

Corporate Management Committee

Thursday 29 July 2010 7.30pm

Council Chamber
Runnymede Civic Centre, Addlestone

Members of the Committee

Councillors J R Furey (Chairman), P I Roberts (Vice-Chairman), A Alderson, M J Brown, Mrs L M Gillham, H W V Meares, P Taylor, P B Tuley, 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)**.
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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 30 June 2010 (Appendix 'A') (to follow).

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. ASSOCIATION FOR THE IMPROVEMENT OF RUNNYMEDE -REQUEST FOR INCREASED FINANCIAL SUPPORT (DF)

1. Purpose of Report

1.1 **To consider a request from the Association for the Improvement of Runnymede for an increase in the Council's financial support in the current financial year.**

2. Background Information

2.1 The Association for the Improvement of Runnymede (AIR) was established in 2000 as an Independent Environmental Body for Runnymede to utilise the landfill tax credits scheme to the benefit of local community projects. The Council has paid the following amounts of grant aid to support the cost of administration.

	£
2000/01	13,000
2001/02	7,500
2002/03	5,000
2003/04	5,000
2004/05	5,000
2005/06	7,500
2006/07	7,500
2007/08	5,000
2008/09	5,000
2009/10	5,000
2010/11	5,000
	<u>£70,500</u>

2.2 There is £10,000 in the 2010/11 grant aid budget for the cost of contributing to AIR's administrative expenses (see the Budget Book page 242), of which £5,000 was paid in April. Although £10,000 has been provided each year in the grant aid budget since 2007/08, AIR have not needed to request more than £5,000 because other contributions have been sufficient to cover their costs.

- 2.3 Over the last ten years AIR has distributed funding from environmental trusts totalling £999,000 for organisations in the Borough. This includes over £200,000 for Council schemes and £50,000 for the Cabrera Trust (for which the Council is the Trustee).
- 2.4 AIR has been established as a company limited by guarantee (company number 4335582). The Council were closely involved in stimulating the local interest to create the organisation and several Councillors have been actively involved with it over the years. Councillor Harnden and Councillor Norman currently serve as directors on the board and Councillor Alderson was until recently on the board. Former Councillor Relph continues to serve as their company secretary and project manager.
3. Report
- 3.1 The Chairman of AIR, Mr Walker, recently requested a meeting with Officers to discuss the organisation's financial position. Their administration costs amount to approximately £15,000 each year and over the past eighteen months there has been a marked reduction in the contributions received towards these costs. The contributions are derived mainly from an agreed levy on the grants secured from the landfill operators and with fewer schemes being approved for funding by the landfill operators this has resulted in reduced contributions towards AIR's administrative costs.
- 3.2 In 2008/09 contributions amounted to £12,000, so with the addition of the Council's £5,000 grant this was more than enough to cover the cost of administration. In 2009/10, contributions dropped to £4,400 which meant that, even with the Council's £5,000 grant, there was a shortfall of £4,600 which was met from accrued balances. The prospects for 2010/11 are worse. The landfill operators have not approved funding for any schemes in Runnymede since last summer, which means that there have been no contributions towards administrative costs either. The current position is that the only guaranteed source of income in 2010/11 is the Council's grant and the approved amount of £10,000 will only cover two thirds of AIR's outgoings.
- 3.3 The Directors of AIR will not know until October if eight applications totalling £100,000 already submitted to the landfill operators will be approved. Even if they are all successful, the income will not be received until 2011/12 and so will not help the shortfall in 2010/11. In the meantime, they have attempted to establish if the reduction in the number of schemes approved by the landfill operators is likely to continue or if it is a temporary lull and will recover to 2008/09 levels in the foreseeable future. The responses from the landfill operators have been mixed: one will no longer consider applications from the Runnymede area; another has changed the qualifying criteria with the result that more emphasis is placed on social need; another responded by saying that the Runnymede area had benefitted disproportionately in the past and they were now attempting to redress the balance.
- 3.4 The Directors of AIR believe that they have three options:
- i) Wind up the company;
 - ii) Scale back their expenditure;
 - iii) Request an increase in the financial support from the Council.
- 3.5 While there may be some scope for reducing expenditure, realistically this is limited to £2,000 or £3,000. Any larger reduction would threaten the viability of the organisation. The Directors have therefore asked if the Council would be prepared to increase its contribution to £15,000. Without this increased support they consider that they will have no alternative but to wind up the company.
- 3.6 AIR has clearly been an enormous benefit to the community over the last ten years and if it were wound up there is a risk that organisations in the Runnymede area would attract less landfill grant in future. Officers therefore feel that there is a strong case for increasing the Council's financial support to £15,000 in the current financial year. This will provide AIR with sufficient income to fund its activities for the remainder of the financial year. By October, the Directors will know whether or not the current tranche of grant applications have been successful and will be better placed to assess the future prospects for landfill grants in the

Runnymede area. Officers consider that a decision to wind up the company would be premature before the outcome of these applications is known. However, this is a difficult judgement to make and there is clearly an argument for concluding that the current position is already unsustainable and that no benefit will derive from spending an additional £5,000.

4. Financial Implications

- 4.1 The grants budget (page 242 of the Budget Book) includes a provision of £10,000 for supporting the administrative costs of AIR. If the Committee support the suggestion that AIR should be granted an additional £5,000 in 2010/11, this will require a supplementary estimate.

5. Legal Implications

- 5.1 The Council has no legal obligation to support AIR's administrative costs and has the discretion to determine whether or not further grant aid is appropriate.

6. Equality Implications

- 6.1 None.

7. Risk Management

- 7.1 If AIR were wound up now, there is a risk that this would reduce the likelihood of local community organisations benefiting from landfill grant in future.
- 7.2 Providing additional grant aid of £5,000 to enable AIR to continue operating for the remainder of the financial year runs the risk that this merely prolongs an unsustainable position.

8. Council Policy

- 8.1 Providing grant funding to the Association for the Improvement of Runnymede has been consistent with the Council's policies of promoting sports and leisure facilities, supporting communities, revitalising town and village centres and protecting the natural environment.

