



Corporate Management Committee

Thursday 25 November 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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LIST OF MATTERS FOR CONSIDERATION

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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
17. RUNNYMEDE CAB RENTSTART FUNDING AND THE RESPONSE OF VOLUNTARY
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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 28 October 2010 (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. GOVERNMENT SPENDING REVIEW (DF)

1. Purpose of Report

1.1 **To inform the Committee about the main elements of the Government's Spending Review which will impact on this Council.**

2. Background Information

2.1 The Chancellor presented the Government's Spending Review to Parliament on 20 October 2010. This sets the budgets for each Government department up to 2014/15.

2.2 The Council receives formula grant of £5.62 million in 2010/11. Details of the Council's grant entitlement in 2011/12 will not be known until the Local Government Finance Settlement is announced at the beginning of December. At its last meeting the Committee agreed to consider the Council's Financial Forecast after the Local Government Finance Settlement has been published.

2.3 The briefing note circulated by the Local Government Association is reproduced at Appendix 'B'.

3. Report

3.1 *Formula Grant*

3.1.1 The Spending Review provides for Government funding of local government to reduce in real terms by 27% between 2010/11 and 2014/15, 10.1% of which will be achieved in 2011/12. However, this includes funding for a council tax freeze, PFI support and funding for services that have previously been supported through specific grants. This means that the reduction in funding for district councils like Runnymede is likely to be worse than the headline figures announced by the Government. Extracting the other elements from the Treasury's figures produces a reduction of 36% with 16% being achieved in 2011/12.

3.1.2 It is not possible at this stage to use the national control totals shown in the Spending Review to produce a projection of Runnymede's likely entitlement. This will not be known until the settlement details are published at the beginning of December but all the indications are that the reduction in funding will be worse than the headline announcement. This is because the settlement is likely to protect education, fire and police at the expense of other services. It should also be remembered that the distributional changes on which the Government recently invited consultation responses (particularly relating to concessionary travel and flood defence) will be in addition to the reductions announced in the Spending Review.

3.2 *Special or Specific Grants*

3.2.1 The Spending Review states that "the Government intends to remove ringfencing around all revenue grants except simplified schools grants and a new public health grant, [with] the number of separate core grants simplified from over 90 to fewer than 10, and more than £4 billion of grants rolled into formula grant". This change will affect unitaries and counties more than district councils. Of the £4 billion, £1.6 billion relates to Supporting People and £2.2 billion relates to Personal Social Services. The full list is annexed to the letter sent by the Secretary of State to all Leaders of Local Authorities on 20 October. This assumes increased funding of £1 billion for Personal Social Services, which obviously leaves less for other services.

3.3 *Council Tax Freeze*

3.3.1 The Government has earmarked £650 million next year to support a council tax freeze. This means that if Runnymede levies the same district tax in 2011/12 as it did in 2010/11, the Government will pay a grant that will be equivalent to what the Council would expect to raise from a 2.5% tax increase. The Government propose to continue paying this amount each year up to 2014/15, which means that for the duration of the spending review the Council will not be expected to make up the 2.5% in a future year.

3.3.2 Because Runnymede is a low taxing authority, the Council's 2.5% will not be worth as much as most other District Councils' grant.

3.3.3 A letter from the DCLG to Chief Executives dated 21 October 2010 makes it clear that the grant will only be paid if the Council does not increase its tax. The Secretary of State also issued a parliamentary statement on 21 October in which he stated, "Government expects all local, fire and police authorities to sign up to the freeze and can see no reason why they might choose to do otherwise. Nevertheless, we will not allow these authorities to set an excessive council tax increase and are prepared to use capping powers where necessary." It is clear from this statement that there is no prospect of imposing a tax increase of more than 2.5%, even at the expense of foregoing the Government grant.

3.4 *Council Tax Benefit*

3.4.1 The Spending Review provides for a "10% reduction in expenditure and localisation" of Council Tax Benefit with effect from 2013/14 which is expected to yield savings of £490 million nationally. Officers interpret this to mean that the Government will only fund 90% of the Council Tax Benefit that is awarded from 2013/14 onwards but local authorities will have the discretion to pay for the remaining 10% from their own budgets. The cost of Council Tax Benefit in Runnymede in 2010/11 is £4.2 million, all of which is met from Government subsidy (see page 28 of the Budget Book). In view of the current imbalance in the Council's budget and the scale of grant reductions over the next four years, there is no prospect of the Council being able to afford to pay for Council Tax Benefit from its own resources. The Council will have no choice but to scale back payments to recipients of Council Tax Benefit to 90% of the underlying entitlement.

