff and the public to carry out on-screen measurements. This would be saved by scanning and storage once and adoption of a software solution to permit on-screen measurement. The savings on this element of scanning are estimated at £5,000 per annum.
 - 3.6.3 Holding all the documents in one location with different levels of access to, for instance, planning staff, staff from other departments, the public with a direct interest in the application and the public at large, will ensure that the electronic copy of the documents can be used as the reference copy. This will lead to a reduction in paper copies stored locally. As these documents can be in colour or large format (i.e. A2 and larger), this will be a significant saving currently estimated at £2,500 per annum.
- 3.7 Adopting the full integration approach unlocks both the ability to provide each authenticated user of the Web site with a personalised view of the areas of information he is entitled to see and the ability to use the view to selectively reveal information stored in the single document repository. This opens up the possibility of providing added value to the view of the information that can be offered so that income could be generated by providing enhanced access to data on a subscription or on a cost per item viewed basis. The marginal cost of delivering this information in this way is minimal per item of data viewed, as the customer is essentially self servicing their request and so this must be viewed as a potential source of regular income generation. As this approach has not yet been tried on Runnymede data some market research is necessary to ascertain potential income to be earned, but a sum of £5,000 per annum would appear to be a modest ambition.
- 3.8 Based on these estimates the pay-back time on the first two approaches is between two and three years. However, the full integration approach will provide a template for providing savings and generating income using the same corporate products.
- 4. Risk Analysis
 - 4.1 In order to fully assess the consequences of following each of these paths the following Strengths, Weaknesses, Opportunities and Threats of following the full integration and the partial integration path were analysed.
 - 4.2 These are summarised in the table 2 below:

Table 2 – Risks of following Full and Partial Integration paths

Strengths	
Full Integration	Partial Integration
<p>The proposed solution provides secure information that is easy to share:</p> <ul style="list-style-type: none"> • Corporately (to Officers) • Members of the public • Councillors 	<p>The proposed solution would in the short term provide information available to the public in a form that was easy to use. Confidential information would have to be handled separately.</p>

<ul style="list-style-type: none"> • Systems and processes are familiar to the users • Workforce is familiar with the user interfaces of the technology • Functionality available to all sections • Scanning process can be simplified 	<p>As for full integration but applicable only to information in the public domain.</p> <p>Additional complexity in usage caused by need for separate arrangements for confidential information.</p>
<p>Planning Portal Solution fully supports the Councillors requests to update the Planning portal</p>	<p>As for full integration</p>
<ul style="list-style-type: none"> • Supports a corporate approach • Costs and performance statistics are very visible • Supports a Council standards based approach • Supports 'futurability' of the organisation- links to future systems (one-to-one, rather than one to many) 	<ul style="list-style-type: none"> • Can be upgraded to a fully corporate approach at a later date • Costs and performance statistics are very visible • Can be upgraded to support a Council standards based approach <p>Can be upgraded to support 'futurability' of the organisation- links to future systems (one-to-one, rather than one to many)</p>

Opportunities	
Full Integration	Partial Integration
<ul style="list-style-type: none"> • Supports opportunities for business development and exploits the opportunity to sell information • Single silo of information simplifies the public's point of contact with Council • Enhances the Councils reputation 	<ul style="list-style-type: none"> • Needs upgrade to full support opportunities for business development and to exploit the opportunity to sell information to be economically realised • Complexity of multiple silos of information • Enhancement of the Council's reputation largely realised
<ul style="list-style-type: none"> • Information is easier to share with Officers from other sections • Enables scanning processes to be streamlined and more information to be provided • smaller sections have the benefit of not needing to adopt ineffective and unsupported systems 	<p>These opportunities would be largely unrealised in the short term until the systems were upgraded.</p>
<ul style="list-style-type: none"> • Will be able to scan a greater volume of plans • Opportunity to generate revenues is more feasible 	

<p>More opportunity to expose/identify and compare:</p> <ul style="list-style-type: none"> • where costs can be reduced • costs (and services) can be consolidated • opportunities for process re-engineering <p>Supports good document management practice:</p> <ul style="list-style-type: none"> • Avoids multiple information silos <p>Consolidation of suppliers:</p> <ul style="list-style-type: none"> • more buying power <p>Provides a single point of management and support</p> <ul style="list-style-type: none"> • System is secure with only one level of security visible to the user 	<p>Less opportunity to introduce efficiencies as a result of streamlined shared processes</p> <p>Other opportunities not realised in the short term</p>
<p>Support services can be rationalised</p> <ul style="list-style-type: none"> • Technical support • Administration • Training • Accounting • Procurement 	<p>The extent to which these could be realised would be curtailed</p>