OFFICERS' RECOMMENDATION that –

- i) the grant awarded to the Association for the Improvement of Runnymede in 2010/11 be increased from £10,000 to £15,000;**
- ii) a supplementary estimate of £5,000 be approved for this purpose; and**
- iii) the financial position of the Association for the Improvement of Runnymede be reviewed at the end of the 2010/11 financial year.**

(TO RESOLVE)

Background Papers

Association for the Improvement of Runnymede Financial Reports held on Finance File 303.

7. OPTION TO TRANSFER FUNDS FROM THE HOUSING REVENUE ACCOUNT TO THE GENERAL FUND (DF)

1. Purpose of Report

- 1.1 **To propose a discretionary transfer of £2 million from the Housing Revenue Account to the General Fund.**

2. Background Information

- 2.1 In the 2009/10 financial year the General Fund working balance reduced from £6.036 million at 1 April 2009 to £4.012 million at 31 March 2010. The reliance on withdrawals from working balances in order to support expenditure has been a feature of the General Fund

budget for the last five years and it is Council policy to remove this dependency through a programme of revenue reductions.

- 2.2 The table on the next page shows the use of General Fund balances that have been required to support net General Fund expenditure over the last six years.

	2004/05	2005/06	2006/07	2007/08	2008/09	2009/10
	£ 000	£'000	£'000	£'000	£'000	£'000
Net General Fund Expenditure	9,129	8,990	9,490	9,582	11,472	11,872
Income from						
Formula Grant	4,507	4,636	5,067	5,217	5,365	5,482
Council Tax	3,247	3,569	3,778	3,999	4,198	4,389
Offset by						
Transfer to the Collection Fund	-24	-12			-46	-32
Income from council tax and grant	7,730	8,193	8,845	9,216	9,517	9,839
Deficit	-1,399	-797	-645	-366	-1,955	-2,033
Transfers from						
Housing Revenue Account			3,000			
DSO reserves			250	139		
Use of balances in the year	-1,399	-797	2,605	-227	-1,955	-2,033

- 2.3 Had the Council not transferred £3 million from the Housing Revenue Account to the General Fund in 2006/07, the General Fund working balance would now be around £1 million and there would be insufficient reserves to support General Fund expenditure in 2010/11.
- 2.4 The recession has had a significant impact on some of the Council's income streams, particularly those related to the property market (planning, land charges, etc.) and on investment income. This is one of the main reasons for the large increase in the deficit in 2008/09 and 2009/10. The Financial Forecast assumes that these adverse factors will reverse but the timing and extent of any recovery is uncertain.
- 2.5 In the meantime the Council is making good progress in reducing its net revenue expenditure. However, some of the savings will take time to realise and, in view of the continuing budgetary pressure in the short-term, it would be appropriate to consider whether or not a further transfer from the Housing Revenue Account is appropriate.

3. Report

- 3.1 Discretionary transfers from the Housing Revenue Account (HRA) to the General Fund are permitted provided that the Housing Revenue Account remains in surplus and the Council is in negative HRA subsidy. Both these conditions are met. When the Council transferred £3 million from the Housing Revenue Account in 2006/07, it was possible to recompense the Housing Revenue Account by financing programmed works totalling £3 million from capital receipts instead of the HRA. The net effect of the transaction was to release revenue funds in the General Fund by capitalising expenditure. The Council does not have the same flexibility at the present time because the available capital receipts at 31 March 2010 only stand at £5.6 million and £4.5 million will be required to finance the capital programme in 2010/11.
- 3.2 The Housing Revenue Account balance at 31 March 2010 is £3.2 million. In considering whether or not to make a transfer from the Housing Revenue Account, the Council has the following options.

Option 1 – no transfer from the Housing Revenue Account

- 3.3 Although the Housing Revenue Account balance is £3.2 million, the last business plan considered by the Housing and Community Services Committee in June 2008 showed that to achieve the projected work programme HRA balances would be exhausted after 2016/17. The adverse impact of the HRA subsidy system was the main reason for the shortfall in resources. Preserving the current Housing Revenue Account balance would provide the Council with the assurance that it could continue to support the desired works programme for as long as possible. However, it would close the door to extending the period over which the Council can continue to support its General Fund expenditure from reserves.

Option 2 –transfer £2 million from the Housing Revenue Account and change the financing of £2 million housing special works from revenue to capital receipts

- 3.4 This option would repeat the funding arrangements approved by the Council in 2006/07. The difference on this occasion is that there are insufficient capital receipts available unless the Council were to decide to reduce the capital programme. One way of doing this would be to reduce the affordable housing programme. So while the transfer from the Housing Revenue Account and the reduction in the works programme funded from revenue would have no net impact on the Housing Revenue Account, this option would use capital receipts to finance special works instead of affordable housing. This would not be without its consequences as it comes at a time when the new Housing and Communities Agency (HCA) is taking a much harsher approach to the allocation of grant for affordable housing. There are therefore likely to be occasions when there would be no grant at all for schemes and this would make it very difficult to achieve affordable housing, particularly on private sites. This would in turn impact on the Council's ability to manage homelessness and the homeless budget. In contrast the effect on the General Fund would be positive and allow sufficient balances to support the budget for a further year.
- 3.5 Using capital receipts to finance housing special works could also limit the Council's ability to undertake other capital schemes such as the shared bathrooms at the Bemonds sheltered housing scheme in Chertsey. The Council also relies on capital receipts to top up Government grant to support the award of mandatory disabled facilities grants, which are currently experiencing a growth in demand.

Option 3 –transfer £2 million from the Housing Revenue Account without any compensating change in the financing of special works

- 3.6 This option would mean a loss of £2 million in revenue to the Housing Revenue Account. The consequence of this would be to require the Council to reduce the planned works programme or to spread works over a longer period in order to reduce annual expenditure and avoid a deficit. This could only be a short-term measure because the maintenance programme in the HRA business plan only contains works that are essential for the proper long-term maintenance of the housing stock. It would therefore be necessary to compensate the HRA at some point, ideally within the next three years. This would mean that the first call on future capital receipts would be the resumption of the planned maintenance programme. Deferring planned maintenance for a long period will inevitably increase responsive maintenance costs and the cost of correcting major defects. It would also mean that non essential works, such as the internal decoration scheme for vulnerable tenants, would need to be suspended.
- 3.7 There is no easy option for the Council. The impact of the recession has been to accelerate the call on General Fund balances. The budget report to the Committee in February identified a reduction in working balances below the Council's minimum approved level of £1.5 million during 2011/12. The subsequent report to the Committee in March assumed that this timescale could be extended if the Council implemented further savings but made no provision for any deterioration in the grant support that the Council receives from the Government. Although the Council has a strong record for achieving revenue reductions, there are still significant risks in its Financial Forecast which could offset any gains it achieves from the current reductions programme. Therefore any initiative that increases reserves and thereby extends the time for the Council to make the necessary revenue reductions will be useful.
- 3.8 The recommendation at the end of this report is to transfer £2 million from the Housing Revenue Account to the General Fund with a commitment to finance £2 million of housing special works from either capital or revenue resources at the first available opportunity. In view of the present plans to dispose of surplus land, sufficient capital receipts should be available within the next three years to give effect to this change of financing, thereby reinstating the level of HRA balances. This proposal is a modified version of Option 2.