3.5 *Affordable Homes*

3.5.1 The settlement claims to include a programme to deliver up to 150,000 new affordable homes over the Spending Review period accompanied by major reforms. There is little information available at present to identify how this is to be achieved.

3.6 *Planning and New Homes Bonus*

3.6.1 The Government will increase housing supply by reforming the planning system so it is more efficient, effective and supportive of economic development. In addition, it will introduce a New Homes Bonus that will directly reward and incentivise local authorities and local communities to be supportive of housing growth, equivalent to matching the additional council tax from every new home for each of the following six years. Details of these New Homes Bonus proposals were published on 12 November 2010 and a report on this will follow, as listed elsewhere on the Agenda.

3.6.2 The Homes and Community Agency budget for affordable housing has been cut to £4.5 billion and to obtain social housing grant in the future it is suggested that Registered Social

Landlords will have to charge rents that are 80% of local housing allowances. The Government are assuming that the higher rents, along with discounted public sector land, will help to pay for a programme of 150,000 homes. In Runnymede and Surrey the loss of funding for social housing grant will impact heavily on the ability of District Authorities to provide affordable housing. This could in turn lead to a growth in homelessness and additional expenditure for district authorities.

- 3.6.3 The Government have confirmed that they will go ahead with the self financing system for the HRA and will abandon the current subsidy system. They have said that the self financing system will be compulsory, rather than voluntary. But this will require legislation so the change will not be made until 2012/13 and only then if the Localism Bill has been passed. The Government have also increased the Public Works Loan Board interest rates which makes self financing less attractive for the Council.
- 3.6.4 On a positive note, the Government intend to make £100 million available for empty homes, although some commentators have said that this will only enable 5,000 homes nationally. The Government also intend to continue with the homeless grant funding.
- 3.6.5 The proposals, coupled with the changes to benefit, are amongst the most radical changes made to social housing in many years and will hit tenants and those seeking help with housing very hard.

(FOR INFORMATION)

Background Papers

Letter from the Secretary of State for Communities and Local Government to Leaders of Local Authorities in England dated 20 October 2010.

Letter from the Department for Communities and Local Government to Chief Executives dated 21 October 2010.

7. PRIORITY INDICATORS OF PERFORMANCE 2010/11 – SECOND QUARTER PROGRESS REPORT (CE)

1. Purpose of Report

1.1 This report outlines quarter two performance against the 2010/11 Priority Performance Indicators.

2. Background Information

- 2.1 At the 28 May 2009 Corporate Management Committee, Members received a report recommending the revision of the Council's Priority Performance Indicators (PIs) in the light of the new Sustainable Community Strategy and Corporate Plan, 'Making a Difference'.
- 2.2 The Sustainable Community Strategy and Corporate Plan expresses 12 key priority areas that were derived from information from the community in terms of local aspirations and concerns. The Priority PIs regularly considered by this Committee were therefore realigned with those priorities. These performance updates also incorporate and replace the quarterly National Indicator reports.
- 2.3 Due to the nature of the priorities in the Sustainable Community Strategy, being matters not necessarily delivered by the Borough Council, some indicators are provided by other agencies such as the County Council, Primary Care Trust, Police and others. It has not been possible to provide National Indicators for all the key priorities, as indicators have only been chosen where data is available on a quarterly basis.
- 2.4 In October 2010, the Secretary of State for Communities and Local Government announced changes to local authority performance arrangements linked to Local Area Agreements and the National Indicator Set. As well as revoking all designations of local improvement targets in the Local Area Agreement, the Secretary of State announced the replacement of the National Indicator Set with a single comprehensive list of all the data local government is expected to provide to central government. Data requirements placed on local government are to be reviewed and reduced for April 2011.

3. Report - Performance for Quarter Two from 1 July to 30 September 2010

3.1 Anti-social behaviour

Quarter	Anti-social behaviour incidents 2010-11	Anti-social behaviour incidents 2009-10
Q1	605	621
Q2	640	772
Q3		595
Q4		542
Year-end total		2530

3.2 Total crime

Quarter	Total crime 2010-11	Total crime 2009-10
Q1	1472	1418
Q2	1291	1371
Q3		1335
Q4		1228
Year-end total		5352

3.2.1 Anti-social behaviour shows a fall compared to the same time last year. This is mainly a reduction in the number of repeat complaints, which shows that responses in most areas have quickened and incidents are being resolved more swiftly. However, incidents of fly tipping continue to increase which could be associated with the temporary closure of the disposal site at Woking.

