

Overview and Scrutiny Select Committee

Wednesday 3 February 2010 at the rising of
the Crime and Disorder Committee

Council Chamber
Runnymede Civic Centre, Addlestone

Members of the Committee

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

AGENDA

Notes:

- 1) Any report on the Agenda involving confidential information (as defined by section 100A(3) of the Local Government Act 1972) must be discussed in private. Any report involving exempt information (as defined by section 100I of the Local Government Act 1972), whether it appears in Part 1 or Part 2 below, may be discussed in private but only if the Review Board so resolves.
- 2) The relevant 'background papers' are listed after each report in Part 1. Enquiries about any of the Agenda reports and background papers should be directed in the first instance to **Mr J Gurmin, Committee Section, Administration and Leisure Department, Committee Section, Runnymede Civic Centre, Station Road, Addlestone (Tel Direct Line: 01932 425624). (Email: john.gurmin@runnymede.gov.uk).**
- 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.

'see overleaf'

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বাঙলা

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简体中文

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اردو

اگر آپ انگریزی زبان پڑھ اور بول نہیں سکتے ہیں اور آپ کو اس دستاویز کو سمجھنے میں دقت پیش آتی ہے؛ تو برائے مہربانی سے وٹس لنک لائن کو اس نمبر 01483 750548 پر رابطہ کریں اور اپنی زبان میں اپنا پیغام چھوڑیں۔

Polski

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Español

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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 REVIEW BOARD MEMBERSHIP

3. MINUTES

To confirm and sign the Minutes of the Committee held on 3 December 2009 as a correct record (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.

Members may wish to note Part 2 of the Code of Conduct for Members (pages 358 to 360 in the Council's Constitution) which sets out the definitions of personal and prejudicial interests.

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

"Prejudicial interests arising in relation to overview and scrutiny committees

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

Effect of prejudicial interests on participation

12. (1) Subject to sub-paragraph (2), where you have a prejudicial interest in any business of your authority –
- (a) you must withdraw from the room or chamber where a meeting considering the business is being held –
 - (i) in a case where sub-paragraph (2) applies, immediately after making representations, answering questions or giving evidence;
 - (ii) in any other case, whenever it becomes apparent that the business is being considered at that meeting; unless you have obtained a dispensation from your authority's standards committee
 - (b) you must not exercise executive functions in relation to that business; and
 - (c) you must not seek improperly to influence a decision about that business.

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

6. SURREY INFRASTRUCTURE CAPACITY PROJECT (DTS)

1. **Purpose of Report**

1.1 **To inform the Committee on the background to and progress on delivering this project.**

2. Background Information

2.1 The Surrey Infrastructure Capacity Project (SICP), now in its second year, is funded by the South East Improvement and Efficiency Partnership and managed by a Programme Board chaired by David Hill, the Chief Executive of Guildford Borough Council.

2.2 In its first year, the project concentrated on identifying current and future strategic infrastructure needs across Surrey working primarily with the County Council and other strategic service providers including health, the utilities and transport. In the first year there was also a focus on developing Surrey-wide governance arrangements for the identification of infrastructure requirements through the creation of:

- The Surrey Infrastructure Forum, that has now met twice
- The Surrey Key Infrastructure Providers' Forum (KISP) that has also met twice

2.3 The findings from the first year's work can be found on <http://www.surreyimprovement.info/sicp> and this work has been well received locally and nationally.

2.4 The context for the development of Infrastructure Planning and Delivery approaches has been heightened by the requirement for all central Government departments and agencies to bring together their separate streams of capital funding and to demonstrate how they are being used together to improve places and localities.

2.5 The implementation of the Local Democracy, Economic Development and Construction Act 2009 will see the establishment of new Regional Strategies that will be accompanied by Implementation Plans. These are likely to be more powerful in scale and operation than current influencing of regional funding arrangements. These Implementation Plans will be made up from projects identified in the region and some reports suggest that the budget could extend to up to 40% of current government expenditure within regions.

3. Report

3.1 This project will help Surrey prepare for projected growth with a county-wide infrastructure study to help manage development.

3.2 The project has been set up in response to the housing, employment, population and economic growth forecasts in the South East Plan and concerns about existing under-provision of infrastructure in some parts of the county.

3.3 The study will assess the overall impact of the 57,920 new homes to be built by 2026 on Surrey's roads, rail, schools, hospitals and other infrastructure. All districts and boroughs are going to see some level of increase and it is essential to grasp a clear understanding of what such growth will mean in the future in order to deliver sustainable communities. The work will involve all 12 Surrey Authorities (County Council and 11 Districts and Boroughs), key infrastructure providers (transport, utilities, education, health) and other interested stakeholders (the voluntary sector, community services, business).

3.4 The project is being carried out against the background of the Surrey Strategic Partnership's (the county-wide LSP) view of sustaining achievement, sharing success, and promoting

independence through smart economic growth, allied to skills and productivity improvement and provision of affordable housing and sufficient quality infrastructure.

