

Corporate Management Committee

Thursday 29 October 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

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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. NOTIFICATION OF CHANGES TO COMMITTEE MEMBERSHIP

3. MINUTES

To confirm and sign the Minutes of the meeting of the Committee held on 1 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. FINANCIAL FORECAST (DMT)

To consider the updated Financial Forecast covering the period up to the 2014/15 Financial Year and to recommend a target budget for 2010/11, as set out in the Financial Forecast at Appendix 'B' (circulated separately).

(TO RECOMMEND)

Background Papers

None

7. CIVIL CONTINGENCIES ACT – PANDEMIC FLU PLAN (DTS)

1. Purpose of Report

1.1 **To inform Members of the plan prepared for Runnymede to maintain services in the event of a pandemic flu outbreak.**

2. Background Information

2.1 The Civil Contingencies Act 2004 imposes a duty on the Borough Council as a Category 1 responder to prepare for such eventualities as a pandemic.

2.2 The current outbreak of influenza was declared a pandemic by the World Health Organisation and a draft plan was prepared and has been available since shortly after the beginning of the outbreak. This plan has been refined after widespread consultation to provide a robust plan which can be implemented in the event of not only any second wave of 'swine flu' but also any future pandemic with potentially major impact on service delivery.

3. Report

3.1 The plan at Appendix 'C' (circulated separately) has been prepared to provide guidance for all managers to minimise the impact on front line services during any pandemic outbreak. Having a plan in place should reassure local people that services will be maintained.

3.2 The plan complements business continuity plans which all sections of the Council are required to have in place. These should identify critical activities and essential staff roles

together with plans to be implemented to maintain these with many staff becoming unavailable.

- 3.3 The pandemic may impact on Members in that if matters deteriorate sufficiently meetings may be cancelled and they will also have a role in communicating Council activities during the event to local people.

4. Policy

- 4.1 A pandemic is capable of impeding the delivery of almost every policy of the Council, so all reasonable steps should be taken to minimise this risk.

5. Resource Implications

- 5.1 The implementation of the plan could have a considerable impact on staff as to maintain cover there will need to be considerable flexibility in redeployment. Staff should be reassured, however, that they will never be asked to perform a duty for which they are not trained.

- 5.2 There may also be some financial implications with those staff that are available having to work overtime to complete critical tasks.

6. Legal Implications

- 6.1 The plan will ensure that the Council complies with the statutory obligations placed on it by the Civil Contingencies Act.

- 6.2 The Council retains the duties under health and safety legislation to staff at all times.

7. Planning Implications

- 7.1 A shortage of staff could impact on targets for dealing with planning applications and such issues will be reported to Government through the Local Resilience Forum.

8. Environmental Implications

- 8.1 When managers consider which services are critical, the most critical must be those which, if ceased, could have an adverse impact on the health, safety, or environment of local residents and businesses.

(FOR INFORMATION)

Background Papers

None

8. CIVIL CONTINGENCIES ACT – EMERGENCY EQUIPMENT AND NATIONAL RESILIENCE EXTRANET (DTS)

1. **Purpose of Report**

- 1.1 **To inform the Committee of changes being made to implement the provisions of the Civil Contingencies Act on a national and County wide basis with the consequent short term financial implications for Runnymede.**

2. Background Information

- 2.1 The Civil Contingencies Act 2004 updated, defined, and considerably changed the responsibilities of agencies including local authorities in their responses to major incidents and events. The Act aims to ensure consistency of approach and introduced the concept of Category 1 and Category 2 responders. Local authorities are Category 1.