3.3.2 The crime figures show a slight reduction for the period with the categories of violent crime and alcohol related crime showing the largest drop.

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

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

Period	2010-11				2009-10			
	Litter	Detritus	Graffiti	Fly	Litter	Detritus	Graffiti	Fly
Apr-Jul	2%	5%	0%	0%	4%	11%	1%	0%
Aug-Nov					4%	2%	0%	0%
Dec-Mar					3%	5%	1%	0%
Year-end total					4%	6%	1%	0%

3.3.1 This indicator is collated on a four-monthly basis and will be reported in the next quarter's report.

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

3.4 NI 196 - Improved cleanliness (flytipping)

Quarter	Number of flytipping incidents		Number of enforcement actions	
	2010-11	2009-10	2010-11	2009-10
Q1	146	96	44	5
Q2	178	167	21	8
Q3		128		25
Q4		88		16
Year-end total		479		54

3.4.1 The increase seen over the past three months (July to September) was expected as reported last quarter. This quarter saw a slight decrease in the number of green waste and household black bags but a large increase in the number of other household items tipped throughout

the borough. There is no rational explanation for this increase other than the possibility that with the closure of Martyrs Lane residents are flytipping rather than using other sites within the Borough. Enforcement reporting was down this quarter due to Officers carrying out in-depth prosecution work, but proactive enforcement can be expected to continue through October to December 2010.

[Flytipping figures should be considered with caution, as there may be a degree of double counting in data provided by DSO and Environmental Health. This indicator is reported annually by Government based on weighting by DEFRA - this weighting formula is not yet available. At this stage the quarterly figures reported will therefore only be indicative of the annually published score].

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

3.5.1 This indicator is being discontinued in the National Indicator Set for 2010/11.

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

3.6.1 The Department for Work and Pensions (DWP) are currently not supporting the national data that is being produced for NI 181 because the software providers cannot produce the required output. The DWP hope to resolve this issue shortly.

3.7 NI 123 - Stopping smoking

Quarter	Rate of self-reported 4-week smoking quitters per 100,000 population aged 16 or over	
	2010-11	2009-10
Q1	42	54
Q2	Available 17 December	69
Q3		68
Q4		61
Year-end total		252

3.7.1 Quarter two smoking quit figures will not be available from NHS Surrey until 17 December, and will be reported in the Q3 Priority PIs report. The Partnership for Runnymede's Health and Social Care task group are continuing to support work on this indicator through a number of activities. An article was published in the summer Runnymede Voice to recruit volunteer health trainers. Funding for training is being pursued through bids to the Local Area Committee and South East Regional funding. A 'fun day' is planned in Englefield Green for June 2011 with health messages and opportunities to give up smoking, improving lifestyle through exercise and healthy eating. The Healthy Workplace initiative will start with Runnymede Borough Council in the New Year, to be used as a model for other businesses in Runnymede.

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

3.8 NI 156 – Number of households living in temporary accommodation

Quarter	No of households living in temporary accommodation	
	2010-11	2009-10
Q1	30	17
Q2	29	15
Q3		20
Q4		22
Year-end total		22

- 3.8.1 There has been an increase housing advice approaches, and subsequent homeless applications through the current economic climate, in particular relationship breakdown, parental eviction and tenancy terminations in the private sector.

3.9 Leisure centre usage

Quarter	Addlestone Leisure Centre		Egham Leisure Centre	
	2010-11	2009-10	2010-11	2009-10
Q1	25,709	21,554	49,008	53,304
Q2	22,241	22,210	39,676	52,383
Q3		19,515		39,855
Q4		22,265		48,183
Year-end total		85,544		193,725

- 3.9.1 As expected attendance at Addlestone Leisure Centre has been affected by the reduced opening hours and gym member cancellations. However, this has been balanced by increased sports bookings at weekends and evenings, and usage of the leisure centre has seen a slight increase compared to last year.
- 3.9.2 The 3G outdoor football is no longer reported in the Egham Leisure Centre figures due to management and bookings being completed by Azzurri. Previously the average was approximately 1000 users per week.

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

3.10 Volunteer placements

Quarter	No of referrals		No of placements	
	2010-11	2009-10	2010-11	2009-10
Q1	147	146	53	41
Q2	194	184	54	50
Q3		161		44
Q4		247		152
Year-end total		738		287

- 3.10.1 There has been an 8% increase in placements compared to the same quarter last year, mainly due to consistent focus on this area of the business.

