



CORPORATE MANAGEMENT COMMITTEE

2 FEBRUARY 2012

APPENDICES

<u>APPENDIX</u>	<u>REPORT</u>	<u>PAGE. NOS</u>
A	MINUTES OF MEETING HELD ON 13 DECEMBER 2011	1
B	MINUTES OF MEETING HELD ON 5 JANUARY 2012	TO FOLLOW
C	MINUTES OF APPOINTMENT SUB – COMMITTEE MEETINGS HELD ON 18 NOVEMBER 2011, 21 DECEMBER 2011 AND 6 JANUARY 2012	6
D	PAY POLICY STATEMENT – 2012/13	TO FOLLOW
E	PAY POLICY STATEMENT – EQUALITY SCREENING ASSESSMENT	13
F	SUSTAINABLE COMMUNITY STRATEGY	CIRCULATED SEPARATELY
G	CORPORATE BUSINESS PLAN	CIRCULATED SEPARATELY
H	QUARTERLY BUDGET MONITORING REPORT : GENERAL FUND FINANCIAL MONITORING STATEMENT	14
I	QUARTERLY BUDGET MONITORING REPORT : SIGNIFICANT BUDGET VARIATIONS	15
J	QUARTERLY BUDGET MONITORING REPORT : INCOME BUDGETS	17
K	QUARTERLY BUDGET MONITORING REPORT : CAPITAL INCOME AND EXPENDITURE	19
L	SAFETY COMMITTEE MINUTES – 7 DECEMBER 2011	21

Runnymede Borough CouncilCORPORATE MANAGEMENT COMMITTEE13 December 2011 at 7.30 p.m.

Members of the Committee present: Councillors P I Roberts (Chairman), H W V Meares (Vice-Chairman), A Alderson, M J Brown, J R Furey, Mrs E Gill, P Taylor, P B Tuley, P J Waddell and G B Woodger

Members of the Committee absent: None

403. FIRE PRECAUTIONS

The Chairman read out the Fire Precautions.

404. NOTIFICATION OF CHANGE TO COMMITTEE MEMBERSHIP

The Group mentioned below had notified the Chief Executive of its wish that the change listed below be made to the membership of the Committee. The change was for a fixed period ending on the day after the meeting and thereafter the Councillor removed would be reappointed.

<u>Group</u>	<u>Remove from Membership</u>	<u>Appoint Instead</u>
Runnymede Independents	Councillor Mrs L M Gillham	Councillor Mrs E Gill

The Chief Executive had given effect to this request in accordance with Section 16(2) of the Local Government and Housing Act 1989.

405. EXTERNAL AUDIT ISA 260 REPORT

The Committee received a presentation from Mr Andrew Sayers, a Director of KPMG, the Council's External Auditor and from Mr Richard Irish, KPMG's Audit Manager, on matters arising from KPMG's audit of the 2010/11 Statement of Accounts.

The External Auditor had concluded his examination of the Council's accounts for the 2010/11 financial year and had issued an International Standard on Auditing (ISA) 260 report which was noted by the Committee. ISA 260 dealt with the communication of audit matters by the External Auditor to those charged with governance in an audited body. The report allowed the Council to consider the main issues arising from the audit of accounts before the formal approval of the Statement of Accounts for 2010/11.

In 1990, the Council had introduced a scheme whereby staff with 10 years satisfactory service with Runnymede qualified for a 10% final-year enhancement of salary. In February 2010, the Council had resolved that the final-year pay enhancement scheme be abolished with effect from 1 April 2011. The Surrey Pension Fund had queried whether the scheme was pensionable pay under the rules of the Local Government Pension Scheme (LGPS). In March 2011, Counsel's advice commissioned by Runnymede and the Surrey Pension Fund had concluded that the final-year salary enhancements were not pensionable pay. Runnymede had obtained a further Counsel's opinion as to the liabilities of the Council for these pensions (i.e. continue paying their pension, or come to another arrangement) should these pensions be reduced by the Surrey Pension Fund. This Counsel's opinion had reached the same conclusion. Members of Runnymede Borough Council had indicated that they would wish the Council to honour the pension promises made to pensioners, and the Statement of Accounts had been compiled on this basis. Therefore, the overall pension liability for the Council was unchanged, because the accounting treatment of the pension was broadly the same whether the pension liability was included within the LGPS or elsewhere. However, the liabilities for pensions that were incurred outside the LGPS were a direct charge to the General Fund. The liability for the final-year pay enhancement pensions totalled £1,418,000 at 31 March 2011 and this reduced the General Fund balance accordingly.

The cost comprised two elements. First, the pensions already paid up to March 2011 to pensioners in respect of the final year pay enhancement. This was estimated as £428,000. It was expected that this would need to be paid directly to the Surrey Pension Fund, although the amount and associated arrangements had not yet been agreed with the administrators of the Fund. The second part of the cost represented the liability to pay pensions into the future. This had to be calculated in accordance with accounting standards and represented the net present value of pensions expected to be paid into the future. The fund actuary had calculated this liability as £990,000 at 31 March 2011. It was noted that it would be necessary to recalculate this pension liability at the end of each year and that the Council, by paying this liability, was reducing the liability on the Surrey Pension Fund by an equal amount.

The External Auditor had noted that Runnymede intended to make a transfer from the Housing Revenue Account in order to bring the Council's General Fund balance to the position envisaged in the Financial Forecast. Based on this, Runnymede anticipated that it had sufficient reserves to cover its immediate requirements. However, the External Auditor had noted that Runnymede had in recent years been using its reserves to maintain services and had a relatively low level of reserves compared to other local authorities. Whilst it was planned to move to a position in the next two years where reserves were not used to fund current expenditure, this was a challenging target. Whilst the External Auditor was satisfied that the Authority had sufficient reserves to cover 2011/12, the revenue position in the medium and longer term was dependent upon Runnymede meeting savings targets and upon future asset sales and the timing of these sales was uncertain. If these asset sales were delayed, or realised less than anticipated, the Authority's usable reserves might fall below a minimum prudent balance or Runnymede might not have sufficient financial resources to meet the currently budgeted expenditure. The External Auditor had accordingly made a recommendation under Section 11 of the Audit Commission Act that Runnymede should undertake a detailed review of its financial position to satisfy itself that it would be able to maintain an appropriate minimum prudent level of reserves for the next five years. This review should include scenario analysis to consider the actions that might be required if, for example, the planned assets sales were delayed or the sale proceeds were less than anticipated.

Where the External Auditor had made a Section 11 recommendation, as in this case, the Authority was required to comply with Sections 11 and 12 of the Audit Commission Act. This required the Authority to consider the recommendation by making a report to a meeting within one month of the day on which the recommendation had been made, unless the External Auditor had agreed to extend the deadline. Following the meeting, the Authority had to notify the external auditor of the decisions made at the meeting regarding the recommendation and to publish a summary of the decision, once approved by the External Auditor, in a local newspaper. In this case, the External Auditor had agreed, as the Audit Commission allowed, to extend the time for the recommendation to be considered to 2 March 2012.