4. Council Policy

- 4.1 To achieve the current tranche of target savings totalling £2,278,500 and aim to balance the General Fund budget in the medium term.
- 4.2 To increase the supply of affordable housing.
- 4.3 To maintain the decent homes standard for the Council's housing stock over the lifetime of the HRA business plan.

5. Legal Implications

5.1 The power to transfer sums from the Housing Revenue Account to the General Fund is contained in Part III paragraph 2 of Schedule 4 to the Local Government Act 1989, which states, "A local housing authority to whom no Housing Revenue Account subsidy is payable for any year may carry the whole or part of any credit balance shown in their Housing Revenue Account for that year to the credit of some other revenue account of theirs."

6. Resource Implications

6.1 These are described in section 3 of the report.

7. Risk Management

7.1 There is a risk that it will take longer than anticipated to generate sufficient capital receipts to finance £2 million of housing special works. If this happens, HRA balances may be depleted and the Council may have to reduce the special works programme (as described in paragraph 3.6) or reduce capital expenditure in order to finance the special works.

OFFICERS' RECOMMENDATION that –

- i) a transfer of £2 million be made from the Housing Revenue Account to the General Fund; and**
- ii) expenditure of £2 million on housing special works be financed from either capital or revenue resources at the first available opportunity.**

(TO RECOMMEND)

Background Papers

None

8. PROGRESS IN ACHIEVING NET REVENUE REDUCTIONS (DF)

1. Purpose of Report

1.1 **To inform the Committee of the progress in achieving the Council's revenue reductions targets.**

2. Background Information

2.1 The Council's current programme of savings targets totals £2,578,500, approved at the following Council meetings:-

	£
Savings numbered 1 to 29 approved in December 2008	712,000
Savings numbered 30 to 49 approved in October 2009	653,000
Pay freeze (numbers 50 and 51) approved in February 2010	327,000
Savings numbered 52 to 60 approved in April 2010	886,500
	<u>£2,578,500</u>

2.2 It is worth noting that these targets only relate to the current revenue reductions that the Council aims to achieve. It follows other savings programmes, the last of which achieved savings of £2.4 million.

3. Report

3.1 The schedule at Appendix 'B' lists each of the savings initiatives totalling £2,578,500 that have been approved. In each case there are financial projections and a narrative explaining the latest position. The schedule has been split between those initiatives where action to achieve the savings has been completed and the remainder where action is still pending.

For each of the savings initiatives that are not yet complete there is a risk indicator showing Green (G), Amber (A), or Red (R).

- 3.2 Changes in the financial projections since the last report to Committee on 27 May 2010 are indicated by directional arrows.

(FOR INFORMATION)

Background Papers

None

9. IMPACT OF THE GOVERNMENT'S EMERGENCY BUDGET (DF)

1. Purpose of Report

- 1.1 **To inform the Committee of the potential impact of the emergency budget announced by the Chancellor of the Exchequer on 22 June 2010.**

2. Background Information

- 2.1 The coalition Government's emergency budget announced by the Chancellor of Exchequer on 22 June 2010 included far-reaching measures aimed at reducing the country's deficit. This report is confined to the measures which will have a direct impact on the Council and examines the potential implications.

3. Report

VAT to increase from 17.5% to 20% on 4 January 2011

- 3.1 The Council is normally able to recover VAT on goods and services used in providing services from Her Majesty's Revenues and Customs (HMRC) so this will not increase the Council's costs. However, many of the Council's fees and charges are expressed as a price gross of VAT and, unless the Council increases the charges to reflect the change in the rate of VAT, this will reduce the income received. This applies particularly to car park charges and leisure charges. Officers will initiate a review of charges so that a revised fee structure can be implemented at the same time as the new rate of VAT comes into force.

The spending review and fiscal targets

- 3.2 The Government plan to reduce public sector expenditure by a further £30 billion by 2014/15 on top of the £44 billion pledge by the previous Government, of which £17 billion is to come from departmental budgets and the rest from reductions in the welfare bill and other areas. This amounts to a real terms cut in Government spending of around 25% over the next four financial years in areas other than the NHS and overseas aid. The Council will have to wait until the comprehensive spending review is announced on 20 October to find out how much of this reduction will fall on local government.

Growth

- 3.3 The Government intends to publish a White Paper later in the summer which will consider the most appropriate framework of incentives for local authorities to support economic growth. This is likely to include options for business rate and council tax incentives, which would allow local authorities to "reinvest the benefits of growth into local communities".

Council Tax

- 3.4 The Government has stated that it will work in partnership with local authorities to implement a council tax freeze in 2011/12. It intends to "clarify in due course the terms under which local authorities that commit to freeze or reduce their council tax will be compensated". The Treasury estimate that this proposal will cost £625 million. Judging from the wording of the Chancellor's statement this appears to be a carrot rather than a stick and the implication is

that those Councils that do not increase the Council Tax will be compensated through additional Government grant.

Insurance Premium Tax

- 3.5 The standard rate of insurance premium tax will increase from 5% to 6%, adding approximately £3,000 to the cost of insurance borne by the General Fund and £1,000 to the Housing Revenue Account.

Pay freeze for public sector workers

- 3.6 The Chancellor announced a two-year pay freeze for public sector workforces in 2011/12 and 2012/13, except for workers earning less than £21,000 a year who will receive an increase of at least £250 per year in these years. It is clear that the Government intends the freeze to include local government employees, although at the time of writing this report there was no indication of how this restriction will be applied. The Council has already decided that there will be no pay award in 2010/11 and 2011/12 as part of its programme of revenue savings, so if the Government's proposal is implemented for 2012/13 as well it will mean that there will have been a three year pay freeze in Runnymede.