Weaknesses	
Full Integration	Partial Integration
Short-term investment required is relatively large	Short term investment more modest
Supports Vignettes and Northgate system monopolies	As for full integration
Multiple systems could be difficult to manage	More acute than for full integration

Threats	
Full Integration	Partial Integration
The solution pre-empts other corporate projects (see Appendix 'E' for known and predicted projects for the next 18 months)	Less likely to be the case as the future upgrade could be prioritised in the light of new factors
Future requirements for similar integrations may also be expensive	Equally True
Potential buyouts threatens product stability (see Exempt Appendix '2' and Exempt Appendix '3' for profiles of the two major companies involved)	Equally True
A multi-vendor solution presents a potential future lack of co-operation	Equally True
Potential future problems with system synchronisation	Equally True

5. Conclusion

5.1 Adopting the partial integration solution has a number of advantages that can be identified as:

5.1.1 it allows the storage of documents in one location immediately with all the efficiency, security, interoperability and space saving advantages this offers.

5.1.2 it is a first step on the route to full integration and very little of the work done in implementing the partial integration would have to be unpicked to move forward

5.1.3 in the medium to long term it will allow cost efficiencies to be delivered

5.1.4 it provides a prototype for linkage of other systems to achieve similar ends.

5.2 The disadvantage of adopting the partial integration solution is the additional initial capital cost of over £20,000 that would be incurred over the current budget.

5.3 Adopting the full integration approach delivers a much more flexible solution in the short term in that the Web access can be used in different ways by different users with a high level of security. The storage of data in a single location that can be accessed by many systems across the Authority delivers the potential to achieve many of the long term goals of the Council based around streamlining processes and sharing information internally. However, the initial cost is considerably greater than was estimated before the detailed scoping exercise was undertaken. However, given the possibilities opened up by the ease with which the information could be made available through the Web site, the pay-back period for the full and partial approaches are likely to be similar at between two and three years.

5.4 The minimal integration route will allow the project to be completed within the approved budget and will deliver the results identified in the brief provided by the Planning Committee. However, it is a point solution, i.e. it allows the Council to store and access the images but without regard to the handling of other documents within the Council, and the majority of the work carried out would have to be written off to realise the advantages of a single location for document storage and potential accessibility by all systems. Furthermore running costs would be higher as documents are scanned and stored more than once and time and effort has to be spent on reconciling different versions of the record. Making the solution compatible at a later date would involve an increasingly costly exercise in converting documents from the multiple sources into the single document management system.

5.5 The Directors' Management Team recommend that the full integration option be adopted.

6. Resource Implications

6.1 The capital budget already approved for this scheme is £58,600 made up as follows:-

	£
Planning system upgrade	27,000
Less annual maintenance charged to the revenue budget	(3,400)
Software for measuring maps/plans	<u>5,000</u>
	28,600
DMS integration	30,000
	<u>58,600</u>

6.2 This report recommends adopting the full integration option, which will cost £85,500. This will increase the capital cost of the scheme to £114,100, which is £55,500 more than the budget that was approved in June and accordingly requires the approval of a capital estimate.

6.3 Officers recommend that the additional cost be met from the provision for GIS integrated datasets that has been provided in the 2010/11 capital programme. The expenditure will be required in the last quarter of 2009/10, which will require bringing the budget forward from 2010/11.

- 6.4 A capital estimate for this sum would normally require a recommendation to the Council. However, if the Committee is minded to adopt the full integration solution, Officers will need to put arrangements in place before the Christmas break and therefore, in this case, the Committee is invited to resolve the item.

OFFICERS' RECOMMENDATION that -

- i) the software be upgraded to achieve full integration at an additional capital sum not exceeding £55,500;**
- i) this expenditure be met from the provision for GIS integrated datasets in the capital programme and a capital estimate be approved accordingly; and**
- ii) the revenue implications of the upgrade be met from within existing budgets**

(TO RESOLVE)

Background Papers

None stated

15. CONCESSIONARY BUS FARES: CONSULTATION ON THE SPECIAL GRANT FUNDING FOR 2010/11

(Ref: Minutes of Corporate Management Committee, 30 October 2008, page 355, para. 273)

1. Purpose of Report

1.1 The purpose of this report is to

- (a) suggest a response to the Consultation Paper issued by the Department for Transport (DfT) entitled *Local authority special grant funding in 2010/11 for the national bus concession in England: Consultation Paper*, and**
- (b) set out the probable adverse financial impact of the government proposals.**