- 2.2 The Act describes the main statutory obligations which are placed on responders and this has been supported by published guidance. The detail of what the Act means by way of duties is described in detail within Regulations.
- 2.3 In Runnymede the main responsibility for compliance with the legislation lies with the Emergency Planning Liaison Officer which is a role undertaken by the Community Safety Manager as part of his duties. Other Officers have specific responsibilities supplementary to their normal work.
- 2.4 In response to the Act, the Surrey Local Resilience Forum (LRF), chaired by the Chief Constable of Surrey, was established to coordinate and support civil contingency planning in the County. The Forum is supported by a staff group provided by Surrey Police and there are a number of sub groups addressing the many issues involved, with representatives as appropriate from authorities across the county. The Forum coordinates training provision and organises some courses through their training sub group.
- 2.5 In Runnymede the greatest identified risk is flooding and the Borough has been identified by the Environment Agency as within the top 10 areas at such risk in the country. More recently the outbreak of 'Swine Flu' has been managed using the civil contingencies structures.
- 2.6 Runnymede has two assets of particular relevance in providing an emergency response. The DSO has always maintained a small stock of emergency equipment and vehicles suitable for use in emergencies. As the Safer Runnymede control centre is operational 24/7, this means that the response can be very prompt. A small meeting room has been included in the new Civic Centre which can be used to manage incidents.
- 2.7 The future of civil contingencies planning in Runnymede needs to be comprehensively reviewed and this will be undertaken over future months. The review needs to consider where this service should sit in the organisation, to define responsibilities and to allocate resources. This will be the subject of a future report to this Committee.

3. Report

- 3.1 A number of issues have arisen which do, however, need to be addressed in the immediate term. The Support Group for the LRF is supported financially by all the members in proportion. In Runnymede in the current financial year this amounts to £6,120, which has been met from within the Council's training budget, as the LRF provide much of the training which is required. The Council's budgetary contribution to the Support Group for the LRF will be separately identified in future Council budget proposals.
- 3.2 The Act requires communication facilities to be in place both between responders and with the local community. For many years in Surrey this was provided by the 'Surrey Alert' system. This is being replaced this autumn by the National Resilience Extranet (NRE). Runnymede must be part of this Extranet to fulfil responsibilities under the legislation. The charges are by a system of annual licensing and the costs for the licences in Runnymede this year amounts to £9,550. For comparison, the cost for the last full year of Surrey Alert was £17,524 and this was met by finding savings with IT and Safer Runnymede budgets; this is no longer possible.
- 3.3 The Act identifies seven statutory duties for category 1 responders. These include:
- Co-operation;
 - Information sharing;
 - Communicating with the public;
 - Emergency planning;
 - Risk assessment;
 - Business continuity management; and
 - Advice to business.

In Surrey local authorities have worked together to fulfil these responsibilities to ensure that unnecessary duplication is avoided and that economies of scale are achieved when possible.

- 3.4 In Runnymede there is an overall plan supported by operational, welfare, media, and flooding plans. These have to be reviewed on an annual basis and they are published without personal detail on the Runnymede web site.
4. Policy
- 4.1 A major incident is capable of impeding the delivery of almost every policy of the Council so every reasonable step should be taken to minimise this risk.
5. Resource Implications
- 5.1 The implementation of the Civic Contingencies Act has created an increasing demand on a number of sections within the Council.
- 5.2 Major incidents inevitably require coordinated actions across Borough and District boundaries and agreed and standard courses of action become important. This inevitably means agreeing to expenditure to ensure agreed systems are implemented. The LRF and the NRE are two good examples of this and the budget requires annual review to ensure it is adequate for the responsibilities to be fulfilled.
- 5.3 The DSO has traditionally fulfilled a key role in delivering the response during any major incident. In order to achieve this it holds a small store of equipment. This has been reviewed and the following items are considered essential acquisitions to maintain the capabilities.
- | | | |
|----|---|---------|
| a) | 2 Stihl Chain Saws 18" bar MS290 56cc @ £341.25 | £682.50 |
| b) | 1 Stihl Disc Cutter TS410 @ £415 | £415 |
| c) | 200 Thermoplastic Traffic Cones 500mm @ £2.69 each | £538 |
| d) | 25 Fencing Panels (50m by 2m) @ £35.68 each | £892 |
| e) | 6 (2 each sizes 8, 9, and 10) Chest Waders @ £69 a pair | £414 |
| f) | 6 (2 each sizes 8, 9, and 10) Thigh Boots @ £41.78 a pair | £250.68 |
- 5.4 Items e) and f) can be funded from within existing resources but a revenue budget of £2,527.50 will be needed for items a) to d). These items should be acquired before the worst of the winter weather occurs.
6. Legal Implications
- 6.1 The Act has for the first time clearly defined the responsibilities of the Borough Council which it must be shown to fulfil.
7. Planning Implications
- 7.1 Having effective emergency plans in place can have an impact on the possibilities of developments being granted.
8. Environmental Implications
- 8.1 Any major incident has the potential for serious damage to the local environment and an effective response can minimise this damage.
9. Other Issues
- 9.1 The management of risk is key in a proportionate preparedness for dealing with civil contingencies and the recommendations in this report have been prepared in the light of the published risk assessments for the Borough.