National Insurance

- 3.7 The 2008 pre-budget report contained proposals for a 1% increase in employers' national insurance contributions from 12.8% to 13.8% with effect from April 2011. The recent budget included a modification to this proposal, whereby employer thresholds will be increased by £21 per week above indexation. The effect will be largely to offset the impact of the 1% increase.

Landfill Tax

- 3.8 The standard rate of landfill tax will increase by £8 per tonne each year from 1 April 2011 until at least 2014. There will be a floor under the standard rate at £80 per tonne, so that the rate will not fall below £80 per tonne from April 2014 until at least 2020. This will require an increase in the charge made to trade refuse customers. Based on their reluctance to increase recycling credits in the past, it seems unlikely that Surrey County Council will increase the recycling credit paid to Runnymede to reflect the saving in landfill tax arising from the Council's recycling activities.

Changes to business rates

- 3.9 The Government confirmed that the temporary increase in the threshold for small business rate relief, announced by the previous Government in the March 2010 budget, giving full relief for eligible businesses occupying premises with a rateable value of up to £6,000 and tapering relief to £12,000, will go ahead from 1 October 2010. Incremental changes to business rates like this make it increasingly complicated and expensive to administer.

Housing Benefit

- 3.10 The Chancellor announced a package of reforms to Housing Benefit including re-setting and restricting Local Housing Allowances, increasing deductions and applying new maximum limits on housing benefit. The cost of Housing Benefits largely falls on the Government so the savings accruing from these measures will accrue to the Treasury. The Council bears half the cost of administering Housing Benefits and it is too early to predict if this will make much difference to the cost of administration. However, one of the proposed reforms is to restrict Housing Benefit for working-age claimants in the social rented sector who are living in a larger property than their household size warrants and this will have implications for some of the Council's tenants. It is possible that some tenants who are affected will want to move to a smaller property to retain their full entitlement to housing benefit. This would assist in making better use of the existing stock. However, it is possible that the change could lead to tenants that do not wish to leave their family home falling into arrears or experiencing hardship. The restriction will also apply to the tenants of housing associations and private landlords with similar results. In some cases it may lead to homelessness if the landlord is not prepared to drop the rent.

Free swimming

- 3.11 The previous Government had earmarked £40 million to distribute grant to local authorities to promote free swimming in 2010/11. The Government has announced that this scheme will be withdrawn with effect from the end of July. The Council had been expecting to receive around £60,000 in 2010/11 and the Leisure and Environment Committee had decided that most of this would be passed on to Spelthorne, Elmbridge and Woking to enable Runnymede residents to benefit from free swimming in public pools. It had been planned to retain £5,000 to cover the cost of transport to the pools in neighbouring boroughs. The withdrawal of the grant after July 2010 will mean that these arrangements will be terminated. This will result in a shortfall of £3,300 income for the remainder of the financial year but it is hoped that this will be recouped from other contracts.

4. Resource Implications

- 4.1 As set out in the report.

(FOR INFORMATION)

Background Papers

None

10. SERVICE PLAN – OUTTURN PERFORMANCE 2008/10 AND REVISED SERVICE PLAN FOR 2010/2011 (CE/DAL/DF)

1. Purpose of Report

- 1.1 **The purpose of this report is to advise the Committee on the outturn performance of the 2008/10 Service Plan and to seek approval to continue the Service Plan for the period up to 31 March 2011.**

2. Background Information

- 2.1 In late 2008, a new strategy, planning and performance management framework of Sustainable Community Strategy and Corporate Plan was agreed for the Council and Committee-based Service Plans have continued to be produced since then.
- 2.2 The current 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 In the June 2009 cycle of meetings, reports were brought forward noting the outturn position for the period up to 31 March 2009 and the November 2009 cycle reported the position as at 31 October 2009. The outturn position at 31 March 2010 is at Appendix 'C'. 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.

3. Report

- 3.1 The Committee is invited to note the outturn position on its Service Plan, attached at Appendix 'C'. 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.
- 3.2 Members will be aware of the Service Review programme that was commenced at the start of this year and which is due to be completed by the Autumn. It is anticipated that the collective outcome of this programme will lead to the creation of a new Sustainable Community Strategy and Corporate Plan in 2011.
- 3.3 The means by which targets in this new Corporate Plan will cascade to individual Committees will also be reviewed as part of this process and this may change the format of

Service Plans, or indeed replace them altogether. It is therefore recommended that the Service Plan (as revised) for this Committee continues until 31 March 2011.

OFFICERS' RECOMMENDATION that –

the Service Plan outturn report for 2008/10 as attached at Appendix 'C' be noted and this continue to be the Service Plan for this Committee in 2010/11.

(TO RESOLVE)

Background Papers

None

11. EXTERNAL APPOINTMENTS - APPOINTMENTS TO OUTSIDE BODIES (DAL)

i) Egham United Charity : Mr M H Wheaton

In May 2009, the External Appointments Sub-Committee re-appointed Mr M H Wheaton for a four year term of office, expiring in May 2013. The Council has been now informed that Mr Wheaton has resigned due to ill health.

The Council appoints four Representative Trustees for the Charity who must be resident, respectively, in the Wards of, Virginia Water, Englefield Green, Egham Hythe and Egham.

Mr Wheaton represented the Virginia Water Ward. The Chairman of the Trustees (Mrs Reynolds) has recommended Mrs Diane Brickell as his replacement. Mrs Brickell is a resident of Virginia Water and is well known and respected in the local community and is willing to serve as one of the Council's Representative Trustees.

For Members' information the Council's representatives serving on the Egham United Charity are as follows:

Mr M H Wheaton (Virginia Water) 2009 – 2013 (*now resigned*)
Mrs B Wheeler (Englefield Green) 2007 – 2011
Mrs Yvonna Lay (Egham Hythe) 2007 – 2011
Mrs J Reynolds (Egham) 2008 – 2012 (*Chairman of Trustees*).

OFFICERS' RECOMMENDATION that –

Mrs Diane Brickell be appointed as the Council's Representative Trustee (Virginia Water) for the remainder of Mr Wheaton's four year term of office, ending May 2013.