2. Background Information

- 2.1 On 4 November, the Minister of State for Transport, Sadiq Khan, announced the launch of a consultation regarding the distribution of the concessionary travel special grant allocations to local authorities for 2010/11.
- 2.2 The 8 week consultation period ends on 30 December.
- 2.3 The consultation document and a range of supporting documents can be found on the DfT web site at <http://www.dft.gov.uk/consultations/open/specialgrantfunding/>.
- 2.4 The consultation concerns only the distribution of funding for the concession. It does not affect passenger's rights to free off-peak local bus travel throughout England. The statutory minimum concession is enshrined in primary legislation.
- 2.5 The Minister has also written to all Council Chief Executives. The letter provides a useful and relatively concise summary of the Government's position. The letter is presented at Appendix 'F'.
- 2.6 The DfT has also published a "Stakeholder Briefing" that includes a succinct set of question and answers on the proposals. This document is presented at Appendix 'G'.
- 2.7 The enhanced statutory minimum bus concession commenced on 1 April 2008. The concession is for free off-peak local bus travel anywhere in England for people aged 60 and over and eligible disabled people, who are resident in England. This applies to travel from 9.30am to 11pm on weekdays, and all day at weekends and on bank holidays.

- 2.8 The 11 District Councils in Surrey, together with the County Council, operate a joint countywide scheme of concessionary bus travel. This is a long established partnership arrangement.
- 2.9 Runnymede grants free bus travel from 9.00am for the over 60s - an enhanced benefit that commences 30 minutes before the 9.30am start of the statutory entitlement. This concession has been agreed to allow Runnymede residents to benefit from local conditions that were in place prior to 1 April. The other Surrey districts (but not Surrey Heath) also provide this additional concession.
- 2.10 The special grant towards the cost of the enhanced statutory bus concession scheme is payable under a three-year grant settlement. Runnymede Borough Council received a special grant of £162,300 in 2008/09 and will receive £166,100 in 2009/10. Under the three-year grant settlement, Runnymede would receive grant of £170,000 in 2010/11.
- 2.11 This report would normally have been made to the Housing and Community Services Committee in the first instance. However, time constraints mean that only this Committee has an opportunity to consider a response.

3. Consultation Paper: Special Grant Funding

- 3.1 The distribution of the special grant funding has been controversial. Nationally, some local authorities have complained that the special grant funding is significantly lower than the additional costs of the enhanced statutory minimum bus concession scheme. In Surrey, there were also discussions in 2008 about a proposal to spread the financial pain and gain of the concessionary fares scheme across all 11 Surrey district councils, with the winners giving up a share of their grant to the losers. However, this proposal was not taken forward.
- 3.2 The consultation paper is in response to concerns that have been raised by a number of local authorities over the current distribution of the grant and follows a review by the DfT of the costs incurred by authorities during the first full year of the new concession
- 3.3 The consultation paper proposes a revised methodology for distributing the special grant in 2010/11. The change would reduce the amount of grant receivable under the three-year settlement by Runnymede Borough Council in 2010/11 from £170,000 to £100,000, a reduction of £70,000.
- 3.4 The consultation document provides authority-by-authority details of the potential impact of the options for change. The table below sets out the position for Surrey districts:

Table comparing the original special grant funding for concessionary fares with the new proposed distribution for 2010/11			
	Original 2010/11 grant £000	Proposed new 2010/11 grant £000	Difference £000
Elmbridge	300	140	-160
Epsom and Ewell	200	110	-90
Guildford	370	870	500
Mole Valley	200	110	-90
Reigate & Banstead	270	270	0
Runnymede	170	100	-70
Spelthorne	260	120	-140
Surrey Heath	210	490	280
Tandridge	150	70	-80
Waverley	280	280	0
Woking	270	340	70
Total	2,680	2,900	220

- 3.5 There are significant changes in the grant distribution within Surrey. In particular, Guildford and Surrey Heath will receive substantially more under the new proposed grant distribution methodology. As a whole, the Surrey districts stand to gain an extra £220,000 compared to the current methodology.