OFFICERS' RECOMMENDATION that –

- i) a supplementary revenue estimate in the sum of £12,150 be approved to purchase the emergency equipment specified in the report (£2,600) and to meet the charges associated with membership of the National Resilience Extranet (£9,550); and**

- ii) **the Committee notes that a further report will be submitted reviewing civil contingencies planning in Runnymede.**

(TO RESOLVE)

Background Papers

None

9. THE EAST TO WEST TRUST – APPLICATION FOR DISCRETIONARY RATE RELIEF (DF)
(Ref: Minutes of Corporate Management Committee, March 2005, page 835, para. 561)

1. Purpose of Report

- 1.1 **To consider an application for discretionary business rate relief received from the East to West Trust.**

2. Background Information

- 2.1 The Committee last reviewed the policy guidelines on the determination of discretionary business rate relief on 3 March 2005. A copy of these guidelines is reproduced at Appendix 'D'.
- 2.2 The East to West Trust is entitled to receive mandatory relief from business rates which reduces the rate liability by 80%. The application from the Trust is for discretionary relief from the remaining 20%. Guideline 1 of the Council's policy guidelines states that "Organisations eligible for mandatory rate relief (80%) will not normally be considered for any discretionary relief". Their request needs to be determined by this Committee.
- 2.3 The Council has the discretion to grant further relief up to 20%, which would reduce the rate liability to zero. When an organisation is already in receipt of mandatory relief, 75% of the cost of awarding discretionary relief has to be borne by the General Fund and the remaining 25% is charged to the national pool.

3. Report

- 3.1 The Trust is a registered Christian charity established in 1996. The purpose of the Trust is to re-house young people aged between 16 and 17 years old who present themselves as homeless in the Surrey boroughs. Over 60 young people declare themselves homeless each year in Runnymede. The Trust's main objective is to work with and support 'at risk' and vulnerable youth in North Surrey and their service is integral to the Runnymede Homeless Strategy and Supported Lodging. On average they rehouse two young people each month who come to the Council for help.
- 3.2 The application for discretionary relief relates to premises in High Street, Egham. The Trust relocated here on 1 October from the Sainsbury Centre in Chertsey where they had shared facilities with RAVS. The new premises will be used both as an administrative base and for face to face support of young people.
- 3.3 The rate liability of the premises for a full year is £1,770.25. The Trust only moved into the premises on 1 October, so the liability for the remaining six months of the financial year is £882.70. This is reduced by 80% mandatory relief, leaving a balance of £176.54 to pay in 2009/10. It is this liability on which the Trust is seeking discretionary relief.
- 3.4 Officers believe that the Trust should be supported as the Trust's work enhances the service provided by the Council's Housing Department and recommend that discretionary relief should be awarded for the remaining rate liability.

