



# Overview and Scrutiny Select Committee

Thursday 7 October 2010 7.30pm

**Council Chamber**  
**Runnymede Civic Centre, Addlestone**

## Members of the Committee

Councillors P B Tuley (Chairman), C J Chapman (Vice Chairman), H A Butterfield, Mrs R M Denby, J M Edwards, Mrs L M Gillham, A M Moore, C J Norman and A P Tollett

## AGENDA

### Notes:

- 1) Any report on the Agenda involving confidential information (as defined by section 100A(3) of the Local Government Act 1972) must be discussed in private. Any report involving exempt information (as defined by section 100I of the Local Government Act 1972), whether it appears in Part 1 or Part 2 below, may be discussed in private but only if the Overview and Scrutiny Select 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, Committee Section, Administration and Leisure Department, Runnymede Civic Centre, Station Road, Addlestone (Tel: Direct Line: 01932 425624). (Email: [john.gurmin@runnymede.gov.uk](mailto:john.gurmin@runnymede.gov.uk)).**
- 3) Agendas and Minutes are available on a subscription basis. For details, please ring Mr B A Fleckney on 01932 425620. Agendas and Minutes for all the Council's Committees may also be viewed on [www.runnymede.gov.uk](http://www.runnymede.gov.uk).
- 4) In the unlikely event of an alarm sounding, members of the public should leave the building immediately, either using the staircase leading from the public gallery or following other instructions as appropriate.

**If you need help reading this document please contact Denise Morley on 01932 425610 who will try to provide a reading service, a large print version, or another format.**

## বাঙলা

আপনি যদি ইংরেজি পড়তে বা বলতে না পারেন, ও এই লেখাটি পড়তে যদি আপনার কোনও সাহায্য লাগে তাহলে অনুগ্রহ করে 01483 750548 নাম্বারে উইটস লিঙ্কলাইন (WITS Linkline)-এর সাথে যোগাযোগ করুন ও আপনার নিজের ভাষায় একটা মেসেজ রাখুন।

## 简体中文

如果您无法阅读或说英语，需要协助以明白此文件，请与和景翻译服务处之语言专线连络 01483 750548，并用您的母语留下讯息。

## Italiano

Qualora non siate in grado di leggere o di parlare l'inglese, e necessitate assistenza che vi permetta di capire il presente documento, siete pregati di contattare la WITS Linkline allo 01483 750548 e lasciare un messaggio nella vostra lingua.

## اردو

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

## Polski

Jeżeli nie potrafisz czytać lub mówić po angielsku i potrzebujesz pomocy w zrozumieniu tego dokumentu, proszę skontaktować się z Linją Telefoniczną WITS pod numerem 01483 750548, zostawiając wiadomość w języku ojczystym.

## Español

Si no puede leer o hablar inglés, y necesita ayuda para entender este documento, por favor contacte a WITS Linkline al 01483 750548 y deje un recado en su idioma.

## **LIST OF MATTERS FOR CONSIDERATION**

### **PART I**

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

	<b><u>Page</u></b>
1. FIRE PRECAUTIONS	4
2. NOTIFICATION OF CHANGES TO COMMITTEE MEMBERSHIP	4
3. MINUTES	4
4. APOLOGIES FOR ABSENCE	4
5. DECLARATIONS OF INTEREST	4
6. INTERIM TREASURY REPORT AND PROPOSED REVISED ANNUAL INVESTMENT STRATEGY FOR 2010/11	5
7. PROGRESS IN ACHIEVING NET REVENUE REDUCTIONS	5
8. COLLABORATIVE SCRUTINY IN SURREY – REPRESENTATIVE ON SURREY WIDE SCRUTINY CO-ORDINATION GROUP	6
9. PROGRESS REPORT ON ENFORCEMENT OF PLANNING CONTROL	7
10. MEMBERS' ALLOWANCES IN SURREY DISTRICT AUTHORITIES	7
11. FUTURE WORK PROGRAMME FOR THE COMMITTEE	8
12. EXCLUSION OF PRESS AND PUBLIC	9

### **PART II**

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

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

1. FIRE PRECAUTIONS

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

2. NOTIFICATION OF CHANGES TO COMMITTEE MEMBERSHIP

3. MINUTES

To confirm and sign the Minutes of the Overview and Scrutiny Select Committee held on 8 July 2010 (attached at Appendix 'A') as a correct record.

4. APOLOGIES FOR ABSENCE

5. DECLARATIONS OF INTEREST

If Members have an interest in an item please record the interest on the form circulated with this Agenda and hand it to the Legal Representative or Committee Administrator at the start of the meeting. A supply of the form will also be available from the Committee Administrator at meetings.

Members who have previously declared interests which are recorded in the Minutes to be considered at this meeting need not repeat the declaration when attending the meeting. Members need take no further action unless the item in which they have an interest becomes the subject of debate, in which event the Member must leave the room if the interest is personal and prejudicial.

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

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

**“Prejudicial interests arising in relation to overview and scrutiny committees**

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

**Effect of prejudicial interests on participation**

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

(c) you must not seek improperly to influence a decision about that business.