- 3.6 This change in grant distribution is replicated across England. As usual, the winners can be expected to be content with the new proposed grant distribution methodology, and the losers will be discontent.
- 3.7 To arrive at the proposed new grant, the DfT compared concessionary travel spending in 2007/08 (the year before the commencement of the new scheme) with spending in 2008/09. Using this information, moderated by known variations (especially for London authorities), the DfT officials have created estimates of where there might be funding shortfalls and where some authorities might have been receiving excessive grant. This information has been used to create a new schedule of grant for 2010/11.
- 3.8 The DfT state that where grant payments have been reduced (as is the case for Runnymede), “the new distribution still allows those authorities who benefitted from the original distribution to retain over half of the surplus grant that we estimate they would receive under the current 2010/11 distribution”. This indicates that the special grant for Runnymede could have been reduced further but for this “damping” of the proposals. There is a risk that those authorities that still consider themselves as losers as a result of the introduction of the new scheme will lobby the Government to remove this damping element.
- 3.9 The consultation paper also sets out proposals to require local authorities to provide the DfT with data relating to their concessionary travel schemes. Local authorities were promised an end to the micro management of services and the burden of providing ever increasing statistics to the Government when the National Indicator set was brought in. Therefore, the proposed response objects to this new requirement.
- 3.10 The consultation paper asks 4 direct questions. The suggested response to each question is set out in Appendix 'H'. Each question is introduced, followed by the question, a commentary on the Runnymede specific implications, and the suggested response.

Future responsibility of the scheme

- 3.11 Earlier this year the DfT also consulted on the way in which concessionary travel will be administered from 2011. The DfT received over 200 responses to the consultation and they are in the process of considering these responses. The Minister also announced that he expects to be able to make a further announcement on the outcome of this consultation in due course.
- 3.12 If a decision is made to move responsibility for administrative arrangements away from lower tier local authorities (Runnymede) to upper tier local authorities (Surrey County Council) then the change in the administrative arrangements will come into force from 1 April 2011. The DfT would then present orders under section 9 of the Concessionary Bus Travel Act 2007 to Parliament to enact the changes.
- 3.13 The Financial Forecast included the risk that the transfer of responsibility of this service to the County Council would result in an increase in net expenditure. This is because of the loss of the special grant and also the potential reduction in Formula Grant which would exceed the transfer of cost. The indications are that the transfer of responsibility to upper-tier authorities is likely and, therefore, a further increase in net expenditure would arise.

4. Equalities

- 4.1 The consultation paper deals with the financial aspects of the special grant distribution only. There should not be a negative impact on equalities from the purely financial aspect of the proposals.

5. Resource Implications

- 5.1 The estimates for the Concessionary Fares Service are set out in pages 58 and 59 of the 2009/10 Budget Book.
- 5.2 There is no doubt that the introduction of the enhanced statutory minimum bus concession commenced on 1 April 2008 created a financial saving for Runnymede Borough Council. The reasons for this were explained in detail to this Committee at its meeting on 30 October

2008. The table below summarises the changes from 2007/08 – the year before the commencement of the new scheme - with spending in 2008/09:

Table comparing the cost of the Concessionary Fare service in the year before and after the commencement of the new scheme		
	2007/08 Actual £000	2008/09 Actual £000
Subsidy to Bus Operators	369	329
Administration costs (net)	33	72
Gross expenditure	402	401
Special grant		162
Net expenditure	402	239

- 5.3 The reason for the increase in the administration costs is mainly because of the need to issue the new bus passes, and the additional number of users (from 6,676 in 2007/08, to 10,500 in 2008/09).
- 5.4 However, the subsidy paid to bus operators in 2007/08 was allocated to each district based on a crude formula of route miles. Under this arrangement, Runnymede paid £369,365 towards bus operator costs in 2007/08. The information now available under the bus concession scheme is much more detailed. It is now clear that Runnymede Borough Council paid an unfairly large proportion of the costs of the Surrey scheme prior to 2008. Although it is not possible to be precise, the payment by Runnymede Borough Council in 2007/08 should have been less than £200,000. This means that the special grant payable under the current three-year settlement is not far removed from the additional cost of the new scheme.
- 5.5 The probable loss of grant in 2010/11 is £70,000. The Financial Forecast was based on the continuation of the current level of grant. Although the Financial Forecast did identify the probability of the transfer of the responsibility of the concessionary fare service to Surrey County Council as a risk, the change in the agreed grant arrangements was not foreseen. Therefore, the Government proposals, if enacted, will add further to the savings needed to create a balanced budget.
6. Legal Implications
- 6.1 The Concessionary Bus Travel Act 2007 came in to effect on 1 April 2008. Under this Act, travel concession authorities (District Councils in Shire areas) must provide all residents over the age of 60 and people with qualifying disabilities with free travel on buses between 9.30 am to 11 pm on week days and all day at weekends. Bus operators are obliged to honour the statutory concessions but must be reimbursed on a cost-neutral basis for doing so.
- 6.2 The Transport Act 1985 provides local authorities with discretionary powers to extend the scope of these concessions, although operators cannot be compelled to participate in an enhanced scheme.
7. Conclusions
- 7.1 The proposed responses to the consultation questions set out a robust argument for the retention of the current three-year grant settlement.
- 7.2 However, the content of the consultation paper and the Minister's statement point strongly to the likelihood that the DfT proposals will be implemented. This would reduce the grant receivable by Runnymede by £70,000.
- 7.3 It will be necessary to revisit the savings target should the DfT proposals be confirmed.