(TO RESOLVE)

Background Papers

Letter from Egham United Charity dated 17 June 2010.

ii) Age Concern Runnymede

The External Appointments Sub-Committee appointed Councillor P Taylor as the Runnymede representative serving on Age Concern Runnymede for the ensuing year. Since his appointment new operating guidelines have been published for the NHS by the Government. Councillor Taylor is also a non-executive Director of Ashford and St Peter's Hospital Trust and he now finds that following the publishing of the new guidelines a conflict of interest has arisen and the Trust have made it quite clear that they would prefer him not to proceed with the appointment to Age Concern Runnymede.

Consequently, Councillor Taylor has stepped down from his appointment to represent the Council on Age Concern Runnymede and accordingly a replacement should be made quickly as there are plans for Age Concern Runnymede and Age Concern Spelthorne to merge in the not too distant future and this Council should be represented as matters progress.

OFFICERS' RECOMMENDATION that -

the Committee appoints a replacement representative on Age Concern Runnymede.

(TO RESOLVE)

Background Papers

Email from Councillor Taylor dated 28 June 2010.

iii) Ashford and St Peter's NHS Trust : Stakeholder Governor

Ashford and St Peter's NHS Trust is currently in the process of seeking Foundation Trust status. A fundamental principle of Foundation Trusts is to achieve increased local accountability.

Table 1 below lays out the shape of the Council of Governors for the Trust. Each of the stakeholder organisations, including Runnymede Borough Council, have been invited to appoint a Stakeholder Governor to serve on the Council of Governors.

Table 1

Governors

There will be a total of 28 Governors as follows:

Constituency	No	Employees	No	Appointed	No
Elmbridge	1	Medical and Dental	1	Runnymede BC	1
Guildford	1	Nursing and Midwifery	1	Spelthorne BC	1
Hounslow	2	Ancillary/Admin/Clerical/Managerial	1	Woking BC	1
Richmond	1	Allied Health Professionals	1	Surrey PCT	1
Runnymede	3	Hospital Volunteers	1	Hounslow PCT	1
Spelthorne	3			Surrey University	1
Surrey Heath	1			Royal Holloway	1
Windsor and Maidenhead	1				
Woking	3				
	16		5		7

The Council of Governors will have a central role within future governance arrangements. Comprising elected members of local communities, members of staff and appointed members from key stakeholders, Governors will normally serve for between three and six years, and will attend four formal Council of Governors' meetings in a typical year. The Runnymede appointment will be for three years.

The core role of the Council of Governors is to advise the Board of Directors on the strategic direction of the organisation, acting as a conduit and voice for the community the Trust serves. The Council of Governors has a statutory role in the appointment and remuneration of the Trust Board Non Executive Directors and Chair, and it also appoints the Trust's External Auditors. The most successful Foundation Trusts now typically have a highly active, engaged and influential Council of Governors, and this is the vision for the future of this particular Trust.

OFFICERS' RECOMMENDATION that -

the Committee appoints a Stakeholder Governor representative to this new body.

(TO RESOLVE)

Background Papers

12. Letter dated 16 July 2010 from Ashford and St. Peter's Hospitals NHS Trust.
HEALTH AND SAFETY INITIATIVES (DTS)

1. Purpose of Report

- 1.1 To highlight the current HSE strategy 'The Health and Safety of Great Britain/ Be Part of the Solution' and to seek support in signing up for this initiative.**

2. Background Information

- 2.1 While Britain has one of the best safety records in the world, it has been recognised that the numbers of those being killed or injured in workplace accidents have remained relatively constant in recent years, despite regulatory efforts to reduce them further. The present Health and Safety Executive (HSE) strategy entitled "The Health And Safety Of Great Britain/Be Part Of The Solution" has been running since June 2009 and is the latest in a series of initiatives aimed at driving down the number of deaths, injury and ill health caused by the work process, through enlisting the involvement of the public and private sectors and by asking them to sign up to sensible health and safety management .

- 2.2 HSE have also issued a mandatory section 18 standard which local authority Enforcing Authorities are required to meet by March 2011. Compliance with a part of the standard calls on the Council to either sign up to the "The Pledge", the current HSE initiative which started last year aimed at all public and private stakeholders or to the "sensible risk management campaign", an older campaign launched in July 2007 aimed primarily at local authorities. Both incorporate sensible risk management principles. These principles state that absolute safety is an unachievable aim, practical steps should be taken and the focus should be on managing risks that damage lives and the economy. The Council is asked to promote and practise the principles in its role as employer, regulator, contractor, partner and stakeholder.

- 2.3 The HSE's Pledge is as follows:

"We, the undersigned

- Agree to play our part in reducing the numbers of work-related deaths, injuries and ill-health in Great Britain.
- Call on employers to put health and safety at the heart of what they do and to take a common sense approach to health and safety.
- Commit to debunking myths around health and safety that trivialise the impact of injuries, ill health and deaths on individuals and their families.
- Recognise the importance of health and safety in difficult economic times and the dangers of complacency.
- Pledge to work with the Health and Safety Executive and its partners to Be Part of the Solution."

- 2.4 The foreword to the HSE's strategy states that the HSE's mission is to prevent death, injury and ill health in Britain's workplaces and the HSE seeks the support of organisations by becoming part of the solution.

3. Report

- 3.1 The HSE has previously sent out leadership guidance to Directors and Councillors Handbooks to encourage strong leadership and guidance, the object being to encourage stakeholders to take positive action in order to control risks and promote solutions in establishing a sensible safety culture.

- 3.2 Running alongside "The Pledge" initiative is the "Do Your Bit" initiative which is offering 100% subsidised Health and Safety training for managers and safety representatives. This training is aimed at improving worker involvement in improving health and safety in the workplace.
- 3.3 It is recommended that Runnymede Borough Council signs up to "The Pledge" and takes part in the "Do Your Bit" initiative as it will send the message to the HSE and staff that the Council's obligations to the health and safety of the workforce are taken seriously. It should also assist in involving staff and managers in sensible health and safety initiatives, such as improved stress awareness and support.