The Committee asked for further detail on the report which would be required under Section 11. It was noted that the report should include an analysis of various scenarios, but did not have to publish sensitive commercial information (e.g. the value of anticipated sales) in public. The Committee pointed out that the Council would not always sell assets for cash and on occasions it might be preferable to have lease rental income streams and the External Auditor recognised that this was an option and it would be the return on investment that would be the key factor. It was noted that the Council was proceeding on the basis of expansion and regeneration and was seeking to avoid reduction in services wherever possible. It was acknowledged that the New Homes Bonus Scheme would be an important source of income over the next few years. The External Auditor noted that the Committee was now receiving a quarterly financial review which provided it with an up to date analysis of the Council's financial position. The Committee stated that the Council could demonstrate a good record of service improvement and cost reduction, but there needed to be more work on scenario planning and risk analysis. The Committee stated that it would have liked to have seen some recognition in the External Auditor's report of the measures to achieve savings that had been implemented already and of the determination of Members and Officers of the authority to find further solutions to the financial challenges facing the Council. The External Auditor indicated that he would be available to discuss the Council's Section 11 report. The Committee agreed that consideration needed to be given to the way in which the report on the Section 11 recommendation was communicated to the press and public.

The corrected material audit differences identified by the External Auditor related to the pensions issues identified above and a revaluation of properties. The External Auditor had reviewed the adjustments made to restate accounts on the International Financial Reporting Standards (IFRS) basis, (this being the first year in which this was required) and was satisfied that they were

appropriate for the authority. The External Auditor had found the arrangements for valuation to be appropriate, apart from a change to the Council's housing stock valuation which had been corrected in the final statements. The draft management representation letter from the External Auditor to Runnymede was noted, including the fact that, having made appropriate enquiries, the Authority was satisfied that making transfers from the HRA to the General Fund was legal.

The Committee was pleased to note that the External Auditor reported that the quality of the accounts and working papers for Runnymede was higher than for many other district authorities.

RESOLVED that –

a report be submitted to the Committee by no later than 1 March 2012 containing a detailed review of the Council's financial position showing how the authority will be able to maintain an appropriate minimum prudent level of reserves for the next five years, as required by the External Auditor under Section 11 of the Audit Commission Act.

406. STATEMENT OF ACCOUNTS 2010/11

The Committee considered the Statement of Accounts and Annual Governance Statement for the 2010/11 financial year.

The Accounts and Audit Regulations 2011 required the Council to publish its Statement of Accounts for 2010/11 by 30 September. It had not been possible to meet this deadline because of the need to establish the legal background and correct accounting entries in respect of costs relating to final-year pension enhancements, as reported in the previous item on the External Auditor ISA 260 report. It would be necessary to recalculate the pension liability at the end of each financial year to take into account, as for all pension liabilities, the experience during the past year, updates to mortality information, and other relevant factors. There would inevitably be some volatility in the pension liability, especially because accounting standards required the discount rate used in calculating the net present value of the liability to be reset each year by reference to market conditions. Furthermore, with the passage of time, the net present value would "unwind" (i.e. estimated payments at net present values would be replaced by actual pensions paid) and this would probably leave an on-going additional annual charge to the General Fund. Officers were discussing the administrative arrangements for the payment of the final-year pay enhancement pensions with the Surrey Pension Fund.

The accounting entries had now been agreed with the Council's external auditors, and the audited accounts were now ready for approval. These were the first set of accounts for Runnymede Borough Council to be produced under International Financial Reporting Standards (IFRS). Up to 2009/10, the Council's accounts had been broadly compliant with "Generally Accepted Accounting Practices" ("UK GAAP"). The key changes in accounting practice arising from the introduction of IFRS were highlighted in the Financial Review contained within the Statement of Accounts. The role of the Council's valuation section in producing the IFRS compliant accounts was noted. In particular, implementing IFRS had required restating of the opening and closing Balance Sheets and the comparative information for the 2009/10 financial year. There had also been a requirement to rewrite the notes and disclosures within the statements to conform to the new standards.

The Statement of Accounts contained a financial review of 2010/11 by the Corporate Head of Finance, a statement of responsibilities, an auditor's report, financial statements and supporting notes, supplementary accounting statements and supporting notes, summaries of trust fund accounts administered by the Council and an Annual Governance Statement (AGS). The financial review provided a commentary on the financial activities of the Council during the year and, particularly, the significant items in the Statement of Accounts. The Committee noted a reconciliation of the change in the General Fund balance reported in the Movement in Reserves Statement to the position reported to the Committee on 26 May 2011. The report of the External Auditor on the accounts (the ISA 260 report) had been considered in the previous item.

The Accounts and Audit Regulations 2011 stated that the Council should ensure that the financial management and control systems were adequate and that there was effective risk management, include a statement of internal control, prepared in accordance with proper practice, in its financial statements, and conduct a review at least once a year of the effectiveness of its system of internal control. The Standards and Audit Committee had reviewed the internal control framework of the Council and the proposed AGS at its meeting on 8 February 2011. Upon consideration of the

evidence submitted, the Standards and Audit Committee had agreed that the internal control framework appeared adequate from their perspective. The Standards and Audit Committee had also received the draft AGS for 2010/11 at its meeting on 7 June 2011.

Authorities were required to publish their Statement of Accounts as soon as reasonably possible after the audit had been concluded. The Statement of Responsibilities had to be signed by the Corporate Head of Finance and the Chairman to signify the acceptance of the responsibilities in the production of the Statement of Accounts, and the AGS had to be signed by the Chairman and the Chief Executive.

The Committee noted that the reduction in liabilities for the Surrey Pension Fund could be mainly attributed to two factors, one being a change from the Retail Prices Index to the Consumer Prices Index in measuring pensions and the other being lower pay inflation rates than previously assumed. It was noted that the Council was not able to wind up Trusts in relation to land, unless the use of the land in question were to change.

The compilation of the Statement of Accounts was always a considerable task for the Accountancy Section. The transition to IFRS had significantly increased the workload of the section at a time when accounting resources had been reduced as a result of the restructuring following the deletion of the Director of Finance post. It was a testament to the hard work and dedication of the accountancy section that the draft statements had been produced by the deadline of 30 June.

The need to restate the accounts to reflect the fact that the final-year pay enhancements were not pensionable pay under the Local Government Pension Scheme had introduced further significant work. The Council had had to obtain legal and actuarial advice to establish the liabilities and obligations on the Council. Furthermore, the external auditor would charge for the significant additional time he had had to devote to auditing the Statement of Accounts (including commenting on the redrafts). There were potential further legal and other costs before this matter could be settled. The Committee agreed that it would be appropriate to approve a supplementary estimate of £30,000 to meet the estimated costs in 2011/12.

The Committee expressed its great appreciation of the work of Mr Hanger, the Corporate Head of Finance, in resolving the particular difficulties associated with finalising the accounts for 2010/11, thanked him for his contribution to the Council over many years and expressed its best wishes to him for the future.

RESOLVED that –

- i) the Statement of Accounts for the financial year 2010/11 be approved and the Chairman of the Committee sign the Statement of Accounts accordingly;**
- ii) the Annual Governance Statement contained in the Statement of Accounts for the 2010/11 financial year be approved and the Chairman of the Committee and the Chief Executive sign the Statement accordingly; and**
- iii) a supplementary revenue estimate of £30,000 be approved for the costs of legal and actuarial advice and the additional costs of the external auditor in respect of accounting for pensions for final-year pay enhancements.**

407. PROPOSED TRANSFER FROM THE HOUSING REVENUE ACCOUNT TO THE GENERAL FUND

The Committee considered whether to recommend a discretionary transfer of £1.6 million from the Housing Revenue Account to the General Fund.

The Council had made transfers from the Housing Revenue Account of £3m each in the 2006/07 and 2010/11 financial years. These had been made to support the General Fund whilst programmes of net revenue reductions had been introduced to bring income and expenditure into balance. The Committee had recommended a new Financial Forecast at its meeting on 24 November 2011. The Forecast indicated that further savings were required to bring the budget into balance.