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

3.11 NI 155 Number of affordable homes delivered

Quarter	No of Affordable Homes Delivered	
	2010-11	2009-10
Q1	3*	0
Q2	38	45
Q3		59
Q4		23
Year-end total		127

* This figure has been updated from the previous report as data from Homes and Communities Agency was received after the last quarter report was completed.

- 3.11.1 The rolling total for 2010/11 is 41. The total against the affordable housing target of 500 introduced in December 2006 is 327. There are an additional 58 units under construction, the majority of which will be completed within the next 12 months and within the five year target period.

3.12 Progress on Airtrack

- 3.12.1 Surrey County Council has concluded that whilst an underpass at Vicarage Road is physically possible to provide, it would not significantly reduce delays to traffic needing to cross the railway line in the Egham and Egham Hythe areas. This is because the highway network in the area is constrained by other means, that traffic is so local in nature that diversions would probably not occur and that any freeing of traffic delays in the area would be negated by other traffic diverting into Egham. This conclusion has been reached after undertaking computer traffic modelling carried out in accordance with Department for Transport's guidance.
- 3.12.2 Surrey County Council (SCC) has obtained funding for an £11.4m mitigation package from BAA that seeks to reduce traffic delays, although it does not impact directly on level crossing barrier down times. SCC is currently consulting on this package and will decide in December whether it wishes to accept the package and withdraw its objections.
- 3.12.3 There is still no clarity as to whether public funds will be made available to support the construction of Airtrack, nor whether BAA would still proceed with the Transport Works Act if none were provided. A date has not yet been set for any Public Inquiry.
- 3.12.4 Runnymede Borough Council is pursuing the issue of improved barrier control mechanisms and improved railway line signalling with Network Rail as an alternative to traffic mitigation measures.

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

Quarter	No of Travel Plans adopted	
	2010-11	2009-10
Q1	0	1
Q2	1	0
Q3		0
Q4		0
Year-end total		1

- 3.13.1 There has been one new travel plan adopted in this quarter, in Milton Park, Egham.

3.14 Enhanced 'buy local' campaign

Quarter	No of participants in scheme 2010-11	No of businesses on scheme 2010-11	No of participants in scheme 2009-10	No of businesses on scheme 2009-10
Q1	5305	101	5299	96
Q2	5379	105	5252	95
Q3			5172	97
Q4			5268	97
Year-end total			5268	97

- 3.14.1 The number of business and participants joining the scheme continues to increase.

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

Quarter	Satisfaction of businesses	
	2010-11	2009-10
Q1	92%	85%
Q2	90%	83%
Q3		89%
Q4		84%
Year-end total		84%

- 3.15.1 Satisfaction in quarter two of 2010/11 shows a significant increase compared to the same quarter last year. The figure is slightly down from quarter one due to slightly less positive feedback from some businesses on how fairly they had been treated.

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

3.16 NI 157 - Processing of planning applications

Quarter	Comparisons for Major applications		Comparisons for Minor applications		Comparisons for Other applications	
	2010-11	2009-10	2010-11	2009-10	2010-11	2009-10
Q1	60%	100%	87.7%	86.21%	97.5%	97.99%
Q2	75%	100%	92.5%	90.4%	90.8%	97.1%
Q3		40%		89.3%		92.1%
Q4		100%		90.9%		97%
Year-end total		78.6%		90.3%		95.7%

- 3.16.1 All three types of planning application indicators were above the Government targets.

3.17 Section 106 agreements

Quarter	Section 106 agreements 2010-11			Section 106 agreements 2009-10		
	Monies received (previous S106 agreements)	New S106 amounts agreed	Affordable housing units secured	Monies received (previous S106 agreements)	New S106 amounts agreed	Affordable housing units secured
Q1	0	£231,900	0	£0	£100,000	28
Q2	£10,000	0	0	£0	£69,812	3
Q3				£4500	£266,655	0
Q4				£0	£261,900	0
Year-end				£4500	£698,367	31

- 3.17.1 The Council is currently involved in discussions on several major schemes that will give rise to significant S106 agreements over a two to five year period. These include the Brunel College site, Thorpe Park, Royal Holloway, University of London, the former DERA site and St Peter's Hospital.

