



Corporate Management Committee

Thursday 2 February 2012 7.30pm

Council Chamber
Runnymede Civic Centre, Addlestone

Members of the Committee

Councillors P I Roberts (Chairman), H W V Meares (Vice-Chairman), A Alderson, M J Brown, J R Furey, Mrs L M Gillham, 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, Committee Section, Department of Corporate Governance and Assets, Runnymede Civic Centre, Station Road, Addlestone (Tel: Direct Line: 01932 425624). (Email: john.gurmin@runnymede.gov.uk).**
- 3) Agendas and Minutes are available on a subscription basis. For details, please ring Mr B A Fleckney on 01932 425620. Agendas and Minutes for all the Council's Committees may also be viewed on www.runnymede.gov.uk.
- 4) In the unlikely event of an alarm sounding, members of the public should leave the building immediately, either using the staircase leading from the public gallery or following other instructions as appropriate.

'see overleaf'

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اردو

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LIST OF MATTERS FOR CONSIDERATION

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PART II

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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 13 December 2011 (at Appendix 'A') and on 5 January 2012 (at Appendix 'B') (to follow) 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.

6. APPOINTMENT SUB-COMMITTEE MINUTES (CHGA)

1. This Council's current Personnel Policies and Standing Orders require, in the case of a Chief Officer appointment, that an Appointment Sub-Committee be constituted.
2. At its meeting on 27 October 2011, the Committee agreed that following the notice of resignation received from one of the Council's Chief Officers, the Corporate Head of Finance, that an Appointment Sub-Committee should be set up. Following the assessment process and interviews, the Council will in due course consider recommendations for the appointment to the post of Corporate Head of Finance.
3. The Committee also agreed that in order to minimise any period of interregnum, it would be necessary to appoint an Interim Corporate Head of Finance as the recruitment process for the permanent Corporate Head of Finance might extend beyond the notice of the current postholder.
4. The Committee agreed that the Sub-Committee be authorised to decide the appointment of an Interim Corporate Head of Finance and that the Sub-Committee's decisions be reported to this Committee.
5. The minutes of the Appointment Sub-Committee meetings held on 18 November 2011, 21 December 2011 and 6 January 2012 are attached at Appendix 'C' for information.
6. At its meeting on 6 January 2012, the Sub-Committee resolved to appoint Mr Alan Hill as an Officer of Runnymede Borough Council to hold the post of Interim Corporate Head of Finance.

(FOR INFORMATION)

Background Papers

None

7. PRELIMINARY CONSIDERATION OF MAYORAL SELECTION (CHGA)

In accordance with Standing Order 7, the following procedures apply for the selection of the Mayor and Deputy Mayor:

- i) preliminary consideration of candidates for the office of Mayor and Deputy Mayor will be undertaken by the Corporate Management Committee before the end of February in each calendar year;

- ii) the Corporate Management Committee will recommend a nomination for the office of Mayor and a nomination for the office of Deputy Mayor to the first Ordinary meeting of the Council in each calendar year; and
- iii) subject to such nominations being duly approved by the Council in accordance with paragraph ii) above, the nominees shall be put forward as candidates for the respective offices at the Annual Meeting in the following Municipal Year, provided they are still Members of the Council.

The Committee is therefore asked to consider candidates for the office of Mayor and Deputy Mayor and recommend a nomination for each office for 2012/2013 to the next Ordinary meeting of the Council.

(TO RECOMMEND)

Background Papers

None

8. 2012/13 BUDGET AND COUNCIL TAX (ICHF)

To follow.

9. PAY POLICY STATEMENT (CE)

1. **Purpose of Report**

1.1 **To agree the Pay Policy Statement for 2012/13 as required by the Localism Act.**

2. Background Information

2.1 There has been increasing debate about public sector pay issues in recent years, and a growing expectation that information would be in the public realm and published. The Annual Statement of Accounts includes some information on Officer remuneration, including detailed information relating to the most senior posts and pay banding for remuneration above £50,000.

3. Report

3.1 The Localism Act introduces the requirement for councils to produce pay policy statements. Statements must set out the Council's policies towards a range of issues relating to the pay of its workforce, particularly its senior staff and its lowest paid employees.

3.2 Pay Policy Statements will have to be prepared each financial year, beginning in 2012/13 and must be approved by full Council. The first annual statement must be published by 31 March 2012.

