

Licensing Committee

Tuesday 17 November 2009 7.30 pm

**Council Chamber
Runnymede Civic Centre, Addlestone**

Members of the Committee

Councillors Mrs P I Broadhead (Chairman), R N Jones (Vice-Chairman), Mrs F J Barden, R J Edis, P A Francis, Mrs E Gill, Mrs M T Harnden, C Knight, D W Parr and Mrs M Roberts.

In accordance with Standing Order 29.2 any non-member of the Committee who is considering attending the meeting should first request the permission of the Chairman.

A G E N D A

Notes:

- i) Any report on the Agenda involving confidential information (as defined by section 100A(3) of the Local Government Act 1972) must be discussed in private. Any report involving exempt information (as defined by section 100I of the Local Government Act 1972), whether it appears in Part 1 or Part 2 below, may be discussed in private but only if the Committee so resolves.
- ii) The relevant 'background papers' are listed after each report in Part 1. Enquiries about any of the Agenda reports and background papers should be directed in the first instance to **Miss C Pinnock, Administration and Leisure Department, Committee Section, Runnymede Civic Centre, Station Road, Addlestone (Tel. Direct Line: 01932 425627). (Email: clare.pinnock@runnymede.gov.uk).**
- iii) Agendas and Minutes are available on a subscription basis. For details, please ring Mr B A Fleckney on 01932 425620. Agendas and Minutes for all the Council's Committees may also be viewed on www.runnymede.gov.uk.
- iv) In the unlikely event of an alarm sounding, members of the public should leave the building immediately, either using the staircase leading from the public gallery or following other instructions as appropriate.

LIST OF MATTERS FOR CONSIDERATION

PART I

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

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PART II

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

- a) Exempt Information
(No reports to be considered under this heading).

- b) Confidential Information
(No reports to be considered under this heading)

1. FIRE PRECAUTIONS

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

2. MINUTES

To confirm and sign, as a correct record, the Minutes of the meeting of the Committee held on 22 September 2009 which were included in the October Minute Book, previously circulated.

3. APOLOGIES FOR ABSENCE

4. 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.

5. FINANCIAL MONITORING STATEMENT (DF)

(Ref: Minutes of the Licensing Committee, September 2009, page 258, para 278)

1. Purpose of Report

1.1 **The purpose of this report is to inform the Committee of the latest financial projections for the 2009/10 financial year for licensing 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 original estimates approved by this Committee in January. The statements have now been updated to include changes identified in the Financial Forecast considered by the Corporate Management Committee in October 2009.

3. Report

3.1 The statement attached at Appendix 'A' is split into three 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 There are two changes to the approved budget in the first section. The first results from the revenue reductions target approved by the Corporate Management Committee on 3 September 2009 as explained in paragraph 3.4. The other change is a result of the potential new fee structure for minor variations which was approved by this Committee at its last meeting in September.

3.4 The achievement of the revenue reductions programme approved by the Council is one of the Council's key performance indicators. Savings targets are reported in the second section of each statement. These savings are incorporated into the projected budget and forecast

figures in section one. The only savings target for this Committee relates to the reduction of the budget for General Office Expenses to reflect the average level of expenditure actually incurred by this service over the past few years.

- 3.5 The final section sets out the key budget indicators for the significant areas of this Committee's budget. This indicates the actual income received set against the amount expected (the budget) for the period covered by each statement. Whilst this shows some minor variations for the period, it is anticipated that these are purely timing issues and are not expected to affect the final outturn position.

(FOR INFORMATION)

Background Papers

None stated.

6. SERVICE PLAN 2008/10 (DAL)

Ref: Minutes of the Licensing Committee, June 2009, page 46, para 62)

1. **Purpose of Report**

- 1.1 **The purpose of this report is to advise the Committee of progress on the Licensing Committee Service Plan.**

2. Background Information

- 2.1 In November 2008 this Committee approved a new Service Plan for the period 2008 – 2010.

- 2.2 Service Plans are a fundamental part of performance monitoring and contain actions from the Council's key strategic documents. The Plans derive from action points within the Sustainable Community Strategy, Licensing Policy and other relevant documents.

3. Report

- 3.1 Attached at Appendix 'B' is the report setting out the current performance against the plan targets. A "traffic lights" system has been used to show where targets are progressing well, are at risk of not being developed, failing, or are complete. Where targets have not been achieved then they appear as "failing" and proposals for addressing them are provided in the "comments" column. This is also the case where a target is delayed beyond the target date.

- 3.2 The majority of targets are classed as 'progressing well' or have now been completed across the service area. Those targets that have been completed can now be removed from the Plan.

- 3.3 Attached to the Service Plan is the departmental Equality Action Plan for Technical Services on which comments are also invited.

- 3.4 With regard to the Equalities Action Plan the corporate departmental objectives on page 2 have been slightly reworded and updated with the Council's recent achievement of level 3 of the Equality Standard.

- 3.5 A colour version of the Service Plan is available on the Council's website; black and white versions for Members and Officers, to save on printing costs.

4. Financial Implications

- 4.1 The resource implications for each target are outlined within the Plan and reports are brought to Committee if there are any specific resource implications.

5. Council Policy

- 5.1 It has been Council Policy since 2003 to adopt Service Plans.

OFFICERS' RECOMMENDATION that -

the Committee note the performance within the Service Plan.

(TO RESOLVE)

Background Papers

None stated.

7. EXCLUSION OF PRESS AND PUBLIC

If Members are minded to consider any of the foregoing items in private, it is the

OFFICERS' RECOMMENDATION that -

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

(TO RESOLVE)

PART II

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(No reports to be considered under this heading)

b) Confidential Information

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