4. Financial Implications

- 4.1 There are no direct costs involved in these initiatives, although managers and staff involved in the "Do Your Bit" initiative will be required to attend up to 4 days training. This could be provided for up to twenty Officers in subject areas that are tailored to local needs. There may be some additional costs in the introduction of planned interventions, should any be identified as a result of the training.

5. Legal Implications

- 5.1 These measures should lead to improved compliance with Health and Safety legislation.

OFFICERS' RECOMMENDATION that –

the Council signs up to "The Pledge" initiative and takes part in the "Do Your Bit" initiative.

(TO RESOLVE)

Background Papers

None stated

13. UPGRADE TO SERVER BACKUP FACILITIES (CE)

1. Purpose of Report

- 1.1 **To inform Members of the need to immediately upgrade the Council's facilities for backing up servers and to recommend the procurement of a solution that builds on existing facilities.**

2. Background Information

- 2.1 Having the ability to recover from the loss of data or systems as quickly as possible has increasingly become an essential element of the provision of an effective service by the Council.
- 2.2 Since the Council's move to the Civic Centre the amount of data being stored in various systems is steadily increasing. The ability to make timely copies of this data that can be restored with the minimum of disruption is now critical and an increasingly sophisticated solution is required to effectively copy the data and store it securely.

3. Report

- 3.1 All production systems are backed up on a daily basis. As these are now all running on virtual servers there are two ways of carrying out these backups:
- a) by taking a file by file copy of the server which allows individual files or folders to be easily restored if required as well as restoring all of the files on the server;
- b) by taking a "snapshot" of the guest system on the Council's virtual servers which allows the whole server to be quickly put back in place exactly as it was at the time

the "snapshot" was taken. The "snapshot" solution also offers the facility to allow individual files to be recovered from the snapshot.

- 3.2 Various techniques are used that ensure a "full" backup needs only to be taken once a week while allowing an up-to-date copy of the server to be restored at any time if required. Option b) above is only available on servers that have been virtualised. The remaining physical servers will still have to be backed up using method a).
- 3.3 It is the steady increase in the volume of data to be backed up within a limited amount of time that is proving to be an increasing problem. Backups cannot be carried out while the production servers are in use which in practice is the full working day during the week (7am to 7pm). The amount of time available outside these hours to backup all the data required is now proving inadequate given the fact that there are only 2 tape drives available with a total capacity of 2.4TB. Also backing up directly to tape is relatively slow and this is now becoming an issue.
- 3.4 The proposed way forward involves moving to an intermediate disk device with two drives and a 9TB capacity. Backing up the servers to a disk device is not only much quicker than backing up to tape but provides a number of other options that assist in reducing the volume of data stored.
- 3.5 The main advantage is that a technique referred to as data deduplication can be used to minimise data storage and speed up data transfer. Data deduplication permits redundant data to be eliminated leaving only one copy of the data to be stored. However, indexing of all data is still retained should that data ever be required. Thus the volume of data stored on the backup disks can be reduced to as little as 10% of their original size. This results in commensurate savings in space, power consumption and the cost of cooling the storage devices.
- 3.6 The intermediate disk device can then become both a storage and staging device. Backups stored on these disks could be readily restored onto the original servers if this was required and copies of the data could also be transferred to tape for off-site and permanent storage, using the existing tape library. This latter process would have no effect on live servers so could be carried out 24/7.

4 Benefits and Risks

- 4.1 By removing the current time constraint restrictions for taking backups within the current system, the Council will be able to put in place a more robust protection of the live systems that will allow quicker restores with the loss of less or no data. Efficiencies can also be gained in backing up the physical servers.
- 4.2 As the solution uses existing software upgraded to accommodate the new equipment and as the hardware will be fully supported by the manufacturer and a supplier that is one of their partners, the risk of the solution not delivering the benefits predicted is low.

4.3 The risks incurred by not upgrading at this stage is that some backups of larger servers will become increasingly less up-to-date resulting in greater losses in time and productivity on the production systems in the event of a failure. In practice this could mean a delay in restoring information while tapes are recovered from the off –site storage facility at Heathrow leaving staff unable to provide a service to the public until the databases are restored.

5 Green Issues

5.1 The greater efficiencies in storing the backup data through the use of deduplication and the greater efficiencies of new devices in terms of electricity consumption and heat generation will result in the cost of storage per terabyte, power consumption per terabyte and the heat generation per terabyte, all falling.

6. Selection

6.1 At present the backup solution is supported by two companies, the original supplier of the hardware and software chosen through a competitive tendering exercise and a supplier of hardware for an earlier upgrade from a company again selected by a competitive process. Both are partners of the hardware and software suppliers so can, and have, provided full maintenance on the hardware and software.

6.2 For this exercise the two incumbent suppliers will be asked to quote along with a third supplier from the hardware and software suppliers' partner list.

7. Financial Implications

7.1 The total cost of the upgrade will be £21,000, the breakdown being as follows:

1	Nexsan backup appliance with fibre and iSCSI connections, controllers and 9x1TB drives	£8,000
2	Additional NetBackup Enterprise Licenses	£8,000
3	Implementation and consultancy (5 days)	£5,000
	Total Capital Expenditure	£21,000

7.2 The annual maintenance cost of the solution will be £3,500 with effect from 2011/12, after the twelve month warranty expires.

7.3 As this is an upgrade to a security product essential to the resilience of all the Council's servers and systems this is appropriately funded from the Replacement Schedule which has adequate funds for this purpose.

8. Conclusion

8.1 At their meeting held on 29 June 2010 the IT Member Working Group considered the above report and agreed to make the recommendation below in order to maintain the resilience of the Council's hardware and software infrastructure:

IT MEMBER WORKING GROUP'S RECOMMENDATION that –

- i) the tape backup facilities be upgraded to a disk/tape backup configuration at a cost of no more than £21,000, to be met from the provision for hardware replacement in the capital programme; and**
- ii) provision be made for the associated annual revenue maintenance cost of £3,500 with effect from 2011/12.**

(TO RESOLVE)

Background Papers

None

14. INTERNET/INTRANET PAYMENT SYSTEM (DF)

1. Purpose of Report

1.1 **To seek approval for the purchase of the Northgate Information Solutions Paris Corporate e-Forms system to permit the acceptance of payments for all Council services via the Internet and Intranet.**

2. Background Information

2.1 At its meeting on 20 January 2010 the Corporate Management Committee considered the implications of the EU Services Directive on electronic licensing and payment options under the Electronic Licensing Management System (ELMS).