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

6. INTERIM TREASURY REPORT AND PROPOSED REVISED ANNUAL INVESTMENT STRATEGY FOR 2010/11 (DF)

1. **Purpose of Report**

1.1 **To report treasury activity for the first five months of 2010/11; and**

1.2 **To consider changes to the Council's criteria for making investments and the consequent revisions to the Annual Investment Strategy for 2010/11.**

2. **Report**

2.1 In March 2010, the Council approved revised governance arrangements by which the Overview and Scrutiny Select Committee became the body responsible for scrutinising treasury management. The body that makes recommendations on treasury management is the Corporate Management Committee.

2.2 At its meeting on 3 February 2010, the Overview and Scrutiny Select Committee agreed that it would be appropriate to scrutinise proposed changes to the Treasury Management Strategy and Annual Investment Strategy after consideration by the Corporate Management Committee and prior to approval at full Council.

2.3 At its meeting on 30 September, the Corporate Management Committee will be receiving a report on treasury activity for the first five months of 2010/11 and considering changes to the Council's criteria for making investments and the consequent revision to the Annual Investment Strategy for 2011/11. The Agenda report to the Corporate Management Committee on 30 September is at Appendix 'B' and the comments of the Corporate Management Committee will be reported to the meeting. The Corporate Management Committee will be considering a revised Annual Investment Strategy for 2010/11, to be recommended to the Council for approval on 21 October, as set out in Appendix 'C'.

**OFFICERS' RECOMMENDATION that –**

**the Committee scrutinises the proposed revisions to the Council's Annual Investment Strategy, as set out in Appendix 'C', and forwards any comments on those proposed revisions to the Council.**

**(FOR CONSIDERATION)**

**Background Papers**

As listed in Appendix 'B'.

7. PROGRESS IN ACHIEVING NET REVENUE REDUCTIONS (DF)

1. **Purpose of Report**

1.1 **To report the Council's progress in achieving net revenue reductions.**

2. **Report**

2.1 As part of its work programme, the Committee periodically reviews the Council's progress in achieving net revenue reductions.

- 2.2 The Corporate Management Committee will be receiving a report on this matter at its meeting on 30 September 2010. A copy of the report is attached at Appendix 'D'. The comments of the Corporate Management Committee will be reported to the meeting.
- 2.3 The Committee is invited to consider whether it wishes to refer any comments on progress on this matter to the Corporate Management Committee.

**(FOR CONSIDERATION)**

Background Papers

None.

8. COLLABORATIVE SCRUTINY IN SURREY – REPRESENTATIVE ON SURREY WIDE SCRUTINY CO-ORDINATION GROUP (DAL)

1. **Purpose of Report**

- 1.1 **To outline the proposals for collaborative scrutiny in Surrey.**
- 1.2 **To invite the Committee to consider whether it wishes to nominate a representative to serve on the Surrey-wide Scrutiny Co-ordination Group.**

2. Report

- 2.1 A report from the Surrey Scrutiny Officers Group (SSOG) is at Appendix 'E' which sets out the framework for collaborative scrutiny in Surrey and invites all local authorities in Surrey to appoint one representative to serve on the Surrey-wide Scrutiny Co-ordination Group.
- 2.2 Collaborative scrutiny in Surrey has been developed by the SSOG and is intended to provide the means by which local authorities and key partners in Surrey (such as Surrey Police, Surrey Police Authority, the Primary Care Trust and Probation), can work together to carry out the scrutiny of decisions or activities which have strategic/county-wide implications and where a range of partners are responsible for delivery. It is envisaged that the process for collaborative scrutiny in Surrey will be used for scrutiny of the following areas:
- i) the Surrey Strategic Partnership and its thematic delivery partnerships
  - ii) Local Area Agreement improvement targets
  - iii) strategic crime and disorder matters.
- 2.3 A copy of the framework for collaborative scrutiny in Surrey as endorsed by the Surrey Strategic Partnership and Surrey Chief Executives is attached at Annex '1' to Appendix 'E'.
- 2.4 The SSOG had originally planned to hold a facilitated workshop for the partners to attend to offer their thoughts on the topics to be selected for joint scrutiny. However, because of the diminishing resources available to individual authorities and partner organisations, the SSOG propose instead to invite authorities and partners to complete an electronic survey of the topics that they would like to be considered for joint scrutiny.
- 2.5 The SSOG envisage that the electronic survey will be sent to all the authorities and partners involved during September 2010 and that the responses will be collated and analysed for consideration by the Surrey-wide Scrutiny Co-ordination Group. It is intended that this Group will consist of a Member from each Surrey local authority and advisers from key partner organisations and will meet to act as a "clearing house", identifying only those topics suitable for collaborative scrutiny by applying a set of agreed criteria.
- 2.6 The SSOG intend that the Co-ordination Group should have its first meeting in November 2010, to consider the topics selected and put forward the priority order of issues for collaborative scrutiny starting in 2011.
- 2.7 The SSOG consider that ideally the Co-ordination Group should comprise one Councillor representative from each of the twelve local authorities in Surrey and the Council is

accordingly invited by the SSOG to make an appoint a Councillor representative to serve on the Group.

