

Equality Policy and Action Plan

Introduction

Runnymede borough has a population of approximately 78,000 residents (2001 census) and covers an area of around 30 square miles. The Borough is situated to the north west of Surrey, some twenty miles south-west of central London. It borders the boroughs of Spelthorne, Elmbridge, Woking, Surrey Heath and Windsor and Maidenhead.

Runnymede has three main towns: Chertsey, Egham and Addlestone and a number of smaller communities including Virginia Water, Thorpe, Englefield Green, Woodham, New Haw, Ottershaw and Lyne.

What does equality cover?

Equality legislation makes it illegal to discriminate on the basis of gender, disability, race, nationality, religion, belief or sexual orientation. From 2006 it will also cover discrimination on the basis of age.

The Council's aim is to ensure that its services are equally accessible by all people who need them, irrespective of gender, race, disability or age. This has been the Council's stated aim since adoption of the Equal Opportunities policy in 1995 and is integrated into normal working practices. However, statutory obligations, particularly those specified under the Race Relations Amendment Act 2000, mean that more specific commitments are required for promoting equality.

Individuals and groups can experience a range of barriers that prevent them enjoying the same quality of life as their peers. The equalities policy and action plan aim to eliminate any discrimination based on gender, disability, age or ethnicity by ensuring measures are in place to monitor whether the Council's policies or practices discriminate against any particular group and then to identify what measures could be taken to reduce any discrimination.

The 2001 census showed 95% of the population of Runnymede described themselves as "white", meaning 5% were from minority ethnic groups. The wards with the greatest ethnic diversity were: Englefield Green East and Chertsey St. Ann's. 3.9% of the resident population consists of full-time students. The Englefield Green East ward is particularly influenced by Royal Holloway College. Strodes College also has significant numbers of students who travel into the Borough.

9% of the borough's population declared either a long-term limiting illness, or that they were full-time, unpaid carers. North Surrey Primary Care Trust figures (2002) indicate that 4% of the Borough's population claim disability allowance, whilst 2.4% claim Income Support.

The Council's legal obligations in relation to equality are defined by the following statutes:

- ❖ The Sex Discrimination Act 1975
- ❖ the Race Relations Act 1976
- ❖ the Equal Pay Act 1970
- ❖ The Disability Discrimination Act 1995

- ❖ The Race Relations (Amendment) Act 2002 gives the Council a general statutory duty to have due regard to the need to eliminate unlawful racial discrimination, promote equality of opportunity and promote good relations between people of different racial groups. There are also specific statutory duties relating to the field of employment.

The legal requirements are designed to influence both policy development and service delivery in order to reduce and eliminate the level of discrimination that different groups and individuals might receive, directly or indirectly.

Vision

The Leader's Position Statement for 2004/2005 made a commitment to revise the Council's Race Equality Scheme in the light of the Best Value Performance Indicator requirements and pursue Level 2 of the Equality Standard.

The Council's corporate aims include:

"Exercising policies that are non-discriminatory in our dealings with and services to, our customers and also in our employment practices" and "Engaging with and being responsive to public opinion through consultation on important issues, ensuring clear communication of our policies."

Screening and criteria for impact assessment

To be effective in achieving Level 2 of the Equality Standard, all Council policies and functions must be assessed for their potential impact on equalities. Equality assessment will be built into the service planning process and the best value review guide, so the process is integral to all Council functions. The Race Relations Act Amendment Act imposes a statutory duty to undertake such audits in relation to ethnicity.

In March 2000 the Council adopted an access strategy, to meet the requirements of the Disability Discrimination Act, 1995. Auditing all departmental policies to ensure they did not have a negative impact on people with disabilities was stated as an integral part of that strategy.

The Council has screened its existing functions and policies to draw up priorities for action as part of this wider equality policy (Appendix 1). All functions will be reassessed for relevance to race equality every three years, in line with statutory obligations.

The categories are arranged in descending order of importance on the basis of:

1. Services having a direct impact on individuals' life, death, housing or employment
2. Services having a direct impact on individuals' environment or personal income
3. Services having an indirect impact on individuals

A similar assessment process will be applied to all new policies and strategies as they are developing, ensuring that consideration of equality issues becomes part of the process of policy development. If policies are found to have a negative impact on equalities, this must be stated and taken into account when a decision about agreeing them is taken. Committee reports will note any potential impact on equalities that arise from the impact assessment process.