3.3 On 17 November 2011, the DCLG published draft guidance on the pay policy requirements, setting out the key policy principles that underpin the pay accountability provisions. Authorities must have regard to the guidance in performing their functions and approving pay policy statements. The guidance is subject to change with the deadline for submitting comments of 16 February 2012. Any subsequent changes in the guidance will be picked up in the Pay Policy Statements for future years.

3.4 The statement must set out the Council's policies for the financial year relating to:

- Remuneration of its Chief Officers
- Remuneration of its lowest paid employees
- The relationship between the remuneration of its Chief Officers and the remuneration of those employees who are not Chief Officers.

- 3.5 It is up to the Council to determine who its lowest paid employees are but they must give reasons as to why they have defined them as such.
- 3.6 For the purpose of the pay policy statement the term 'Chief Officers' in a local authority context is defined as set out in the 1989 Local Government and Housing Act:
- The Head of Paid Service (i.e. the Chief Executive)
 - The Monitoring Officer
 - A statutory Chief Officer and non statutory Chief Officer under section 2 of the Local Government and Housing Act 1989
 - A deputy Chief Officer mentioned in section 2 of that Act
- 3.7 At Runnymede the publication of remuneration for Chief Officers will include the Chief Executive, Directors, Corporate Heads and those posts reporting directly to them. This is a wider definition of 'chief officer' than that generally used at Runnymede, where the term 'chief officer' indicates those senior posts which sit on the Corporate Management Team, i.e. the Chief Executive, the two Directors and the two Corporate Head posts.
- 3.8 The statement must include the Council's policies relating to:
- The level and elements of remuneration for each Chief Officer
 - Remuneration of Chief Officers on recruitment
 - Increases and additions to the remuneration for each Chief Officer
 - The use of performance related pay for Chief Officers
 - The use of bonuses for Chief Officers
 - The approach to the payment of Chief Officers when they cease holding office under the Council or being employed by the Council
 - The publication of and access to information relating to remuneration of Chief Officers.
- 3.9 The term remuneration is defined as follows:
- The Chief Officer's salary
 - Any bonuses payable
 - Any charges, fees or allowances payable by the Council to the Chief Officer
 - Any benefits in kind to which the Chief Officer is entitled as a result of their office or employment
 - Any increase in or enhancement to the Chief Officer's pension entitlement where the increase or enhancement is as a result of the resolution of the Council
 - Any amounts payable by the Council to the Chief Officer on the Chief Officer ceasing to hold office under or being employed by the Council other than amounts that may be payable by virtue of any enactment.
- 3.10 The pay policy statement may also set out the Council's policies for the financial year relating to other terms and conditions applying to the Council's Chief Officers that are deemed relevant by the Council.
- 3.11 The first Pay Policy Statement for the financial year 2012/13 is at Appendix 'D' (to follow). An Equality Screening Assessment is at Appendix 'E'.

4. UNISON Comments

4.1 The comments of UNISON on this report will follow.

5. Council Policy

5.1 At Runnymede the Council's employment policies and procedures apply to all staff, including Chief Officers. The Pay Policy Statement sets out the current arrangements.

6. Resource Implications

6.1 Staff pay is a significant element of the Council's budget.

7. Legal Implications

7.1 Pay Policy Statements are required by the Localism Act and, once agreed, must be published on the Council's website. The statement must be approved by a resolution of Council before it comes into force and it can be amended by resolution after the financial year is underway but, if it is amended, it must be published on the Council's website. Once published, the Council must then comply with the pay policy statements when making any determinations on pay.

OFFICERS' RECOMMENDATION that –

the Pay Policy Statement, as set out at Appendix 'D', be approved.

(TO RECOMMEND)

Background Papers

The Localism Act 2011 – chapter 8 on Pay Accountability
Openness and accountability in local pay: Draft guidance under section 40 of the Localism Act
DCLG)

10. SUSTAINABLE COMMUNITY STRATEGY AND CORPORATE BUSINESS PLAN (CE)

1. Purpose of Report

1.1 **To note the contents and purpose of the Sustainable Community Strategy and the Council's Business Plan.**

1.2 **To approve the two documents to enable consultation with stakeholders to take place and to receive a report on feedback at this Committee's meeting in May 2012.**

1.3 **To note the objective of having both the Sustainable Community Strategy and the Corporate Business Plan in place from June 2012.**

2. Background Information

2.1 The last Sustainable Community Strategy was adopted by the Council and the Local Strategic Partnership in April 2008. Given the very different circumstances in which local authorities are now operating, the Strategy is no longer fit for purpose and needs to be updated. The draft at Appendix 'F' (colour copies have only been circulated to Members of the Committee) is intended to:

- Provide the vision for guiding the Council's work in partnership with other public sector bodies, the voluntary sector and commercial organisations over the next five years.
- Set out the high level aspirations for improving the environment, services and facilities afforded to our residents.
- Set out the challenges the Council faces and its strategies for achieving outcomes.