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

3.18 Infrastructure Tariff Obligations (Planning Infrastructure Contributions)

Quarter	Infrastructure Tariff Obligations 2010-11			Infrastructure Tariff Obligations 2009-10		
	Number of agreements (PP Issued)	Value of agreements	Amounts paid*	Number of agreements (PP Issued)	Value of agreements	Amounts paid*
Q1	5	£46,916.24	£24,923.54	7	£37,622.47	£10,387.81
Q2	1	£8,410.46	£18,289.02	4	£13,533.57	£5,199.25
Q3				7	£79,945.21	£0
Q4				5	£52,326.58	£5,521.61
Year-end				23	£183,427.83	21,108.67

- 3.18.1 There are still a low number of schemes starting the commencement of material operations (at which point the monies for infrastructure become due) and this is reflected in the monies received.

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

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

Quarter	No of NEET 2010-11	No of NEET 2009-10
Q1	51	97
Q2	94	95
Q3		85
Q4		72
Year-end total		72

- 3.19.1 There were 94 NEET young people (9.4% of Surrey NEET) in Runnymede this quarter, a figure comparable to the same period last year. There were approximately 1,359 young people aged 16-18 living in Runnymede or part of the Connexions cohort, giving a figure of 6.9% NEET in Runnymede (compared to the Surrey average of 4.5%). The proportion that have been NEET for more than six months is 18.1% (compared to the Surrey average of 20.1%).

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

3.20 Job Seekers Allowances Claimants (18-24)

Quarter	Number of 18-24 JSA claimants		Proportion of 18-24 working population		Proportion of all claimants (working age)	
	2010/11	2009/10	2010/11	2009/10	2010/11	2009/10
Q1	195	225	1.9%	2.3%	22.5%	23.2%
Q2	210	270	2.0%	2.8%	24.2%	27.0%
Q3		235		2.5%		23.6%
Q4		275		2.9%		26.1%
Year-end total		275		2.9%		26.1%

- 3.20.1 Runnymede's unemployment rate for 18-24 year olds (as measured by JSA claimants) has increased slightly since quarter one of this year, but at 2% is lower than at the same time last year. However, this age group now makes up nearly a quarter of all JSA claimants, despite being only 18% of the total working age population in Runnymede.

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

3.21 Allotment usage

Council managed sites:

Quarter	Total No of allotment plots		Total No of plots let		% of plots let		Total No of ploholders		No of people on waiting list	
	2010/11	2009/10	2010/11	2009/10	2010/11	2009/10	2010/11	2009/10	2010/11	2009/10
Q1	368	373	362	362	98.4	97.1	270	257	144	167
Q2	373	371	357	368	95.7	99.2	268	263	129	187
Q3		371		368		99.2		266		194
Q4		371		349		94.1		255		192
Year-end total		371		349		94.1		255		192

Self managed sites:

Quarter	Total No of allotment plots		Total No of plots let		% of plots let		Total No of ploholders		No of people on waiting list	
	2010/11	2009/10	2010/11	2009/10	2010/11	2009/10	2010/11	2009/10	2010/11	2009/10
Q1	236	236	236	236	100	100	236	236	71	71
Q2	236	236	236	236	100	100	236	236	71	71
Q3		236		236		100		236		71
Q4		236		236		100		236		71
Year-end total		236		236		100		236		71

3.21.1 A number of plots were terminated due to non-cultivation and have been offered to people on the waiting list. More plots may be terminated due to non-cultivation, as some plots taken on during the last quarter are yet to have any work carried out on them by the new tenants. The waiting list has been reduced, either by people leaving it voluntarily or being removed having not responded to correspondence. There are a number of plots on offer this quarter, with some in the process of having viewings arranged. One large plot has also been split to make to several average-size plots.

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

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

Quarter	ROAR attendance 2010-11		ROAR attendance 2009-10	
	Total participants	New participants	Total participants	New participants
Q1	1060	378	548	328
Q2	763	144	822	250
Q3			731	225
Q4			171	51
Year-end total			2272	854

3.22.1 Three weeks of after-school clubs were delivered twice-a-week in July at Englefield Green and Addlestone. These saw a total of 115 attendances and 48 new children. On 21 August a free Playday event was held at Runnymede Pleasure Grounds, Egham with a total of 400 children and parents attending. A week of ROAR sessions were held in the summer holiday, in parks and open spaces in New Haw, Ottershaw, Chertsey, Egham and Englefield Green. There were 648 attendances at these sessions and 96 new children taking part.