Discretionary transfers from the Housing Revenue Account (HRA) to the General Fund were permitted provided that the Housing Revenue Account was in surplus and the Council was in negative HRA subsidy. Both of these conditions were met. Council housing finance would undergo a radical change from April 2012, when the self-financing system was introduced. The HRA subsidy system would be replaced by a one-off debt settlement. The use of the power to make a discretionary transfer from the HRA to the General Fund would not be available to English local authorities from the 2012/13 financial year. The Council's HRA Business Plan was nearing completion and the financial plan indicated that the HRA would be well placed to meet the challenges of the new system. The HRA Business Plan assumed an opening HRA balance of £1m. This was considered a reasonable minimum balance for financial and operational planning purposes. The latest projection for the HRA in 2011/12 indicated a balance at March 2012 of £2.6m. Therefore, there were sufficient funds in the HRA to make a transfer to the General Fund of around £1.6m. There was no impediment to making further transfers from the HRA in 2011/12 should circumstances change. There was no requirement to repay or reimburse the HRA for discretionary transfers.

The Committee agreed to recommend that a new transfer be made from the Housing Revenue Account to bring the General Fund balance back to the level broadly assumed in the Financial Forecast.

RECOMMEND that -

a transfer of £1.6 million be made from the Housing Revenue Account to the General Fund.

Chairman

(The meeting ended at 8.45 p.m.)

Runnymede Borough Council

APPOINTMENT SUB-COMMITTEE

APPENDIX 'C'

18 November 2011 at 3.00pm

Members of the Sub-Committee present: Councillors P I Roberts (Chairman), A Alderson, J R Furey, and G B Woodger

Members of the Sub-Committee absent: Councillor P J Waddell

ELECTION OF CHAIRMAN

Councillor P I Roberts was elected Chairman for the Municipal Year 2011/2012

APOLOGIES FOR ABSENCE

Apologies were received from Councillor P J Waddell

EXCLUSION OF PRESS AND PUBLIC

RESOLVED that –

the press and public be excluded from the meeting during the discussion of the following matters under Section 100A(4) of the Local Government Act 1972 on the grounds that the business would be likely to involve disclosure of exempt information of the description specified in paragraph 1 of part 1 of the Schedule 12A of the Act.

POST OF CORPORATE HEAD OF FINANCE

The Sub-Committee considered the appropriate action to take in the light of the recent resignation of the current Corporate Head of Finance, Mr R Hanger. The discussion had regard to those matters required to be determined by the Sub-Committee by law and under the Council's Standing Orders and Personnel policies and procedures.

a) Need for the Post

RESOLVED that –

the post of Corporate Head of Finance remains necessary.

b) Requirements of the post and recruitment procedure etc

The Sub-Committee considered in detail the terms and conditions of the post, arrangements for the recruitment and appointment, the job description and person specification.

The Sub-Committee also considered it prudent to appoint an Interim Corporate Head of Finance and other local authorities would be approached in this regard. The Sub-Committee considered that it would be appropriate for the Interim postholder to provide an assessment of the Finance Department at the end of their term of employment.

Minor changes to the Job Description and Person Specification were made to reflect the hours of the post and requirement for applicants to possess experience of transformational projects respectively.

RESOLVED that –

- a) **Officers be authorised to approach other local authorities to ascertain if they could provide an interim;**

- b) Solace Enterprises be appointed to advise on the
 - i) the permanent appointment of Corporate Head of Finance, and**
 - ii) the appointment of an interim Corporate Head of Finance, in the event that other local authorities cannot offer a person to act as an interim cover, until the permanent appointment is able to take up his/her appointment;****
- c) the Chief Executive and Solace Enterprises be authorised to draw up a shortlist of suitable applicants for the interim appointment to start work in early December;**
- d) a meeting be held by 9 December between the Chief Executive and Solace Enterprises to set the process for the permanent appointment; and**
- e) subject to final scrutiny by the Chief Executive, the job description and person specification for the permanent appointment and any specific requirements for the interim cover be approved.**

Chairman

(The meeting ended at 3.30pm)

Runnymede Borough Council

APPOINTMENT SUB-COMMITTEE

21 December 2011 at 2.30pm

Members of the
Sub-Committee present:

Councillors P I Roberts (Chairman), A Alderson, and G B Woodger

Members of the
Sub-Committee absent:

Councillors J R Furey and P J Waddell

FIRE PRECAUTIONS

The Fire Procedures were noted.

MINUTES

The Minutes of the meeting of the Sub-Committee held on 18 November 2011 were confirmed and signed as a correct record.

APOLOGIES FOR ABSENCE

Apologies were received from Councillors J R Furey and P J Waddell

EXCLUSION OF PRESS AND PUBLIC

RESOLVED that –

the press and public be excluded from the meeting during the discussion of the following matters under Section 100A(4) of the Local Government Act 1972 on the grounds that the business would be likely to involve disclosure of exempt information of the description specified in paragraph 1 of part 1 of the Schedule 12A of the Act.

INTERIM HEAD OF FINANCE – RECRUITMENT

The Chief Executive confirmed that he, the Head of Human Resources and/or the Head of Finance at Spelthorne Borough Council would interview a number of candidates for the post of Interim Head of Finance with a view to recommending a preferred candidate or candidates for consideration by the Sub-Committee at its next meeting on 6 January 2012.

CORPORATE HEAD OF FINANCE – RECRUITMENT PROCESS FOR PERMANENT APPOINTMENT

The Sub-Committee considered the process for the appointment of a new Corporate Head of Finance and timetable for the advertisement/selection process and final interview.

Steve Gillions and David Gooda of Solace attended the meeting and presented their proposed approach to the recruitment process.

Advertisement Strategy

David Gooda outlined the advertisement strategy.

The importance of selection of the right media to advertise the post was emphasised. Media such as Public Finance 'On Line', Guardian 'On Line' and Municipal Journal (MJ) would be used. The 'on-line' version of Accountancy Age was not considered appropriate.

Three example draft adverts were circulated and Members were asked to submit any comments thereon to David Gooda.

The Committee considered that the final advert should reflect the Runnymede context. The advert or recruitment pack should emphasise that the postholder would play a key role in the Corporate Management Team beyond the remit of finance, be responsible for driving change in the organisation as part of the Council's Borough Regeneration Plan, had the ability to address challenges facing the Council, had knowledge of transformation projects and had the ability to question working practices to secure greater efficiencies.

It was also considered that the salary quoted should state 'circa £70,000 not 'upto'.

As part of the recruitment strategy, a recruitment microsite would be set up which allowed candidates immediate access to detailed information about the role and its context within the Council. The Sub-Committee considered that the results of the SIMALTO exercise and most recent CPA report be included, with a letter from the Chief Executive setting out the Council's Culture and Vision.

Management of Applications

Steve Gillions outlined the process for management of applications.

The Sub-Committee considered that in addition to the advertisement of the post, contact should be made with specific individuals identified by Runnymede and Solace instead of a full executive search.

Solace would meet with the Head of Accountancy prior to longlisting of candidates.

Solace would receive and log all applications, deal with candidate queries and produce a written report on all applications received and present it to the Council for consideration.

Longlisting Stage

The candidate assessment strategy would comprise in-depth interviews to assess technical knowledge and skills, management and leadership styles and understanding of the requirements of the Council.

Solace would provide a generic interviewer with the technical financial expertise being provided by the Head of Finance at Spelthorne Borough Council. Psychometric tests would be undertaken at final stage and not at this stage.

The longlists would probably consist of between 10-12 candidates and Solace would report to Members on the longlisted candidates.

Final Stage

The assessment of a maximum of 6 shortlisted candidates would take place over 2 days.