2.2 Four options were considered, together with their associated costs and risks. To minimise cost in the last financial year, the Committee supported the option that Northgate Information Solutions (NIS) provide an interface that utilises their Paris e-Forms system but with functionality restricted to licensing and ELMS.

2.3 The Committee supported this option as the first stage of full implementation of Paris Corporate e-Forms which would allow customers access to pay for all Council services via the Internet. It was agreed to undertake a review for an upgrade to the full Paris e-Forms functionality in the 2010/11 financial year. A full upgrade would only incur a minimum of overlapped time and effort and NIS had agreed in writing that the cost of the Paris e-Forms ELMS solution could be offset against the purchase of the full Paris e-Forms product purchased at a later date.

2.4 The Council can already accept payments via the Internet but this is restricted to transactions in which an invoice has already been created e.g. a Council Tax bill. In 2009/10 the Council received almost 6,000 payments over the Internet (out of a total of 525,000).

2.5 The IT Member Working Group support the principle of maximising on-line payments. The Group considered this in the context of the ELMS initiative and were keen to extend on-line payments to other service areas.

3. Report

3.1 Implementing a full web forms module has the advantage of accelerating the movement of payments to more cost effective on-line payments and has to be done to achieve Government targets. Paris Corporate e-Forms will allow the Council to move to a comprehensive range of departmental and corporate transactional forms via the internet and to react quickly to change when necessary. Forms can be developed easily by business users who understand the requirements and can be edited to accommodate changing circumstances. This would enable people to request a service using the Internet form, e.g. a local land search, and pay for it at the point of sale.

3.2 Paris Corporate e-Forms is fully integrated with the Council's current Paris cash receipting system with its links to the ledger system. Paris Corporate e-Forms pages can be seamlessly integrated to the current Council web site. It supports customer present transactions using chip and pin, CVC and 3D Secure which are all essential when taking credit and debit card payments. It provides a customer help service. Paris Corporate e-Forms has the facility to integrate in real-time with 3rd party systems which would allow users to retrieve accurate and up-to-date information on payments. It can also allow the retrieval of associated data such as images and CCTV footage, reducing the number of debt challenges.

3.3 The system is available for both the Internet and the Intranet. The internet version will put in place the facility for the Council to accept any payment from the public on-line in a way that does not compromise the security of the other computer systems run by the Council. The intranet system allows staff to take payments from customers face-to-face or on the telephone, again in a secure manner. E-forms also integrates with the current Internet payment and automated telephone payment services.

- 3.4 A recent addition to the software (PARIS Real Time Integration Module) provides integration between the PARIS system and third party systems on a real time basis, allowing users to retrieve live information and updates to the third party systems. This was originally developed to deal with the on-line requirements of parking systems.
- 3.5 Officers are confident that the introduction of the Paris Corporate e-Forms system will reduce costs. These include costs associated with producing invoices and the collection and recovery of monies owed, e.g. stationery, printing, postage, storage and unpaid write-offs. Reducing the number of invoices sent for small sums will release time for the Sundry Debt team to focus on larger debts and recovery action. It is difficult to estimate at this time how much the savings would be as it would depend on usage. However, it can be confidently predicted that as many people have access to computers and as the number of people using the Internet is growing then, for many of them, e-payment will be a preferred method of payment. In the longer term, the Council cannot afford to be without a system that gives people the option of payment via the Internet for its services.
- 3.6 Implementation of Paris Corporate e-Forms will present Officers with an opportunity to look closely at possible changes to the current methods employed for taking payments across the Council, some of which carry heavy costs. For example:
- ways of reducing the number of invoices sent out annually, especially for small amounts,
 - moving to charging for services at the point of sale, where possible, rather than incurring the expense of invoicing, collection and recovery, and
 - reviewing the provision of PayPoint, a free to customer service, which was introduced when the Cash Office closed in 2006. It has proved popular, and it supports local Post Offices. However, in 2009/10 it cost £22,400 to provide and the unit costs increase every year.
- 3.7 Nationally, the use of cheques has declined by 40% over the past five years and they are being abolished by the banking system by 31 October 2018. Significantly more people will be using the Internet by that date and it is important that the Council has full Internet payment facilities in position before then.
- 3.8 Officers will investigate the options available for reducing costs in the billing and collection of debts with the intention of bringing a report with recommendations to this Committee before the end of the 2010/11 financial year.
4. Financial Implications
- 4.1 There are four options for Paris Corporate e-forms offered by NIS: Internet only, Intranet only, both Internet and Intranet, or both with the addition of real time integration.
- 4.2 The respective costs of these options are as shown in the table below. The licence fees are shown net of a £3,000 credit to allow for payment that the Council has already made for the abortive ELMS integration.

Northgate Information Solutions Paris Corporate e-Forms - options				
	Internet only	Intranet only	Both Internet and Intranet	Both plus real time
Capital expenditure				
Licence - e-forms	£17,000	£17,000	£24,500	£24,500
- real time				£500
Implementation services				
- e-forms	£3,800	£3,800	£3,800	£3,800
- real time				£7,125
Total capital costs	£20,800	£20,800	£28,300	£35,925
Annual revenue expenditure				
Support & Maintenance				
- e-forms	£2,800	£2,800	£3,075	£3,075
- real time				£675
Total costs over 5 years	£34,800	£34,800	£43,675	£54,675

- 4.3 Officers believe that the option of taking Paris Corporate e-Forms with real time integration for both the Internet and the Intranet provides the widest and most flexible solution for the future.
- 4.4 The cost of purchasing and implementing the system will be £35,925, plus an estimated £1,500 for staff expenses, and this can be met from the provision in the capital programme for system upgrades and developments. There will be annual support and maintenance costs of £3,750 falling on the revenue budget.
5. Equality Implications
- 5.1 As the full implementation of e-payments is regarded by Officers as a preliminary to a comprehensive investigation into payment methods as a whole, they believe that a full EIA should be conducted during the process of that exercise as there may be equality implications from the outcomes. It is acknowledged that e-payment web pages may have implications for customers currently, e.g. visually impaired people, but it will be more efficient to take it up as part of the wider investigation.