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

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

Quarter	Funding secured for SANGS 2010-11	Funding secured for SANGS 2009-10
Q1	£8,000.00	£2,000
Q2	£0	£0
Q3		£6,000
Q4		£2,000
Year-end total		£10,000

[In line with Natural England guidance, the impact of residential developments within 5km of the Thames Basin Heath Special Protection Area (SPA) can be managed by the provision of suitable alternative natural green space (SANGS), either through provision of new open space or significant improvements to existing sites. A contribution of £2,000 per additional dwelling in the 5km zone is invited to fund and maintain SANGS enhancements.

3.24 Waste and recycling

Quarter	Total household waste (tonnes)					
	2010-11			2009-10		
	Household	Trade	Total	Household	Trade	Total
Q1	5502.44	654.3	6156.74	4850.56	710.5	5561.06
Q2	4488.46	1000.94	5489.40	4849.22	589.44	5438.66
Q3				4596.03	584.67	5765.37
Q4				5375.52	654.9	6030.42
Year-end total				19671.33	2539.5 1	22210.84

Quarter	NI 191 - Residual household waste (kg)	
	2010-11	2009-10
Q1	159.31 kg	157.24 kg
Q2	146.27 kg	158.93 kg
Q3		149.58 kg
Q4		152.65kg
Year-end total		618.34kg

Quarter	NI 192 Percentage of waste re-used, recycled and composted	
	2010-11	2009-10
Q1	24.14%	25.22%
Q2	25.93%	24.52%
Q3		26.93%
Q4		23.52%
Year-end total		25.08%

3.24.1 Waste collection has decreased in quarter two by 360 tonnes compared to the same period last year. However, trade waste has increased considerably in quarter two by 411 tonnes, in comparison with 2009-10. There has been no large increase in trade customers to account for this rise.

3.25 Staff turnover and stability

Quarter	Staff turnover	
	2010-11	2009-10
Q1	7.93%	10.71%
Q2	7.11%	8.57%
Q3		9.14%
Q4		8.22%
Year-end total		8.22%

Quarter	Stability index	
	2010-11	2009-10
Q1	92.37%	90.44%
Q2	93.14%	91.78%
Q3		91.07%
Q4		91.78%
Year-end total		91.78%

- 3.25.1 These figures continue to mirror the national trend due to the current economic climate. The high stability (the number of staff employed at the beginning of the period who are still employed at the end) reflects the falling turnover.

[Figures for each quarter represent rolling-figures for the previous 12 months, e.g. Q1 figure is for year ending 30 June 2010. Staff turnover reports on the proportion of leavers compared to the number of employees; the stability index reports on the proportion of those employed for the duration of the period compared to those employed at the start].

THE COMMITTEE IS ASKED –

- i) to indicate whether it is content with progress against the Priority Performance Indicators; and**
- ii) to indicate whether it requires continued Priority Performance Indicators reports for the remainder of the performance year, in the light of the announcement by the Secretary of State regarding the end of the National Indicator Set.**

(TO RESOLVE)

Background Papers

None stated.

8. SERVICE PLAN 2010/11 – HALF-YEARLY PERFORMANCE AND CORPORATE EQUALITY PLAN 2010/11 (CE/DAL/DF)

1. Purpose of Report

- 1.1 **To advise the Committee on the half – yearly performance of the Committee’s Service Plan and to report progress on the Corporate Equality Plan 2010/11.**

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 At the 29 July 2010 meeting of this Committee, a report was brought forward noting the outturn position on the Committee’s Service Plan for the period up to 31 March 2010. This report and Appendix ‘C’ now sets out the position as at 31 October 2010.

3. Report

- 3.1 Members are invited to note the half-yearly position on the 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 At its meeting in July, the Committee noted that it was anticipated that the collective outcome of the Council’s Service Review programme would lead to the creation of a new Corporate Plan in 2011 and a review of the Sustainable Community Strategy. The Committee also noted that the means by which targets in this new Corporate Plan would cascade to individual Committees would also be reviewed as part of this process and that this might change the format of Service Plans, or indeed replace them altogether. It was therefore agreed that the Service Plan for the Committee should continue until 31 March 2011.
- 3.3 A new Corporate Equality Plan 2010/11 which brings together the separate departmental plans is attached at Appendix ‘D’

OFFICERS' RECOMMENDATION that –

the Service Plan half-yearly report for the Corporate Management Committee for 2010/11, as attached at Appendix ‘C’, and the progress on the Corporate Equality Plan 2010/11, as attached at Appendix ‘D’ be noted.