- 3.5 The Surrey Infrastructure Capacity Project commenced in late autumn 2008 with a three-year remit to plot a practical path towards managing the County's proposed population, employment and housing increases, and their likely impact on the local economy. The project will identify historic deficits in current infrastructure provision and assess the condition of existing infrastructure as well as assess future infrastructure needs.
- 3.6 The key output from the project is a set of infrastructure schedules (backed up with the financial costs for delivering them) that will form the blueprint for infrastructure provision in the county. The schedules will be used by a range of stakeholders (wider than local government) when managing growth demands placed on Surrey.
- 3.7 The key outcomes of the Surrey Infrastructure Capacity Programme will be:
- An evidence-based analysis of strategic infrastructure capacity and conditions;
 - A strategic assessment / evidence base analysis of supporting infrastructure required to manage the effects of housing, employment and population growth;
 - A monitoring scheme which maintains and updates infrastructure provision (which is delivered by a wide range of bodies including local government);
 - A governance and stakeholder model which empowers and engages the wide spectrum of stakeholders in Surrey;
 - A dedicated set of workshops targeted at Officers and Members to increase their individual skills set when dealing with major planning applications that have a wider effect than their own constituency;
 - An agreed set of strategic infrastructure schedules that are backed up with financial costs for delivering them.
- 3.8 The first year's work culminated in the publication of three detailed reports in June 2009. The first part included a demographic analysis, governance arrangements, funding outlook and the costs associated with non-delivery. The second part consisted of the infrastructure baseline and future need analysis. The third part was service guides that were written for county and borough and district planning Officers which detail the sequential steps, key information sources and methodologies that are commonly used to undertake a baseline analysis of current provision and project forward future needs for each infrastructure domain considered in the main report.
- 3.9 Following the first year's work, the Project Board shifted its attention to supporting the identification of infrastructure requirements and provision to the local level through engagement of all District Councils. This work has developed following the new requirements placed on District Councils for infrastructure delivery programmes and strategies through their statutory responsibilities to prepare Local Development Frameworks. These requirements, as set out in PPS 12 (June 2008) include some major key features such as:
- Reviewing the locations of public sector services including issues such as co-location
 - Identifying public sector land and buildings that can be used for other purposes
 - Implementing the LAA
 - Identifying all infrastructure requirements that have a good prospect of funding
 - Identifying a strategy to deliver the local capital programme for the area in conjunction with all other partners and particularly the public sector. (This approach is supported through the identification of current public sector investment by location and by all providers and sits within the Total Place approach).

- 3.10 In order to progress the work of the SICP project in the second year, the Project Board have taken an approach that recognises that each District Council is at a different point in the development of their LDF. Some authorities have achieved a sound Core Strategy whilst others are still working on their submission version. It was therefore agreed that a 'one size fits all' approach to developing Infrastructure Delivery Plans would be inappropriate.
- 3.11 Instead, the project has developed a 'menu' -based approach that will allow each District Council to draw down support for their own work from the consultant team. Each District Council has been provided with the same level of consultancy resource and each can supplement this allocation with their own resources or through sharing activities with other Surrey District Councils.
- 3.12 The support available ranges from LSP workshops to specific sessions on viability and facilitation with key service providers such as health and technical planning work. The assessment of these individual requirements has also been made in the context of an individual local authority self assessment (that has not been shared with other authorities). Finally the approach applies to all LDF documents so where authorities have a sound Core Strategy they will need these new arrangements for their own planning purposes and other Development Plan Documents (DPDs).
- 3.13 In order to manage the project and support all 11 district authorities to reach some common and mutually beneficial outcomes, the Project Board agreed that four milestones should be set that all authorities should meet. Any authority can complete the milestones in ways that suit their own work programme and each milestone will be accompanied by a Technical note. The milestones are:
- | | | |
|----|-----------------------------|------------------|
| 1. | Current capital commitments | 31 December 2009 |
| 2. | Governance arrangements | 28 February 2010 |
| 3. | Infrastructure standards | 30 April 2010 |
| 4. | Infrastructure requirements | 30 June 2010. |
- 3.14 The third year of the project will focus on dissemination of learning and experience from phases 1 (countywide infrastructure capacity audit and strategic infrastructure schedules) and 2 (supporting development of district and borough infrastructure delivery plans).
- 3.15 A series of standalone products: service/ how to guides for individual infrastructure types and key issues around strategic infrastructure planning (such as a Chief Executives Guide, asset management strategy) and milestone templates around developing an infrastructure delivery plan, will be communicated/ promoted.
- 3.16 Funding for this final phase has yet to be agreed. Loss of funding will be detrimental as phase three is critical to meeting Improvement and Efficiency South East requirements for dissemination and establishing and validating a replicable model for infrastructure planning. Without funding in phase three, any efficiency realised as a result of phases 1 and 2 will accrue only to Surrey rather than extend more widely.
- 3.17 The development of district and borough infrastructure delivery plans has been carried out principally by local planning Officers, with the support of the appointed consultants. This support will take a variety of forms thus providing learning from a range of approaches/ mechanisms to arrive at good practice models.
4. Resource Implications
- 4.1 The project has been fully funded by the South East Improvement and Efficiency Partnership and the report work carried out by consultants appointed following a competitive tendering exercise.
- 4.2 The Programme Board consists of senior Officers from various boroughs and districts as well as the County Council, who also have seconded a project manager. This Council's Director of Technical Services is a Board member.
5. Conclusions