The main elements required to assess the impact of a policy on equalities are:

- ❖ Whether the policy or practice reduces/enhances the service received by one minority group
- ❖ Whether the policy or practice clearly discriminates against one or more minority groups (as compared with the majority of residents).
- ❖ What the reasons for the impact are, eg. language, physical access, communication medium, dress codes, diet, cultural belief

Access to Information and Services

The Council is committed to ensuring that whenever possible, all members of the community have access to information and the services it provides. As an employer, it is taking steps to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, gender, disability, marital status, colour, race or ethnic origins, or is disadvantaged by conditions which cannot be shown to be relevant to performance.

The Council has arrangements with various agencies to have information transcribed and translated for people with disabilities and who speak different languages.

Consultation arrangements

The Council is committed to improving consultation. As part of the process of developing new policies and strategies that may affect the promotion of equality, it will consult interested groups to assist in assessing the likelihood and extent of any impact. The level of consultation will be proportionate to the perceived impact of the proposal. Relevant groups and individuals will be consulted as early as possible and results assessed so that account may be taken of any issues they raise.

A list of potential consultees is set out at Appendix 2. Consultation may be undertaken by focus groups, consultative groups, advisory groups, surveys and face-to-face meetings and will take into account issues of diversity. The Council will consider repeating the consultation every 3 – 5 years, aiming to align it with the best value review process.

Measures of Achievement

The following measures will be employed to assess progress against vision:

- ❖ Results of consultation on a regular basis to test the views of those who live, work in or visit the Borough.
- ❖ Performance indicators on employment in relation to gender, ethnicity, disability and age.
- ❖ Measurement against the legal requirements and tests, particularly those produced by the CRE and Audit Commission Standards.
- ❖ The number of racial incidents recorded by the Police and the Council.

Monitoring

The Council will monitor existing and proposed policies for adverse impact on race equality. This will be done proportionately, bearing in mind that some policies and practices impact the public and staff much more directly than others.

It will do this by:

- ❖ Developing service-specific guidelines to improve current methods of data collection in relation to employment practice and service provision.
- ❖ Identifying where the stated policy is not met, or where service provision does not appear to reflect the demographic profile.
- ❖ Identifying potential effects on minority groups of any policy or service.
- ❖ Examining complaints.

Staff will be trained to carry out monitoring and where possible existing systems will be used. Training will be provided to develop best practice in conducting an impact/needs assessment for proposed policies.

Publication of assessments, consultations and monitoring

To demonstrate its commitment to promoting race equality, the Council will publish annual reports of:

- ❖ Impact assessments undertaken
- ❖ Results of consultation
- ❖ Results of monitoring

In its capacity as employer, the Council will publish the results of its employment monitoring annually in the annual personnel report and on the Council's website (www.runnymede.gov.uk).

Depending on the importance of the subject and its relevance to equality, reports will be published in one or more of the following ways:

- ❖ By inclusion on relevant Council or service committee meeting agendas
- ❖ On the Council website (www.runnymede.gov.uk)
- ❖ From the Council Offices reception and other public service points

Information in languages other than English, and in Braille and audio format are available on request and will be translated by the Woking Language & Translation service. The Council also has arrangements with agencies for transcription of information into formats suitable for people with disabilities.

Training

Council staff are responsible in varying degrees for making sure that the Council meets its general statutory duty under race relations legislation. Particular duties apply to staff in Housing and Personnel. All staff are responsible for meeting the requirements of the other equalities legislation as it affects their service area.

Heads of Service and specialist staff are responsible for assessing the impact of their policies and practices on equality and will receive training in doing so. It is expected that departmental management teams will include equalities as a standing item on meeting agendas and that equalities will be incorporated into service planning and review.

According to their level of need, all staff will be provided with sufficient training to equip them with the knowledge and skills to perform these duties. As a minimum, all staff will undergo general awareness training on equality and disability, which will subsequently form part of the induction process for new staff.

Training will also be provided for elected Members. Where appropriate, training will be made available to other partner organisations.

Action Plan

The Council has established a cross-departmental equalities group, which is responsible for developing and monitoring this strategy. A plan of actions to be taken by the Council over the next three years is set out in Appendix 3. This action plan may be reviewed and amended as necessary.