(TO RESOLVE)

Background Papers

None

9. UPGRADE TO THE MULTI-FUNCTIONAL DEVICES IN THE CIVIC CENTRE (CE)

1. Purpose of Report

1.1 **To advise Members of changes required to the Multi-Functional devices in operation in the Civic Centre to increase the reliability of the devices and to reduce the cost per copy to the Council.**

2. Background Information

2.1 Printing in the new Civic Centre environment has now settled down into an established pattern and it is clear that further operational savings can be made by reorganising the Multi Functional Devices (MFDs) in the business centre.

2.2 The use of the MFDs will be likely to increase when the full facilities of the MFDs are utilised, as will be the case as working practices develop. This will raise a number of issues that will have to be resolved.

2.3 At present there are 6 MFDs as shown in the table below:

	Location	Model	Notes
1	Business Centre 1	CS555	
2	Business Centre 2	MP4500	High Usage
3	Business Centre 3	MP4500	
4	Business Centre 4	CS555	
5	Council Chamber Lobby	MP4500	
6	Front of House	MP4500	Low Usage

2.4 The MP4500s, 2 and 3, have been exchanged with identical machines 5 and 6 as the volume of work they were processing was starting to have an impact on their reliability. An engineer attending to repair or adjust the device is part of the service contract and so does not add to repair costs, but does lead to a level of disruption that should be avoided.

3. Report

3.1 In order to obtain the maximum life out of the existing machines and to keep the levels of reliability as high as possible in an environment of higher throughput, it is proposed that 2 additional high speed MFDs are purchased and placed in Business Centres 2 and 4. The smaller capacity MFDs that are already there can be moved to new locations replacing machines at the end of their life, one within the Civic Centre and the other at the Council's Chertsey Depot, where a photocopier/printer is in urgent need of replacement.

3.2 The cost per copy will be lower with the replacement devices. This will enable the average cost per copy to be reduced even further and will consolidate the savings already achieved with the reduction in external printing costs.

4. Financial Implications

4.1 The replacement costs for the above items are indicated in Table 1 on the next page:

TABLE 1

Cost Breakdown

Item	Description	Unit Cost	No
Printer	Ricoh CS6000	£10,750	2
TOTAL		£21,500	

4.2 The capital programme includes a sum of £113,700 in 2010/11 to provide for the replacement of equipment, of which £25,000 is uncommitted.

5. IT Member Working Group

5.1 The IT Member Working Group considered this issue at its meeting on 26 October 2010 and agreed to recommend the course of action set out at paragraph 3.1 above.

IT MEMBER WORKING GROUP'S RECOMMENDATION that –

- i) the Multi-Functional Devices set out at paragraph 4.1 of this report be purchased at a sum not exceeding £21,500; and**
- ii) this expenditure be met from the Hardware Replacement Programme.**

(TO RESOLVE)

Background Papers

None stated

10. CALENDAR OF MEETINGS 2011/2012 (DAL)

1. To consider and recommend to Council the proposed Calendar of Meetings for the Municipal Year May 2011 – May 2012.
2. Copies of the Calendar have been previously circulated to Directors, Group Leaders and Committee Chairmen. The Calendar attached at Appendix 'E' is the version that was circulated to Group Leaders and Committee Chairmen. No comments have been received from Members.
3. The schedule of meetings largely follows the usual well established pattern. Members will note that a Training Day for newly elected Councillors has provisionally been scheduled for Tuesday 10 May 2011. Obviously, the calendar of meetings might be affected by any review of the committee structure.
4. For ease of reference, a diary schedule of the Committee dates is also attached at Appendix 'F'.

OFFICERS' RECOMMENDATION that –

the Calendar of Meetings for the Municipal Year 2011/2012 be approved.

(TO RECOMMEND)

Background Papers

None.

11. APPOINTMENTS TO OUTSIDE BODIES (DAL)

a) Mary Drew Almshouses - Appointment of Representative Trustee

Mrs Margaret Gibbon has resigned her Representative Trusteeship of the above Charity. She was appointed by the Council in May 2010 for a four year term of office, expiring in

December 2014. Accordingly, a replacement is now sought for the remaining period of her term of office. The person appointed can be a Member or Non-Member.