- 5.1 The project has so far been very successful in bringing together a range of infrastructure providers and raising awareness of planned housing and economic growth, to ensure that resources are targeted in the most effective ways.
- 5.2 Areas of under or overprovision are being highlighted, to focus attention on priorities. Two key outcomes are firstly, a toolkit that will enable districts to roll forward infrastructure schedules so that this does not simply become a 'snapshot' of infrastructure provision at a given point in time, but rather a dynamic document that will be used in the future. The second part is a model that is replicable elsewhere and in that sense this is a unique project.

(FOR INFORMATION)

Background Papers

None stated

7. SCRUTINY OF THE PROPOSED TREASURY MANAGEMENT STRATEGY AND ANNUAL INVESTMENT STRATEGY FOR 2010/11 (DF)

(Ref: Minutes of Corporate Management Committee, 5 February 2009, page 729, para. 475, and 28 May 2009, page 10, paragraph 25)

1. Purpose of Report

1.1 **The purpose of this report is to scrutinise the draft Treasury Strategy and Annual Investment Strategy for 2010/11, prior to their consideration by the Corporate Management Committee on 4 February.**

2. Background Information

2.1 The report to the Corporate Management Committee is published with this Agenda (at Appendix 'B'). It sets out the regulatory regime for local authority investments in some detail, in particular, the impact of the draft DCLG Guidance on local authority investments and the revised CIPFA Treasury Management Code

2.2 The revised CIPFA Treasury Management Code states that an organisation's strategy should identify the body responsible for the scrutiny of treasury management. This is to ensure that treasury management receives the appropriate focus. It is best practice for the strategy to be scrutinised prior to its approval, with scrutiny during the year being an ongoing process.

2.3 The revised Code also recommends **training for those charged with governance**. The responsible finance officer (the Director of Finance in the case of Runnymede Borough Council) must ensure that appropriate training is available in order for those responsible for treasury management to effectively discharge their duties. This includes those charged with governance (Members) and Officers. The Code also stresses that those charged with governance recognise their individual responsibilities to ensure that they have the necessary skills to complete their role effectively.

3. Report

3.1 The main change is the addition of a new duty for ensuring effective scrutiny of treasury management strategy and policies. Although this new requirement for a specific scrutiny function is clearly more appropriate for authorities that have an Executive or Cabinet structure, there is no relaxation for authorities with traditional committee structures.

3.2 Officers are mindful of not creating a disproportionate burden both on the time of Members and Officers. A copy of the report being presented to the Corporate Management Committee is attached at Appendix 'B'. The Director of Finance will be present to answer questions from this Committee.

3.3 The revised Treasury Management Code creates an enhanced role for Members, especially in relation to scrutiny of treasury management strategy, policy and processes. In order to perform their duties it is important that those charged with governance receive appropriate training, which is also strengthened in the Code. Officers are identifying options for Member

training, including joining with neighbouring authorities to gain better value for money, and will report back in due course.

- 3.4 It would be helpful if the Committee was to come to a view about how it wishes to take forward this new duty. Members may wish to comment on training for Members (see above), and whether they wish to have access to independent advice.
- 3.5 Independent advice could be delivered by the Council's current treasury management advisors, Sterling Consultancy Services, who provide advice for the Director of Finance on all aspects of treasury management, including their own interest rate forecasts. If the Committee requires a more independent view, there are other treasury advisors. The Committee's budget (£3,000) would be used to meet the cost accordingly.

OFFICERS' RECOMMENDATION that -

- i) the Committee comment on the proposed Treasury Strategy and Annual Investment Strategy for 2010/11 as appropriate; and**
- ii) the Committee considers whether it needs further information, training, or advice to carry out the scrutiny of treasury management.**

(TO RESOLVE)

Background Papers

None stated

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

Attached at Appendix 'C' is the progress report on enforcement of planning control as at 12 January 2010.

(FOR INFORMATION)

Background Papers

None

9. EXCLUSION OF PRESS AND PUBLIC

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

OFFICERS' RECOMMENDATION that -

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

(TO RESOLVE)

PART II

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

a) Exempt Information

(No reports to be considered under this heading)

b) Confidential Information

(No reports to be considered under this heading)