**THE COMMITTEE IS ASKED –**

**if it wishes to appoint one Councillor representative from Runnymede to serve on the Surrey-wide Scrutiny Co-ordination Group, and, if so, to nominate a representative.**

**(TO RESOLVE)**

Background Papers

None

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

1. Purpose of Report

1.1 **To advise the Committee of the new reporting arrangements for the Progress Report on Enforcement of Planning Control.**

2. Report

2.1 This Committee has previously received the progress report on enforcement of planning control for information at each of its meetings. However, until recently, the Planning Committee, which is responsible for authorising planning enforcement action, did not receive this report.

2.2 At its meeting on 4 August 2010, the Planning Committee noted a report on enforcement of planning control which had been presented to this Committee at its meeting in July 2010.

2.3 The Planning Committee agreed that, in future, it should receive enforcement of planning control reports in the first instance, rather than this Committee, as such matters were within the remit of the Planning Committee. The Planning Committee also asked that future editions of this report should have dates of actions taken in order to show the chronological order of events.

2.4 Given the logic that it would be appropriate for the responsible Committee to receive the progress report on enforcement of planning control in the first instance, the report is not included on the present agenda for the Overview and Scrutiny Select Committee. However, the Planning Committee will receive the progress report on enforcement of planning control at its meeting on 27 October 2010 and that report will then be submitted to this Committee on 2 December 2010. In the future, progress reports on the enforcement of planning control will continue to be presented to the Overview and Scrutiny Select Committee.

**(FOR INFORMATION)**

Background Papers

None

10. MEMBERS' ALLOWANCES IN SURREY DISTRICT AUTHORITIES (DAL)  
(Ref: Minutes of Overview and Scrutiny Select Committee, April 2010, page 752, para.719)

1. Purpose of Report

1.1 **To report on Members' allowances decisions in Surrey district authorities.**

2. Background Information

2.1 At its meeting in April 2010, the Committee agreed that a brief report be prepared for the consideration of this Committee on Members' Allowances decisions of the other Surrey

district local authorities. The Committee envisaged that the report might form the basis of a press release pointing out the low level of Runnymede Members' remuneration.

3. Report

3.1 A comparison of total expenditure on Members' allowances for ten of the eleven Surrey district authorities for the year ending 31 March 2010, is at Appendix 'F'.

3.2 In connection with the next review of Members' allowances in Runnymede, the March 2010 Council meeting agreed to ask this Committee to examine the reports of the Independent Remuneration Panels and subsequent Council decisions of other Surrey authorities on Members' allowances to establish the reasoning behind them and whether any elements of common approach could be commended. The Committee would then make its report on these matters available to the Independent Remuneration Panel and Runnymede Members before the commencement of the next review.

3.3 The Committee discussed the timing of the report referred to in paragraph 3.2 at its meeting in April 2010. The next review of the Scheme will take place during the latter part of 2012, with a view to implementation in April 2013. In order that up to date information was available to the Independent Remuneration Panel (whose membership was to be considered before the next review) and subsequently to the Council, the Committee agreed at that meeting that it would be appropriate to commence work in April 2012 on the report referred to in paragraph 3.2.

**(FOR CONSIDERATION)**

Background Papers

Email correspondence with Surrey district authorities.

11. FUTURE WORK PROGRAMME FOR THE COMMITTEE (DAL)

1. Purpose of Report

1.1 **To seek the views of Committee Members on possible topics for the Committee to consider in future meetings.**

2. Report

2.1 There are a number of items on this Agenda which have been the subject of regular reports to this Committee.

2.2 This report puts forward other possible matters for consideration by the Committee and invites Members to suggest other issues for future discussion.

2.2 The Chief Executive reports that whilst the scrutiny role remains an important function in Overview and Scrutiny Committees, local authorities have increasingly developed the "overview" role by anticipating issues which are of significance to the community which require research and careful consideration and which might be future items for this Committee to consider, prior to reports being submitted on these matters by appropriate Committees. In Runnymede's case such matters might include:-

Flooding issues;

Delivery of affordable housing;

Climate change and air quality;

The impact of key national initiatives on the borough (examples would be the expansion of Heathrow Airport or the Crossrail project).

2.3 Based on the Committee's last discussion on potential future items, Officers also put forward the items listed at Appendix 'G' for consideration by the Committee as possible future agenda items. Members are invited to consider the items set out in Appendix 'G' and the topics outlined in paragraph 2.2 and to suggest any other matters which might be discussed by the Committee.

**THE COMMITTEE IS ASKED –**

**to consider whether it wishes to pursue any of the items which are listed at paragraph 2.2, or listed at Appendix 'G', and, if it wishes, to put forward any other items for the Committee's consideration.**

**(TO RESOLVE)**

Background Papers

None

12. EXCLUSION OF PRESS AND PUBLIC

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

**OFFICERS' RECOMMENDATION that –**

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

**(TO RESOLVE)**

**PART II**

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

a) Exempt Information

(No reports to be considered under this heading)

b) Confidential Information

(No reports to be considered under this heading)