OFFICERS' RECOMMENDATION that -

- i) the responses set out in Appendix 'H' form the basis of the Council's submission to the Department for Transport on the consultation paper**

on the local authority special grant funding in 2010/11 for the national bus concession in England.

(TO RESOLVE)

Background Papers

"Local Authority special grant funding in 2010/11 for the national bus concession in England", DfT, November 2009, and supporting papers set out in this report (DF)

16. CALENDAR OF MEETINGS 2010/2011 (DAL)

1. To consider and recommend to Council the proposed Calendar of Meetings for the Municipal Year May 2010 – May 2011.
2. Copies of the Calendar have been previously circulated to Directors, Group Leaders and Committee Chairmen. The Calendar attached at Appendix 'I' is the version that was circulated to Group Leaders and Committee Chairmen. No comments have been received from Members.
3. The schedule of meetings largely follows the usual well established pattern. However, Members will note that a Training Day for newly elected Councillors has provisionally been scheduled for 10 May 2010, and an extra meeting of Corporate Management Committee has been scheduled for 29 July 2010 so as to avoid the current 10 week gap between meetings of that Committee. Corporate Management Committee meets on Wednesday 30 June 2010 in order to meet the Statement of Accounts deadline.
4. For ease of reference, a diary schedule of the Committee dates is also attached at Appendix 'J'.

OFFICERS' RECOMMENDATION that –

the Calendar of Meetings for the Municipal Year 2010 – 2011 be approved.

(TO RECOMMEND)

Background Papers

None

17. FINANCIAL MONITORING STATEMENT (DF)

1. Purpose of Report

- 1.1 **To inform the Committee of the latest financial projections for the 2009/10 financial year for corporate and business services.**

2. Background Information

- 2.1 The Financial Monitoring Statement was introduced to all Committees in September 2006 to inform Members of the current financial position of the services under the remit of each Committee.
- 2.2 Each statement reflects an updated position based upon the 2009/10 estimates approved by this Committee in January. The statements have now been updated to include changes identified in the Financial Forecast considered at the Corporate Management Committee in October 2009.

3. Report

- 3.1 The statement at Appendix 'K' is split into three distinct parts:

- Projected budget and forecast
- Savings still to be delivered
- Current year key budget indicators

- 3.2 The Projected budget and forecast sections show any anticipated variations in the current year's budget. These variations are categorised as approved changes and other potential changes. Implications for the following three years are included for completeness so that the full-year effect of any changes can be seen.
- 3.3 The achievement of the revenue reductions programme approved by the Council is one of the Council's key performance indicators. Savings targets not yet achieved are reported in the second section of each statement. These savings are all incorporated into the projected budget and forecast figures in section one.
- 3.4 The final section sets out the key budget indicators for the significant areas of this Committee's budget. This indicates the actual income received against the amount expected (the budget) for the period covered by each statement.

(FOR INFORMATION)

Background Papers

None stated

18. SAFETY COMMITTEE - MINUTES

The minutes of the meeting of the Safety Committee held on Wednesday 23 September 2009 are attached at Appendix 'L'.

(FOR INFORMATION)

Background Papers

None

19. 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	Obtaining authority to recruit a Business Transition Manager on a short-term contract	708

(FOR INFORMATION)

Background Papers

Proforma No 708 dated 23 October 2009.

20. EXCLUSION OF PRESS AND PUBLIC

OFFICERS' RECOMMENDATION that –

the press and public be excluded from the meeting during discussion of reports 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 paragraphs 3 and 7 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

		<u>Paras.</u>
a)	<u>Exempt Information</u>	
21.	PAYMENT CARD INDUSTRY DATA STANDARD COMPLIANCE	3 and 7
22.	ELECTORAL SERVICES SOFTWARE	3

b) Confidential Information

(No reports to be considered under this heading)