Day 1 would comprise assessment exercises either for a half day or full day. The Sub-Committee considered that if the exercises were done in a half day the psychometric tests be undertaken 'on line' prior to attendance at the Assessment Centre. This needed to be specified in recruitment pack.

The Sub-Committee wished to see verbal presentations from the candidates followed by a QA session.

The Sub-Committee considered that a draft timetable be prepared showing key stages of the recruitment process so that a schedule of meetings could be drawn up to assist Members of the Sub-Committee.

Day 2 would consist of final interviews and Solace would provide the Council with informal feedback promptly after the end of the assessments and interviews.

An appointment was expected to be made by end of March with the successful candidate taking up post on 1 July 2012 at the latest.

RESOLVED that -

the process outlined above for the appointment of a new Corporate Head of Finance be approved.

Chairman

(The meeting ended at 3.35 pm)

Runnymede Borough Council

APPOINTMENT SUB-COMMITTEE

6 January 2012 at 11 am

Members of the
Committee present:

Councillors P I Roberts (Chairman), A Alderson, J R Furey and
G B Woodger

Members of the
Sub-Committee absent:

Councillor P J Waddell

FIRE PRECAUTIONS

The Fire Procedures were noted.

MINUTES

The Minutes of the meeting of the Sub-Committee held on 21 December 2011 were confirmed and signed as a correct record.

APOLOGIES FOR ABSENCE

Apologies were received from Councillor Waddell.

EXCLUSION OF PRESS AND PUBLIC

RESOLVED that -

the press and public be excluded from the meeting during the discussion of the following matters under Section 100A(4) of the Local Government Act 1972 on the grounds that the business would be likely to involve disclosure of exempt information of the description specified in paragraph 1 of part 1 of the Schedule 12A of the Act.

INTERIM CORPORATE HEAD OF FINANCE - APPOINTMENT

The Sub-Committee considered the appointment of an Interim Corporate Head of Finance.

The Chief Executive outlined the requirements of the postholder and workload associated with the post.

A number of candidates had been interviewed by the Chief Executive and he confirmed to the Sub-Committee that the preferred candidate was Mr Alan Hill who had over 25 years of high level management and strategic experience in the public sector, with 20 years at Chief Officer level. Mr Hill had experience of acting in various interim roles. Having considered the CV of Mr Hill, the Sub-Committee

RESOLVED that -

Mr Alan Hill be appointed as an Officer of Runnymede Borough Council to hold the post of Interim Corporate Head of Finance.

CORPORATE HEAD OF FINANCE - ADVERTISEMENT

The Sub-Committee considered the arrangements for advertisement of the post of Corporate Head of Finance and -

RESOLVED that -

- i) Municipal Journal (MJ) and Public Finance Magazine and Surreyjobs be used to advertise the post;**
- ii) the advert headline 'A Finance Role With More Potential' and body of advert as circulated be approved.**
- iii) the likely advertising dates of 23/26 January be noted.**
- iv) the Chief Executive in consultation with Chairman of Sub-Committee be authorised to finalise media/advertisement text for the post of Corporate Head of Finance.**
- v) a timetable of future Sub-Committee meetings be prepared.**

Chairman

(The meeting ended at 11.35 am)

EQUALITY SCREENING

Equality impact assessment guidance should be considered when completing this form.

POLICY/FUNCTION/ACTIVITY	LEAD OFFICER
Pay Policy Statement	Jan Hunt, Head of Human Resources

A. What is the aim of this policy, function or activity? Why is it needed? What is it hoped to achieve and how will it be ensured it works as intended? Does it affect service users, employees or the wider community?

To publish Runnymede's Pay Policy Statement as required by the Localism Act 2011.

The Pay Policy Statement must cover the Council's policies relating to the remuneration of its chief officers, the remuneration of its lowest paid employees and the relationship between the remuneration of its chief officers and the remuneration of employees who are not chief officers. The policy statement must be published annually, with the first Pay Policy Statement for the 2012/13 financial year to be published by the end of March 2012.

The Council's pay policy directly affects staff.

B. Is this policy/function/activity relevant to equality? Consider the following protected characteristics: race, disability, gender, gender reassignment, pregnancy/maternity, religion/belief, sexual orientation, marriage/civil partnership and age. Does the policy relate to an area in which there are known inequalities, or where different groups have different needs or experience? Remember, it may be relevant because there are opportunities to promote equality and greater access, not just potential for adverse impacts or unlawful discrimination.

The Council's pay policy affects all staff irrespective of protective characteristics.

Pay arrangements may have a differential impact only where they do not apply across the whole workforce. Remuneration for Chief Officer positions takes account of the level of responsibility and requirements of the posts and are not due to the protected characteristics of the postholders.

If the policy, function or activity is considered to be relevant to equality then a full equality impact assessment must be carried out and [C] below need not be completed.

C. If it is not considered to be relevant to equality, what are the reasons for this conclusion? What evidence has been used to make this decision? A simple statement of 'no relevance' or 'no data' is not sufficient.

The Pay Policy Statement reflects the position already set out in Runnymede's personnel policies and procedures and in the terms and conditions applying to employment. Any difference in approach (for example chief officer posts receive higher pay than other posts) is for objective, justifiable reasons and not linked to the protected characteristics of postholders.

This screening assessment must be referred to the Equality Group for challenge before sign-off.

Date completed: 9 January 2012

Sign-off by senior manager:

General Fund Financial Monitoring Statement

April 2011 to December 2011

Service Area	Current Budget £000	Profiled Budget £000	Actual to Date £000	Forecast Outturn £000	Forecast to Budget £000
Housing Committee (excl Rent Allowances)	1,907	1,272	1,337	1,877	(30)
Housing Committee - Rent Allowances	(622)	9,847	9,894	(620)	2
Community Services Committee	4,559	3,678	3,411	4,380	(179)
Environment & Sustainability Committee	3,232	2,339	2,116	3,096	(136)
Corporate and Business Services	2,096	1,530	1,051	1,904	(192)
Planning Committee	1,673	1,297	1,335	1,765	92
Crime & Disorder Committee	649	482	521	643	(6)
Licensing Committee	71	21	20	66	(5)
Regulatory Committee	37	28	19	25	(12)
Capitalisation of building works	(43)	0	0	(43)	0
Net expenditure on services	13,559	20,494	19,704	13,093	(466)
Accounting adjustments					
Reversal of depreciation charges	(1,724)			(1,490)	234
Cost of capital charge to HRA	(37)			(40)	(3)
Transfers to/from Reserves	324			(1,600)	(1,924)
New Homes Bonus	(498)			(430)	68
Council Tax Freeze Grant	(115)			(115)	0
Investment Income	(300)			(330)	(30)
Net General Fund Expenditure	11,209			9,088	(2,121)
Use of Working Balance	2,160			39	(2,121)
Budget Requirement	(9,049)			(9,049)	0
Formula Grant	(4,430)			(4,430)	0
Transfer from Collection Fund	(12)			(12)	0
Council Tax Demand	(4,607)			(4,607)	0

Housing Committee Note

During the year the Council pays out around £12m in housing rent allowances to private sector tenants. This works out at approximately £1m per month. This expenditure is coded directly to the Housing Committee expenditure codes. The subsidy that the Council receives (about £25m in 2011/12) is held in a central control account until the end of the year when all of the year end costs are available and the annual subsidy reconciliation is carried out. At this time, the Council establishes the appropriate sums for the subsidy receivable for council tax and rent rebate benefits and allocates them accordingly.

The budget has been profiled to take account of these factors and therefore the profiled budget column above increases beyond the annual budget by approximately £1m each month to mirror the expected pattern of the expenditure. The year end profile then returns to the original budget in anticipation of the allocation of the subsidy receipt.