OFFICERS' RECOMMENDATION that –

- i) the Northgate Information Solutions Paris Corporate e-Forms Internet and Intranet payments system be purchased together with the Real Time Integration Module at a total net cost of £35,925, including implementation, plus an estimated provision of £1,500 for implementation expenses, to be funded from the provision in the capital programme for system upgrades and developments;**
- ii) an additional provision of £3,750 for each year be made in the annual revenue budget to meet the associated support & maintenance charges; and**
- iii) Officers investigate the current payment methods employed by the Council with a view to bringing a report with proposals for savings to this Committee later in the 2010/11 financial year.**

(TO RESOLVE)

Report to Corporate Management Committee of 20 January 2010 on ELMS payment options.

15. REFERENCE FROM PLANNING COMMITTEE - PLANNING ENFORCEMENT RESOURCES (DTS)

1. **Purpose of Report**

1.1 **The Planning Committee at its meeting on 14 July 2010 recommended the recruitment of temporary staff to deal with planning enforcement issues on major sites and approval is sought for the appointment and funding thereof.**

1.2 **As the appointments need to be made urgently and prior to the next Council meeting, the Chairman is asked to agree that the Committee approve the recommendations under paragraph 1.3 of "Committee Responsibilities" in the Scheme of Delegation.**

2. Background Information

2.1 The current enforcement caseload is in the order of 135 cases, of which 7 are classified as high priority according to the priority list approved by the Planning Committee. Some 46 cases were received in May and June this year. There are currently 3 enforcement appeals set to be determined by either Hearing or public inquiry. There are 3 current cases subject to prosecution proceedings.

2.2 The former Senior Enforcement Officer recently left the authority and was replaced by an internal appointment, whose previous post has been frozen. She is relatively inexperienced and is being supported in this new role by senior colleagues. One of the two 0.5FTE enforcement officers is due to retire shortly and arrangements are in hand to replace this post.

2.3 The current enforcement section can cope with day to day complaints, but Runnymede has a number of sites where there are multiple planning breaches that have been ongoing for some time. Some of these have a need for immediate resourcing to maintain momentum that has already built up.

3. Report

3.1 On 31 March 2010, the Planning Committee authorised enforcement action in respect of breaches of planning control at Walnut Tree Farm in Lyne. At the time the Committee noted that any appeal would require additional resources to present the best case. Appeals have now been lodged and are being dealt with by means of a public inquiry set for early November 2010.

3.2 In May 2010, the Council received the Inspector's decision in relation to a series of appeals at Padd Farm in Egham. Those appeals were dismissed and costs awarded against the appellant. However there are still some outstanding applications that require determination, and if refused, may well be appealed. There are also some breaches that can be prosecuted and the possibility of an injunction. It is considered that having made considerable progress in stopping planning breaches at this site, pressure needs to be maintained to ensure that other breaches do not commence, as they have done in the past.

3.3 There are other complex sites such as Woburn Park Farm in Addlestone, Greenacres in Hardwick Lane, Willow Farm on Chobham Road and land at Aymer Drive, Thorpe which all require considerable input to tackle.

3.4 Due to the sheer volume of work on Padd Farm, the Council employed planning consultants and a locum solicitor to deal with the appeals work. Whilst this was clearly effective as the appeals were dismissed, it also proved expensive and is estimated to have cost considerably more than using in-house staff. Nevertheless, the experience was another demonstration of the sheer volume of work involved in defending a major planning appeal, and of the value of devoting proper resources to the exercise, which in this case was successful.

- 3.5 To cope with the Walnut Tree Farm appeal, to maintain progress on enforcement at Padd Farm and where possible, to instigate action on other key sites, the Planning Committee recommended that a chartered planner and a solicitor be recruited for an eighteen month period. The Committee recommended that they be designated as a Principal Planner and Assistant Solicitor and graded accordingly. They would operate as a discrete team and be solely employed on planning enforcement.
- 3.6 The Planning Committee recommended that a Principal Planner and Assistant Solicitor would be appointed on Grade MMB which has a scale maximum of £44,736. For an eighteen month period, at the maximum of the grade, including on costs, this would represent expenditure of £166,000. Assuming that the appointments commence in August, this will increase revenue expenditure by £74,000 in 2010/11 and £92,000 in 2011/12. The additional expenditure in 2010/11 will require a supplementary revenue estimate.
- 3.7 There is no provision for this in the Financial Forecast and this therefore represents growth in expenditure at a time when the whole Council is corporately focused on cost saving, efficiencies and generating additional income. As a growth item, this means that an equivalent sum needs to be added to the already ambitious savings target.
- 3.8 Other options have been considered. There is not an existing resource in either planning or legal teams that could be dedicated to this without knock-on effects to other work. Agency staff would be considerably more expensive, as would be using external consultants. Staff from other local authorities might be used, but their employers would expect some recompense beyond just meeting their costs. It would appear that recruiting staff for a temporary period of time is the most cost-effective option and in the current market, suitable employees should be available.
- 3.9 At a time of severe financial constraint this request is not brought to Members lightly. However, past experience shows that not taking enforcement action leads to breaches of planning control multiplying and when action is eventually instigated it is considerably more expensive than an earlier intervention. Certainly in the case of Padd Farm, not pursuing this further at this time would nullify some of the gains already made.

PLANNING COMMITTEE'S RECOMMENDATION that –

- i) the appointment of a Principal Planner and Assistant Solicitor, both at Grade MMB, for a period of eighteen months, to be employed for planning enforcement, be approved;**
- ii) a supplementary estimate of £74,000 be approved to cover the cost that will be incurred in 2010/11; and**
- iii) budgetary provision of £92,000 be made in the 2011/12 estimates for the full year cost.**

(TO RESOLVE)

Background Papers

Padd Farm appeal decision dated 13 May 2010

16. EXCLUSION OF PRESS AND PUBLIC

OFFICERS' RECOMMENDATION that –

the press and public be excluded from the meeting during discussion of the following reports under Section 100A(4) of the Local Government Act 1972 on the grounds that the reports in question would be likely to involve disclosure of exempt information of the description specified in paragraphs 1 and 3 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>	
17. PURCHASE OF 66 ROUNDWAY, EGHAM FROM A2 DOMINION	3
18. WRITE OFFS	1 and 3
b) <u>Confidential Information</u>	
(No reports to be considered under this heading)	