In May 2010, two Councillors expressed their interest in serving on this Charity as one of the Council's three Representative Trustees. They were Councillor P Taylor and Councillor D R Hamilton. It is understood that Councillor P Taylor would be prepared, if needed, to serve as a Representative Trustee on this Charity. The other Runnymede Borough Council Representative Trustees are:

Councillor H W V Meares (term expires 2011)	} Appointments to be considered in May
	} 2011.
Councillor P I Roberts (term expires 2011)	}

Members are reminded that Trustees do not act in the interests of the Council but use their judgement in the best interests of the outside body. In fact, in many cases, whilst acting as Trustee, they will be under a positive legal duty to act in the best interests of the outside body, rather than those of the Council. Council insurance will not cover them and they cannot be indemnified by the Council. However, the Trust will normally, as a matter of course, have taken out appropriate insurance so as to provide indemnity cover. It is understood that appropriate insurance has been taken out by this Charity.

OFFICERS' RECOMMENDATION that –

the Committee nominates a third Representative Trustee to serve until December 2014.

(TO RESOLVE)

- b) Magna Carta Trust - Second Nominated Representative and Appointment of Three Representatives to the Magna Carta 2015 800th Anniversary Committee

The Leader of the Council has asked that the Committee consider the appointment of Councillor D A Cotty as the Council's second nominated representative on the Magna Carta Trust. Under the Terms of the Magna Carta Trust, the Mayor of Runnymede is the nominated Trustee and since May 2010, Councillor P B Tuley, the immediate Past Mayor, has fulfilled the role of second representative, pending the confirmation of a second representative.

Councillor D A Cotty was subsequently appointed Chairman of the Runnymede Council Magna Carta 2015 Member Working Group on 28 September 2010.

With regard to the Magna Carta 2015 800th Anniversary Committee, the Leader has further suggested that Councillors P B Tuley, D A Cotty and H W V Meares be confirmed as the Council's three representatives thereon, with the Leader and Deputy Leader being substitute representatives, in the event that one or more of the three representatives is unavailable.

OFFICERS' RECOMMENDATION that –

the Committee is invited to consider the appointment of Councillor D A Cotty as Runnymede's second representative on the Magna Carta Trust and to confirm its three representatives and substitute representatives on the Magna Carta 2015 800th Anniversary Committee.

(TO RESOLVE)

Background Papers

DAL Committee Section File

12. FINANCIAL MONITORING STATEMENT (DF)

1. Purpose of Report

1.1 To inform the Committee of the latest financial projections for the 2010/11 financial year for corporate and business services.

2. Background Information

2.1 The Financial Monitoring Statement was introduced to all Committees in September 2006 to inform Members of the current financial position of the services under the remit of each Committee.

2.2 Each statement reflects an updated position based upon the 2010/11 estimates approved by this Committee in January.

3. Report

3.1 The statement at Appendix 'G' is split into two distinct parts:

- Projected budget and forecast
- Current year key budget indicators

3.2 The projected budget and forecast sections show any anticipated variations in the current year's budget. These variations are categorised as approved changes and other potential changes. The achievement of the revenue reductions programme approved by the Council is one of the Council's key performance indicators and these savings targets are now included in this section of each statement. Implications for the following three years are included for completeness so that the full-year effect of any changes can be seen

3.3 The second section of each statement sets out the key budget indicators for the significant areas of this Committee's budget. This indicates the actual income received set against the amount expected (the budget) for the period covered by each statement

(FOR INFORMATION)

Background Papers

None stated.

13. SAFETY COMMITTEE – MINUTES

The Minutes of the Safety Committee held on 22 September 2010 are attached at Appendix 'H'.

(FOR INFORMATION)

Background Papers

None

14. NEW HOMES BONUS – RESPONSE TO CONSULTATION PAPER (DF)

To follow.

15. INSTALLATION OF ENERGY SAVING ELECTRICAL EQUIPMENT FOR THE COUNCIL (DTS)

To follow.

16. EXCLUSION OF PRESS AND PUBLIC

OFFICERS' RECOMMENDATION that –

the press and public be excluded from the meeting during discussion of the following report under Section 100A(4) of the Local Government Act 1972 on the grounds that the report in question would be likely to involve disclosure of exempt information of the description specified in paragraph 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

a)	<u>Exempt Information</u>	<u>Paras</u>
17.	RUNNYMEDE CAB RENTSTART FUNDING AND THE RESPONSE OF VOLUNTARY SECTOR ORGANISATIONS TO THE BIG SOCIETY AGENDA	3
b)	<u>Confidential Information</u>	
	(No reports to be considered under this heading)	