As the year progresses it appears that the Council's housing costs increase

Significant Budget Variations Explained

The following table sets out the **significant** variances between the Current Budget and Forecast Outturn columns shown in the General Fund Financial Monitoring Statement (Annex 1). These items exclude the changes to the budget set out in paragraph 3.1 of the covering report. Further information can be found in relevant Service Committee budget reports being presented to the January cycle of meetings.

Key: F = Favourable variance; A = Adverse variance

Service area	Variance £	Reason
Community Transport	37,000 (F)	Contract income is greater than expected and costs are being contained
Leisure Centres	58,000 (A)	The original budget for the year included a savings target of £150,000 against the Leisure budget. The actual saving are approximately £192,000. This included the elimination of the transfer to reserves in the sum of £100,000. The remainder of the savings of £92,000 remain in the Leisure Services budget
Transfer to Reserves	100,000 (F)	
Leisure Development	21,000 (F)	Reduction in net costs of Fun Zone and VIBE schemes
Cemeteries	10,000 (F)	Income has exceeded expectations for this time of year.
Recycling	129,000 (F)	Negotiated savings in various contracts (£73,000); reduction in Bring site costs following lower usage (£20,000) and increase in income (£36,000).
Green Waste Collection	16,000 (F)	Lower than expected take up of the scheme. Reduced income of £43,000 offset by reduction in staffing requirement (£44,000) and lower disposal costs (£15,000).
Refuse Collection	50,000 (A)	Flats are still getting a weekly refuse service. It was (wrongly) assumed that from day 1 they would be part of the Biffa contract. Options being explored to hand over as many flats as possible by the end of the year. In the meantime, additional costs of extra refuse collections estimated to be £50,000.
Elections	10,000 (F)	Savings from holding joint election and referendum
Flood Mitigation	16,000 (F)	Additional income from contract work.
Land Charges	10,000 (F)	Income is ahead of profile. Presume that this trend will continue.
Corporate Properties	103,000 (F)	Savings in property holding costs of £15,000 and additional rental income of £36,000. A large contribution towards legal fees also received which is partially offset by the extension of an Officer post (see bullet point in Exempt Appendix 1).
Civic Centre	48,000 (F)	Unwinding of transitional surcharge on business rates £19,000 plus additional energy savings £15,000.
Chertsey Depot	15,000 (A)	Loss of parking income from yellow buses (space needed for recycling fleet)

Financial Services	13,000 (F)	Early achievement of some of the savings target from the restructuring of the Revenues Section
Planning	90,000 (A)	Net shortfall in fee income from planning (£40,000) and Building Control (£25,000); General savings target unlikely to be achieved in the current year (£25,000).
Safer Runnymede	32,000 (A)	Contract start date was estimated as April 2011; start date now likely in 2012 (£75,000) this loss of income is partially offset by the receipt of grants totaling £31,000 and a vacant post (£12,000).

Income Budgets - Sales, Fees & Charges
Quarterly Monitoring Statement April 2011 - December 2011

Cost Centre	Cost Centre Description	Current Budget £	Profiled Budget £	Actual Income £	Profile Variance £
EDPC	Pest Control and Dog Warden Service	-5,100	-3,825	-5,804	1,979
EOCC	Occupational Health, Safety and Welfare	-100	-100	-150	50
EPCC	Pollution Control - Contaminated Land	-1,040	-780	-605	-175
EPCG	Pollution Control - General	-510	-510	0	-510
EPCL	Pollution Control - LAPC	-6,256	-6,256	-8,290	2,034
ERCG	Green Waste Recycling	-246,658	-204,294	-212,595	8,301
ERCY	Recycling and Environmental Issues	-260,588	-146,252	-142,404	-3,847
EREF	Refuse Collection	-30,120	-15,060	-14,152	-908
ERTW	Trade Waste Collection	-504,100	-420,924	-404,077	-16,847
ESRO	Safer Runnymede - Operations	-204	-153	-94	-59
ESTC	Street Cleansing and Litter Squad	-710	-533	638	-1,170
FLRA	Alcohol & Related Licensing	-60,540	-74,334	-74,610	276
FLRG	Gambling Licences	-9,576	-8,455	-11,635	3,180
FLRO	Other Licences	-6,590	-1,669	-3,149	1,480
FLRT	Taxi Licensing	-90,254	-70,143	-71,064	921
GEDE	Eileen Tozer Day Centre	-7,138	-5,354	-6,823	1,470
GEDM	Manor Farm Day Centre	-6,826	-5,120	-5,378	258
GEDO	The Orchard Day Centre	-5,716	-4,287	-2,538	-1,749
GEDW	Woodham & New Haw Day Centre	-4,302	-3,227	-4,042	815
GELD	Community Services - Admin	0	0	-41	41
GEME	Eileen Tozer Meals	-40,700	-30,525	-35,498	4,973
GEMM	Manor Farm Meals	-40,700	-30,525	-32,035	1,510
GEMO	The Orchard Meals	-22,200	-16,650	-5,230	-11,420
GEMS	Meals on Wheels Service	-146,500	-94,952	-94,028	-924
GEMW	Woodham & New Haw Meals	-52,725	-39,544	-38,390	-1,154
GETC	Community Transport	-68,790	-51,593	-43,997	-7,596
GPHS	Housing Enforcement (Standards)	-7,500	-7,500	-7,789	289
GYPE	Elm Farm Gypsy Caravan Site	-6,688	0	0	0
GYPP	The Paddocks Gypsy Caravan Site	-6,388	0	0	0
LCCA	Cemeteries - Addlestone	-40,050	-24,362	-25,717	1,355
LCCC	Cemeteries - Chertsey	-32,610	-30,386	-30,559	173
LCCE	Cemeteries - Englefield Green	-68,380	-46,319	-52,133	5,814
LCCT	Cemeteries - Thorpe	-24,560	-14,005	-12,698	-1,307
LCMG	Museum Service - General	-10,886	-8,165	-4,937	-3,227
LCMP	Museum Project	0	0	-1,135	1,135
LCMS	Museum Shop	-4,284	-3,213	-4,726	1,513
LDDS	Leisure Development - Sports Development	-3,162	-2,372	-2,414	43
LDYC	Runnymede Youth Council	0	0	-887	887
LHCH	Public Halls - Chertsey Hall	-75,360	-56,520	-50,425	-6,095
LHHC	Public Halls - The Hythe Centre	-95,130	-71,348	-84,115	12,767
LHTV	Public Halls - Thorpe Hall	-17,696	-13,272	-6,527	-6,745
LPAP	Parks & Open Spaces - Aviator Park	-102	-77	0	-77
LPCR	Parks & Open Spaces - Chertsey Rec	-26,504	-19,980	-24,941	4,961
LPHR	Parks & Open Spaces - Heathervale Rec	-10,102	-6,367	-6,637	270
LPMR	Parks & Open Spaces - Minor Recs	-306	-306	-185	-121
LPOA	Parks & Open Spaces - Orchard & Abbey	-2,926	-2,401	-2,457	56
LPOM	Parks & Open Spaces - Ottershaw Park	-10,714	-8,036	-9,289	1,253
LPVP	Parks & Open Spaces - Victory Park	-5,708	-4,281	-4,110	-171
LYPS	Play and Youth - Summer Playscheme	-21,872	-21,872	-19,589	-2,283
LYSS	Play and Youth - Splash Scheme	-16,000	-16,000	-9,106	-6,894
MBPA	Runnymede Business Partnership	-102	-77	0	-77
MCOI	Civic Centre - Income	-102	-102	-1,209	1,107
MDEP	Chertsey Depot	-18,900	-14,175	-3,150	-11,025
MEMA	Tariff & Energy Management	0	0	-15	15
MLIO	L&P - Inc - Other Properties	-400	-400	-660	260
MLSH	L&P - SC - 9-12 Charter PI & 7 High St	0	0	-3,518	3,518
MLSM	L&P - SC - 153/155 Station Rd & 1-5 Man	0	0	-809	809
MLSS	L&P - SC - 40-58 Station Road	0	0	-1,831	1,831