- Set a performance management framework which will enable annual appraisal of the Council's achievements in meeting the aspirations set out in the document.
- 2.2 The Sustainable Community Strategy is an outward facing document, which our partner agencies need to share, and which reflects the fact that many of our objectives will not be met without partnership working. Consultation is crucial to ensure that our partners share the vision set out in the document and are willing to engage with a view to resourcing many of the joint initiatives set out. It is proposed to give a period of two months for consultation, so that this Committee can assess the comments received with a view to publishing the new Strategy in June 2012.
- 2.3 The Council's Corporate Business Plan is largely an internal document setting out fifty actions which the Council intends to take as part of its leadership role in the community and in pursuit of providing value for money in its services. Whereas the Corporate Business Plan (CBP) (at Appendix 'G') (colour copies have only been circulated to Members of the Committee) may be of interest to external partners, it is about providing a framework for Members and Officers to judge Council performance against stated ambitions. Inevitably, with uncertainties over funding, the CBP may have to be reviewed frequently and may be subject to alteration. At the current time, it is considered that funding and capacity are sufficient to deliver the aspirations set out in the Plan.
3. Legal Implications
- 3.1 The Coalition Government has signalled its intent to repeal legislation which demands that authorities publish a Sustainable Community Strategy (SCS) from time to time. However, there is no timetable for the repeal of legislation and the requirement remains in force.
- 3.2 The SCS does carry weight in legal terms, for instance the Council's emerging Local Plan will have to have regard to it, in bringing forward the policies which will set the framework for development within Runnymede.
- 3.3 Both the SCS and the CBP have been the subject of consideration of the requirements of the Strategic Environmental Assessment (SEA) regulations through their development. An early iteration of the SCS screened positively and was duly scoped. This subsequent version has been changed significantly necessitating it to be screened again. Screening has determined that this version of the SCS will not be required to be further subject to the SEA regulations. However, it is likely that the more detailed policy documents which underpin the SCS and CBP as overarching documents will be subject to the SEA regulations. Amongst these more detailed strategies are the Housing Strategy and the Local Plan.

OFFICERS' RECOMMENDATION that –

- i) the Committee comments on, and then approves as working drafts, the Sustainable Communities Strategy (SCS) and Corporate Business Plan (CBP); and**
- ii) the drafts, as approved by the Committee, be the subject of consultation, with a view to reporting back to this Committee in May 2012 and adopting the SCS and CBP to guide policy making over the next five years from June 2012.**

(TO RESOLVE)

Background Papers

None

11. QUARTERLY BUDGET MONITORING REPORT: APRIL TO DECEMBER 2011 (ICHF)

1. Purpose of Report

1.1 To report progress against the General Fund revenue and capital budgets for 2011/12.

2. Background Information

- 2.1 The Budget for 2011/12 was set by full Council in February 2011.
- 2.2 The Financial Forecast was approved by the Corporate Management Committee in January 2011, and an updated summary included with the Budget Report presented to the Committee on 3 February 2011.
- 2.3 An updated Financial Forecast was presented to Council on 15 December 2011 and a revised General Fund Capital Programme was approved. The Forecast provides a basis for drawing up the detailed service budgets, including the Probable budgets for the current year. The Probable budgets were presented to the January cycle of committees for approval.
- 2.4 Budget Managers constantly monitor their budgets and are accountable for their budget and service performance.