4. Resource Implications

- 4.1 The following table shows the cost of awarding discretionary rate relief for the remaining 20% liability both in 2009/10 and a full year (assuming no change in rate liability as a result of the national revaluation):-

	2009/10 £	Full year £
Gross rate liability	882.70	1,770.25
Mandatory relief (@ 80%)	<u>-706.16</u>	<u>-1,416.20</u>
Amount of discretionary rate relief requested	176.54	354.05
Percentage borne by the General Fund	<u>x 75%</u>	<u>x 75%</u>
Amount borne by the General Fund	£132.41	£265.54

4.2 If the Committee decide to award 20% relief, thereby reducing the rate liability to zero, the total cost to the General Fund will be £132 in 2009/10 and £265 in 2010/11. This can be met from within the current budgetary provision.

5. Council Policy

5.1 Council policy in relation to the determination of relief is set out in the appended guidelines.

5.2 For the sake of consistency it is proposed that, if Members are minded to grant relief, then it should be awarded from 1 October 2009 and for the expected life of the new Rating List or until 31 March 2015, whichever is the shorter period, or until there is a material change in the use of the premises or the circumstances of the organisation, whichever is the sooner.

6. Legal Implications

6.1 Discretionary rating relief can only be backdated to the previous financial year if it is awarded by 30 September in the current financial year.

OFFICERS' RECOMMENDATION that –

discretionary rate relief be granted to the East and West Trust for their premises in High Street, Egham from 1 October 2009 and for the expected life of the new Rating List or until 31 March 2015, whichever is the shorter period, or until there is a material change in the use of the premises or the circumstances of the organisation, whichever is the sooner.

(TO RESOLVE)

Background Papers

Application received from The East and West Trust.

10. MEMBERSHIP OF SEERA LTD (CE)

1. Purpose of Report

1.1 **To seek Members' confirmation of action taken by the Chief Executive in respect of membership of SEERA Ltd.**

2. Background Information

2.1 Following the demise of the former South East England Regional Assembly (SEERA), a new company structure has been formed to act as the vehicle for economic development in the South East.

2.2 All local authorities in the South East have been invited to participate. Membership is only £1, with liability limited to £1. It is feasible under the Articles of Association that member authorities could be requested to provide further funding. However, this is not the intention, as the primary sources of SEERA Ltd funds will be from national Government or European funds.

2.3 Membership of SEERA Ltd provides an opportunity to have a voice in the development of the South East economy, including the transport infrastructure. It is a key body representing the interests of the South East Region as the "engine room" (alongside London) of the UK economy.

- 2.4 Given that the deadline for membership application was 16 October, the Chief Executive has registered this Council as a participating body. The Council may withdraw at any time.
- 2.5 Members are asked to endorse the action taken by the Chief Executive.

OFFICERS' RECOMMENDATION that -

the action taken by the Chief Executive in registering the Council as a participating body on SEERA Ltd be endorsed.

(TO RESOLVE)

Background Papers

Correspondence inviting the Council to join SEERA Ltd

11. URGENT ACTION – STANDING ORDER 42

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

<u>Officer</u>	<u>Action</u>	<u>Central Index No</u>
Director of Administration and Leisure	Approving the release of £5,500, taken from the provision in the Capital Programme set aside for system upgrades and developments, as a contribution towards the purchase, at a time limited discounted price, of the MRM on-line booking module for Addlestone and Egham Leisure Centres.	703
Director of Technical Services	Approving the release of £10,000 from the provision in the capital programme set aside for recycling, for the purchase of wheeled bins for garden waste.	705

(FOR INFORMATION)

Background Papers

Proforma No 703 dated 29 September 2009.
Proforma No 705 dated 2 October 2009.

12. EXCLUSION OF PRESS AND PUBLIC

OFFICERS' RECOMMENDATION that –

where appropriate 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 the relevant paragraphs of Part 1 of Schedule 12A of the Act.

(TO RESOLVE)

PART II

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

a) Exempt Information

(No reports to be considered under this heading)

b) Confidential Information

(No reports to be considered under this heading)