Income Budgets - Sales, Fees & Charges
Quarterly Monitoring Statement April 2011 - December 2011

Cost Centre	Cost Centre Description	Current Budget £	Profiled Budget £	Actual Income £	Profile Variance £
MLST	L&P - SC - 131-137 Station Road	0	0	-1,161	1,161
MPDA	Car Parks - Addlestone	-40,200	-30,150	-28,511	-1,639
MPDC	Car Parks - Chertsey	-164,800	-153,508	-148,304	-5,203
MPDE	Car Parks - Egham	-205,800	-150,515	-227,437	76,922
MPDG	Car Parks - Englefield Green	-29,500	-22,064	-18,538	-3,526
MPDO	Car Parks - Ottershaw	-100	-75	-85	10
MPDV	Car Parks - Virginia Water	-72,100	-58,682	-59,371	689
MPGE	Car Parks - General	-100	-75	-0	-75
MPOA	On Street Parking CPZ - Hythe	0	0	-2,873	2,873
MPOS	On Street Parking Enforcement	-90,000	-67,500	-56,941	-10,559
MRTY	Travel Initiative - Yellow Buses	-123,000	-92,250	-91,025	-1,225
PBCF	Building Control Fee Related	-339,700	-254,775	-255,040	265
PDFG	Development Control Fee Related	-528,000	-396,000	-339,179	-56,821
PDNA	Development Control Appeals	0	0	-2,210	2,210
PDNG	Development Control Non Fee Related	-13,900	-10,425	-10,220	-205
PPOL	Planning Policy and Implementation	0	0	-23	23
RBEB	Borough Elections	-108	-108	-166	58
RFSI	Finance & OP - Sundry Income	0	0	-1,815	1,815
RLLC	Local Land Charges	-260,104	-195,078	-214,469	19,391
RROE	Registration of Electors	-3,060	-3,060	-3,276	216
TACO	Committees Services	-510	-510	0	-510
TCCS	Computer Services	-102	-77	-1,265	1,188
TFIN	Insurance Services	-7,974	-4,752	-3,899	-853
TFRC	Income Services - Cash	-8,000	-6,000	-6,149	149
TTSS	Procurement Services	-808	-337	-304	-33
WLDP	Private Drain Blockages	0	0	-1,119	1,119
Total Sales, Fees and Charges		-4,012,241	-3,052,537	-3,060,940	8,403

Significant Variances Explained

Most income variations can be explained by the timing of the actual receipts differing from their budget profile. Some variations will have corresponding increases/reductions in expenditure to partially offset the variances. The more significant or note worthy variations are explained below:

- Green Waste Recycling: The increased number of subscribers following the change to fortnightly domestic refuse collections was not as high as anticipated. Income is now expected to fall short of its target by £15,000.
- Trade Waste: Income is lower than anticipated. There will be offsetting savings, particularly from disposal costs, to offset the reduction.
- Meals Service (Day Centres and Meals-on-wheels): The Orchard Day Centre closed at the end of June and this variance will be accounted for in the overall anticipated saving.
- Chertsey Depot: Income from renting out the Depot for parking Yellow buses is now foregone (space needed for the recycling fleet). This will create a shortfall of £15,000 in the current year.
- Car park income: Income is ahead of the budget profile. The budget assumed that the development scheme at The Precinct would commence in April 2011 and that P&D income would cease and be replaced by a compensatory payment from the developer (£89,000 included in the budget for a full year).
- Development Control: The budget included £50,000 relating to an increase in fees which has now been deferred until October 2012.
- Local Land Charges: Income to date higher than anticipated. It is anticipated that the year end figure will be £12,000 higher than the original budget.

Capital Income and Expenditure

Quarterly Monitoring Statement April 2011 - December 2011

APPENDIX 'K'

2011/12 BUDGET BK	CURRENT BUDGET	ACTUAL ACTIVITY	FORECAST OUTTURN	COMMENTS
£	£	£	£	

CAPITAL EXPENDITURE

Housing Schemes

Improvement Grants (Capital)	478,000	589,393	243,614	589,393	Hsg Cttee - March 2011
Housing Improvement Loans	65,500	40,000	34,473	40,000	
Tenants Cash Incentive Scheme	40,000	0	0	0	
Grants to RSLs:					
Blue Ball Lane, Egham	0	120,000	0	120,000	Budget c/fwd from 2010/11
Woodham Lane supported Housing Scheme	0	80,000	0	80,000	Hsg Cttee - June 2011
Remaining provision for new schemes	1,500,000	250,000	0	250,000	Hsg Cttee - March 2011
Capitalised Housing Repairs	3,045,600	3,024,000	1,423,024	2,750,000	
Purchase of 66 Roundway, Egham	0	83,000	83,000	83,000	Budget c/fwd from 2010/11
	5,129,100	4,186,393	1,784,111	3,912,393	

Community Services

Day Centre vehicle replacements	0	0	0	252,200	Purchase brought forward
	0	0	0	252,200	to secure better deal.

Leisure Services

Chertsey Allotment Project	0	2,300	(5,825)	2,300	Budget c/fwd from 2010/11
Play Area Refurbishment (Pooley Green)	0	44,800	372	44,800	CS Cttee - Sept 2011
Frank Muir Skate Park	0	0	(4,151)	0	Outstanding Commitment
Hythe Park - Adventure Play area	0	0	(4,179)	0	Outstanding Commitment
Addlestone Cemetery Extension	199,600	0	0	0	Subject to Cttee approval
ELC Fitness Equipment Replacement	40,000	0	0	0	Subject to Cttee approval
ALC Fitness Equipment Replacement	30,000	30,000	3,753	30,000	Subject to Cttee approval
Victory Park pavilion repair	0	0	(1,373)	0	Outstanding Commitment
Addlestone play builder project	0	0	(2,915)	0	Outstanding Commitment
Play area refurbishments 2010-11	100,000	0	0	0	Subject to Cttee approval
Parks vehicle replacement	17,500	0	0	0	Subject to Cttee approval
	387,100	77,100	(14,318)	77,100	

Environmental Services

Waste / Recycling Initiatives	10,000	10,000	0	0	Subject to Cttee approval
Replacement Vehicle Provision:					
Purchase of 12 tonne compact vehicle	0	87,200	87,198	87,200	SO42 - March 2011
Purchase of 3 Refuse Collection Vehicles	0	396,000	0	396,000	E&S Cttee - Sept 2011
Purchase of Transit Van	0	4,500	4,267	4,300	E&S Cttee - Sept 2012
Remaining provision for replacements	50,000	87,300	0	11,000	Budget c/fwd from 2010/11
Replacement Graffiti Team vehicle	0	36,000	0	0	Budget c/fwd from 2010/11
	60,000	621,000	91,465	498,500	

Crime & Disorder

CCTV Replacement Provision	100,000	100,000	86,615	100,000	
Elmbridge & Epsom contract works	0	301,200	0	301,200	CMC - Sept 2011
	100,000	401,200	86,615	401,200	