3. Report

General Fund Revenue Budget

- 3.1 A summary General Fund monitoring report is set out in Appendix 'H' and sets net expenditure at the end of December 2011 against the approved budget at that date. Revised budgets for 2011 will have subsequently been approved during the January committee cycle. This report does not reflect these changes. A reconciliation of the Budget approved by the Council to the latest budget is set out below:

Budget for 2011/12 - Net Expenditure on Services		
	£000	£000
Approved Budget (February 2011)		13,503
Planned underspends brought forward		292
Supplementary Estimates:		
• Car parking Consultant (SO42 - May 11)	2	
• Purchase of Courier Van (SO42 - May 11)	2	
• Corporate Property Consultant (CMC - May 11)	80	
• Legal Services (CMC- June 11)	16	
• Magna Carta Feasibility Study (CMC - May 11)	50	
• Additional Resources for Legal (CMC – Sept 11)	3	
• Legal & Actuarial pensions advice (CMC – Dec 11)	30	
		183
Savings Targets:		
• Staff restructuring target	(271)	
• Staff restructuring target - Savings relating to HRA	7	
• Further Savings Proposals (Council - Oct 11)	(155)	
		(419)
Current Budget		13,559

- 3.2 Unspent budgets of £292,000 (planned underspends) were taken forward from 2010/11 to be spent in 2011/12. These mainly related to works and orders raised for goods and services that were not delivered by the year end. A list of these budgets was presented to the Corporate Management Committee in May 2011.
- 3.3 The Council has approved supplementary estimates totalling £183,000 in 2011/12.
- 3.4 Savings of £264,000 from the restructuring of senior management posts will be achieved from April 2011 as a result of the termination and pension costs being fully charged to 2010/11 (the Budget assumed that these would be discharged in 2011/12 and following years).

- 3.5 A further set of savings proposals were agreed by the Council at its meeting held on 20 October 2011.
- 3.6 The actual spend to date is set out in Appendix 'H'. This shows that net expenditure to date is £19.704m which is £0.790m less than the profiled budget. The projected year-end forecast at net expenditure on services level is an underspend of £466,000 and this is reflected in the individual budget reports submitted to the January cycle of meetings.
- 3.7 A schedule of significant (greater than £10,000) variances, based on comparing the current budget to the forecast outturn, is set out in Appendix 'I'.
- 3.8 Transfers to specific Revenue Reserves of £324,000 were included in the original budget. Of this sum £100,000 relating to the leisure centre budgets was saved as part of the savings target for the transfer of the services to the new Leisure Trust. This saving was originally identified in the Leisure Services line in the net expenditure on services. The remaining transfers of £224,000 have been withdrawn following approval to disestablish all replacement reserves as agreed at Council on 15 December 2011.
- 3.9 An additional transfer of £1.6 million from the Housing Revenue Account to the General Fund was approved at Council on 15 December 2011. This has been added to Appendix 'H' accordingly.
- 3.10 Investment income is expected to be £30,000 greater than expected because of improved cash flows – mainly a result of a slower than expected capital spend profile.
- 3.11 The New Homes Bonus allocation for 2011/12 is £430,103. The Budget assumed a receipt of £498,500, but this was based on a misunderstanding of the method of the calculation for the empty homes element of this new grant.
- 3.12 Taking account of all factors, the projected use of working balances is £0.039m.

Income Budgets

- 3.13 Income from sales, fees and charges are important in financing the Council's services, but they are vulnerable to market volatility. Appendix 'J' sets out the main sources of income and the progress against budgets. A schedule of the more significant variances between actual income and the budget profile is set out at the bottom of Appendix 'J'.

Staff Budgets

- 3.14 Staffing costs are a significant element of the Council's overall expenditure. Exempt Appendix 'I' summarises spend per department against budget for all salaries and wages along with any significant issues.

Capital Expenditure and Receipts

- 3.15 Appendix 'K' summarises capital spend and receipts. For capital expenditure, Appendix 'K' reports the original budget (as per the 2011/12 Budget Book), the current capital budget (approved as part of the updated Financial Forecast) and a prediction for the year-end outturn.

4. Legal Implications

- 4.1 Section 28 of the Local Government Act 2003 requires authorities to monitor their income and expenditure against their budget, and be ready to take action if overspends or shortfalls in income emerge. If monitoring establishes that the budgetary situation has deteriorated, authorities are required to take such action as they consider necessary. This might include, for instance, action to reduce spending in the rest of the year, or to increase income, or the authority might decide to take no action but to finance the shortfall from reserves.

(FOR INFORMATION)

Background Papers

None stated.

12. SAFETY COMMITTEE MINUTES

The Minutes of the Safety Committee held on 7 December 2011 are attached at Appendix 'L'.

(FOR INFORMATION)

Background Papers

None stated

13. 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 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>Para</u>
14.	CORPORATE PROJECT INITIATION DOCUMENTS	3
15.	RECYCLING CONTRACT (TO FOLLOW)	3
b)	<u>Confidential Information</u>	
	(No reports to be considered under this heading)	