Economic Development

Capital Income and Expenditure

Quarterly Monitoring Statement April 2011 - December 2011

	2011/12 BUDGET BK	CURRENT BUDGET	ACTUAL ACTIVITY	FORECAST OUTTURN	COMMENTS
	£	£	£	£	
Strategic Maintenance (Year end transfer)	43,400	43,400	0	43,400	
Purchase of Tulk Field	47,000	47,000	0	47,000	Budget c/fwd from 2010/11
Bemonds Allotment Remedial Works	0	9,200	8,361	9,200	Budget c/fwd from 2010/11
Civic Office Project Phase 1 (New Build)	0	0	(147,830)	0	Outstanding Commitment
Civic Office Project Phase 2 (Car Park)	405,100	0	0	0	
56-56a Station Road Addlestone	0	8,400	0	8,400	Budget c/fwd from 2010/11
Diversion of Sewer at Civic Centre	0	7,400	0	7,400	Budget c/fwd from 2010/11
Purchase of Devonshire House, Addlestone	0	1,040,000	1,040,000	1,040,000	CMC - April 2011
Car Park Pay and Display Machines	92,000	42,000	480	42,000	EDC - March 2011
Literary Institute Flat Conversion	0	50,000	3,821	50,000	SO42 - July 2011
	587,500	1,247,400	904,832	1,247,400	

Corporate Services

Capital Grant Aid	30,000	58,500	19,654	58,500	Budget c/fwd from 2010/11
Capital Grant Aid to Scouts and Guides	3,000	3,000	3,000	3,000	
	33,000	61,500	22,654	61,500	

Information Systems

Civic Office Project Phase 1 - IT Project	0	0	(1,590)	0	Outstanding Commitment
Planning System Upgrade	0	11,600	3,753	11,600	Budget c/fwd from 2010/11
Total Finance system	0	6,000	(2,535)	6,000	Budget c/fwd from 2010/11
PARIS ELMS module	0	4,800	0	4,800	Budget c/fwd from 2010/11
Replacement of IT Hardware 2010-11	0	8,500	6,025	8,500	Budget c/fwd from 2010/11
GIS Datasets	0	16,200	15,347	16,200	Budget c/fwd from 2010/11
ICT Upgrades & Developments Provision	100,000	100,000	0	100,000	Subject to Cttee approval
E-forms/Real Time Internet Payment System	0	8,000	0	8,000	Budget c/fwd from 2010/11
Achieve Lifestyle Computer System	0	0	2,543	2,500	Commitment underprovision
ICT Hardware Replacement Provision:					
New Councillors ICT Provision	0	2,700	0	2,700	SO42 - March 2011
IT Security Updates	0	14,500	0	14,500	CMC - 24 Nov 2011
Server replacements	0	27,600	0	27,600	CMC - 24 Nov 2011
Remaining provision for new schemes	138,800	96,700	0	96,700	Subject to Cttee approval
	238,800	296,600	23,543	299,100	

Total capital expenditure	6,535,500	6,891,193	2,898,902	6,749,393
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CAPITAL RECEIPTS

HRA Receipts	(2,501,700)	(503,700)	(426,018)	(503,700)
General Fund Receipts	(3,240,500)	(1,025,000)	(396,845)	(1,025,000)

Total Capital Receipts	(5,742,200)	(1,528,700)	(822,863)	(1,528,700)
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Notes of Runnymede Safety Committee Meeting
2 p.m. Wednesday, 7th December 2011

Present:

Andy Cryer	(AC)	Housing & Community Services. Chairman
Ed Keith	(EK)	Municipal Safety Advisor, Secretary
Clare Pinnock	(CP)	UNISON
Dave Stedman	(DS)	DSO Manager
Peter Sims	(PS)	Director of Technical Services
Nigel Boyd	(NB)	Head of Revenues
Jan Hunt	(JH)	Head of HR
Jenny Soffe	(JS)	Department of Administration & Leisure

Apologies for Absence:

Julie May	(JM)	IT Section
Dennis Speight	(DNS)	Head of Environmental Protection.
Brian Mannian	(BM)	Principal Building Manager

2. NOTES OF MEETING HELD ON 7th SEPTEMBER 2011

ACTIONS

It was mentioned that there should have been a reference under 12. Alcohol & Drugs to reviewing available drug testing kits for possible use under the policy. EK to assess and recommend suitable kits
 The rest of the minutes were passed as a true record.

EK

3. MATTERS ARISING NOT ON ROLLING LIST

There were no matters arising.

4. ROLLING LIST OF OUTSTANDING ITEMS

i. **Safety Management System** – EK's meeting with the head of IT and Stuart Mann indicated that it was possible to share Spelthorne's system depending on shared costs. EK to obtain costing from Stuart Mann and draw up business case for the shared system.

EK

ii. **Bomb Procedures** – BM and the emergency planning officer are re-writing the procedures to tie into the business continuity and resilience management plan. Out of hours security checks of the civic centre will form part of the procedure. BM agreed to circulate the Bomb Procedures to safety committee members when completed. Ongoing

BM

iii. **Heating and ventilation** – Issues with drafts and temperature variations, due to windows and controls. While still receiving complaints from a couple of areas, the situation is much improved. It was noted that there were issues with motors and controllers for opening the side windows on the first floor. Ongoing.

BM

iv. **Card Access at Barrier** – Proximity to kerb/hole at ramp – to access the proximity reader it is necessary to park very close to the kerb and stretch upwards, making it extremely difficult for a disabled driver to use the two disabled parking bays in the undercroft. To await for Phase Two works.

v. **Civic Centre – Reception – Cold drafts.** – Adjustments have been made to doors and windows to improve ambient temperatures and the situation is being monitored.

BM

- vi. **Safety Committee Vacancy** – There was a limited response, with no volunteers. To be re-advertised in the next personnel bulletin. **EK/JH**
- vii. **Drivers Policy – Grey Fleet** – Being rolled out across Housing, Community Services and Leisure. **AC**
- viii. **Drivers Policy – Medical Checks** – The council will operate a five yearly medical assessment policy for all drivers; of council fleet vehicles; who are aged 45 or over. EK to place paragraph in H & S and Drivers Policies. **EK**
- ix. **Alcohol & Drugs – Intoximeter – Training for use.** Following discussion places on the course were agreed as follows: DSO – 6 places, Community Transport – 3 places, Personnel – 1 place, Leisure – 1 place and one for the Municipal Safety Advisor. Once the training has been carried out, the policy and procedure will be widely publicised to staff. Training to take place on 8th December. **DS**
- x. **Occupational Health** – The present Occupational Health contract expired in March and is continuing on a monthly basis while the new tender document is being prepared, and will be ready to go out soon. **JH**
- xi. **Safety Liaison Links** – Following discussion it was agreed that EK should establish links with the police, library and the new SCC staff. EK has established contacts with Andy Lloyd – Police, Heather Eades – Library and Radoslav Bashev – SCC Runnymede Locality Team.
- 5. STRESS**
- CIPD annual absence management survey shows that stress is one of the most important reasons behind long term sickness absence from work and stress-related absence is increasing. **EK**
- JH introduced details of a staff survey which she had received. This was discussed and agreed that a recommendation go to directors to carry out this survey. PS to take to CMT meeting on 19th December 2011.
See http://www.vfmsurveys.co.uk/VFM_Surveys/Home.html for details
- 6. DSE**
- Had four new returns after office reorganisation – still some outstanding. Will review in the new year after obtaining an up to date staff list. It was also agreed that DSE assessment should be added to the 6 month induction checklist filled in by managers. **EK**
- 7. FIRE**
- It was noted again that the Car park barrier does not lift, or stay raised, during fire evacuation. There is also a security issue with it being possible to raise the barrier by just pressing the switch on the wall. PS to discuss options with BM. **PS/BM**
- EK mentioned that he had attended a meeting arranged by housing maintenance with consultants RPA to discuss property fire risk management.
- Following comments on fire risk assessment from fire protection officers at a meeting with building control and housing maintenance, EK will arrange a meeting with fire protection. **EK**
- Following the office reorganisation, new fire plans are being drawn up for the upper ground floor and fire training will be given to SCC Runnymede Locality Team fire wardens. **EK**
- 8. RISK ASSESSMENTS**
- Following a slow response to the action from Audit to get formal list of Risk Assessments & Managers from departments EK will be carrying out an audit, in the **EK**

new year, of departments to determine which Risk Assessments are held and where. These audits will be planned and agreed with managers before taking place.

Following discussion on risk assessment EK agreed to go over the process with NB to clarify what is required.

EK/NB

9. LONE WORKING

- Update: From Jayne Mather
- Due to budgetary restraints we are unable to move this project forward this financial year. I am led to believe that the compatibility issue has been resolved and the 2 providers are working together.
- However if there was corporate money available we would be able to bring this project forward.
- Just for info the cost below does not include the 7 new phone lines required for this system

There is an upgrade available for our existing package at a cost of £7,450.00 Following discussion it was agreed that EK should enquire from Les Bygrave if the free trial was still available and if we can use it and also for more details on the system – number of lines, total cost etc.

10. STAFF SICKNESS ABSENCE PROVISIONS

JH advised that since personnel are now receiving certificates, we can, by recording the reasons using the list given in the SART level 1 coding list, build up data for comparison over a period of time. This was discussed and agreed that we could start to record reasons from 1.1.12.

For details of the SART see <http://www.iom-world.org/sicknessabsence/saclist.htm>

11. HSE VISIT

The committee were informed that the HSE would be visiting on the 14th – 16th December to carry out an audit on Waste and Recycling contract management. The program included:

- discuss, review and assess procurement and management policies and procedures
- visit in-house waste collection service to conduct an assessment of refuse collections
- visit Biffa to carry out an assessment of recycling collection and kerbside processing

See Inspection Proforma at <http://www.hse.gov.uk/foi/internalops/sectors/manuf/03-10-04-app2-inspection-proforma.doc> for details.

12. ACCIDENTS REPORTED SINCE MEETING OF 7th SEPTEMBER 2011

Seventeen accidents had been reported and were discussed. Continuing incidents at Heathvale Recreation Grounds and Victory Park were also discussed.

13. DIFFICULT VISITS AND INTERVIEWS INCIDENTS SINCE 7th SEPTEMBER 2011

There have been two new entries to the difficult visits and interviews register since 7th September 2011

14. HEALTH & SAFETY ARTICLES POSTED SINCE MEETING OF 7th SEPTEMBER 2011

HSE's WHATS NEW

HM = Housing Maintenance.

BS = Building Services.

CS = Community Services

PS = Property Services

EH = Environmental Health.

Please note that these entries are links to articles on the HSE website.
Indicates that the article may be of particular interest to that group

DATE	ARTICLE	AFFECTS
Sept 2011		
05/09/11	Council in court over workers exposed to asbestos	<u>HM, BS & PS</u>
06/09/11	Getting to grips with hoisting people	CS
	Two Sheffield companies in court over worker's injury	HM & BS
07/09/11	HSE Chair's speech to National Safety Symposium – 5 September 2011	All
	Asbestos exposure leads to fine	<u>HM, BS & PS</u>
08/09/11	Man fined after worker injured on Huddersfield site	All
12/09/11	Changes to HSE incident reporting and information services come into effect	All
13/09/11	Newport council fined following death of disabled man	HM & CS
14/09/11	Gas microsite relaunched	All
16/09/11	Street light workman fined over toddler injury	DSO
26/09/11	Work-related Death Protocol – Changes aim for swifter justice over workplace deaths	All
27/09/11	High street retailer fined £1 Million for safety failings. Three contractors also fined	HM, BS & PS
28/09/11	Waste Industry Safety and Health (WISH) meeting minutes	DSO & Recycling
30/09/11	Safety Notice – Supply of flail-type cutting attachments on portable hand-held brush cutters	Leisure
OCT 2011		
03/10/11	Changes aim for swifter justice over workplace deaths	All
<u>05/10/11</u>	<u>RR884 – Hand-arm vibration of horticultural machinery: Part 1</u>	<u>Leisure</u>
06/10/11	4,000 tradesmen to confront a hidden killer	HM, BS & PS
	Landlord fined for taking risks with gas safety	All
07/10/11	Asbestos – Frequently asked questions	HM, BS & PS
11/10/11	CDM Regulations – Frequently asked questions	All
12/10/11	Risk management – Frequently asked questions	All
13/10/11	First aid at work – Your top questions answered	All
14/10/11	Falls from height – Your questions answered	All
	HSE consultation on the revision of HS(G) 195, 'A guide to health, safety and welfare at music and similar events'	Leisure
	Managing contractors: A guide for employers (HSG159)	HM, BS & PS

DATE	ARTICLE	AFFECTS
	Lorry driver fined after worker crushed in brick clamp	All
19/10/11	COSHH – Your top questions answered	All
21/10/11	MSDs – Your questions answered	All
<u>25/10/11</u>	<u>RR894 – Hand-arm vibration of horticultural machinery Part 2</u>	<u>Leisure</u>
26/10/11	Clocks go back this weekend – Householders check your smoke alarms as well	All
27/10/11	Organising fireworks displays – straightforward guidance	All
28/10/11	Oldham roofer caught on camera putting lives at risk	HM, BS & PS
	Roofer fined after fatal fall from height	HM, BS & PS
	Property firm sentenced after worker exposed to asbestos	HM, BS & PS
31/10/11	Trafford contractor fined £145k over worker's death	HM, BS & PS
NOV 2011		
01/11/11	Health and social care services – your FAQs	H & CS
03/11/11	Firm fined for unsafe roof work	HM, BS & PS
04/11/11	Organising firework displays	All
07/11/11	Health & Safety Newsletter – Latest edition out now	All
11/11/11	Electrical safety FAQs – Portable Appliance Testing	All
12/11/11	Workplace health and safety – how to make a complaint	All
14/11/11	Gas safety carbon monoxide poisoning – FAQs	All
17/11/11	Noise induced hearing loss – Audio demonstration reveals potential effects	All
22/11/11	Walsall landlord prosecuted for putting tenants at risk	HM, BS & PS
24/11/11	Double-glazing firm in court over worker's ladder fall	HM, BS & PS
	Firm fined after reversing lorry crushes worker	DSO
<u>28/11/11</u>	<u>Löfstedt Report – Reclaiming health and safety for all</u>	<u>All</u>
	<u>The Government response to the Löfstedt Report</u>	<u>All</u>
	<u>HSE welcomes Löfstedt review</u>	<u>All</u>
29/11/11	Maintenance work at height – Making it safer video	HM, BS & PS
30/11/11	Podcast – Asbestos training pledge	HM, BS & PS

JH announced that there had been a good response to the free flu jab offer with over 50 jabs being given

DS said that they had been advised that the crews collecting clinical waste were inadequately trained but that training was being organised.

There being no further business the meeting closed at 3:30 p.m.

16. DATE OF NEXT MEETING

The next meeting will take place on Thursday, 8th March 2012 at 2pm in the Committee Room.

A handwritten signature in black ink that reads "Ed Keith". The signature is written in a cursive style with a large, stylized initial "E".

Ed Keith
Municipal Safety Advisor

15th December 2011