This document was agreed at:

ρ Directors' Management Board 22 nd August 2005
ρ Corporate Management Committee 8 th September 2005
ρ Council 20 th October 2005

APPENDIX 1

FUNCTIONS CATEGORISED IN TERMS OF RELEVANCE TO EQUALITY and aligned with the best value service review timetable

Category 1 (2005/2006)

Burials/cremation
Crime & disorder/anti-social behaviour, s17 obligations (in line with service review timetable)
Day centre provision (inc. meals)
Employment policies: recruitment, retention
Enforcement policy
Housing needs (lettings, allocations, homelessness)
Inspection of premises (Environmental protection)
Meals on wheels/day centres
Partnerships (in line with service review timetable)
Tenancy management

Category 2 (2006/2007)

Access to leisure facilities (community halls, leisure centres, Chertsey museum, parks, activities for children & young people)
Benefits
Community safety and crime reduction
Development Control and building control
Discretionary fees & charges (in line with service review timetable)
Elections
Housing maintenance/estate management
Internal personnel policies
Licensing
Property services (in line with service review timetable)
Refuse collection

Category 3 (2007/2008)

Community strategy
Communication policy/strategy
Cultural strategy including childcare, youth plans and arts development
Grants to voluntary organisations
Licensing
Local development framework (new policies to be reviewed as developed)
Markets
Partnerships
Property letting/asset management
Tax collection (Council tax & business rates)
Strategic objectives/corporate policies eg. procurement
Quality of environment (in line with service review timetable)

APPENDIX 2

LIST OF PROPOSED CONSULTEES:

(To be asked for advice when policies are considered to have the potential to have an impact on minority groups)

Disability Groups

Mencap

Philip Southcote, Freemantles, Meath schools

Runnymede Access Liaison Group

RNID

RNIB

Talking News

Religious organisations

Churches Together

Synagogues (Staines/Weybridge)

Shah Jehan Mosque, Woking

Minority Ethnic Groups

Gypsy and Irish Traveller Groups

General organisations

Age Concern

Community Safety Partnership

CAB

Friends of Parks

Health Promotion Unit

Housing Associations

Police

RAVS

Residents' Associations

Royal Holloway College

Surrey County Council

- Childrens' Services

- Adult services

- Youth Development Service

- Education department

- Libraries

Strodes College

St. Peter's Hospital

Tenants' associations

APPENDIX 3

ACTION PLAN

Activity	Action being taken	Action required	Action by	Timescale
<p>Review all Council functions and policies for relevance to the duty to promote race equality and diversity</p> <p>Current functions and policies</p>	<p>Review in accordance with the priorities in Appendix 1, incorporating into service planning and best value reviews wherever possible</p>	<p>Review of category 1 functions</p> <p>Review of category 2 functions</p> <p>Review of category 3 functions</p> <p>Corporate guidelines for best practice in conducting an impact/need assessment to be produced</p>	<p>Heads of Service*</p> <p>Heads of Service*</p> <p>Heads of Service*</p> <p>*where functions cross services Equalities Group to nominate single Service Head</p> <p>Equalities Group</p>	<p>September 2006</p> <p>September 2007</p> <p>September 2008</p> <p>October 2005</p>

ACTION PLAN

Activity	Action being taken	Action required	Action by	Timescale
New Policies	<p>Equalities should be considered as part of new policy development.</p> <p>Assessment tool to be piloted and training given in its use</p>	<p>All new policies to be:</p> <ul style="list-style-type: none"> ▪ assessed for relevance to gender, race, disability and age ▪ drafted in accordance with the principles of this strategy ▪ the subject of a proportionate level of consultation when appropriate 	<p>Heads of Service and DMT</p> <p>Equalities group to advise about categories to consider and to review assessments.</p>	<p>From September 2005</p>
Service plans		<p>Service plans to reflect the need to review policy & practice, including training on awareness of equality issues and to review systems and policies to ensure equal access.</p>	<p>Heads of Service</p>	<p>As for programme of review of functions</p>

ACTION PLAN

Activity	Action being taken	Action required	Action by	Timescale
Compliance with statutory duties relating to employment monitoring	Regular reporting on BVPI's 11a, 11b, 11c, 16a, 16b, 17a, 17b	<p>System to be established to record by reference to racial groups, the numbers of:</p> <ul style="list-style-type: none"> ▪ staff in post ▪ applicants for employment and training from each group ▪ those who receive training (external & internal) ▪ those benefiting or suffering detriment through performance assessment ▪ those involved in grievance procedures ▪ those subject to disciplinary procedures ▪ those who leave the authority <p>Results to be published annually (BVPI and Website).</p> <p>Results to be analysed and any issues addressed</p>	<p>Personnel Officer Personnel Officer</p> <p>Personnel Officer and section Training Officers Personnel Officer</p> <p>Personnel Officer/section heads Personnel Officer Personnel Officer</p> <p>Personnel/ Communications Officer Equalities group</p>	<p>End of December 2005. Reporting in Annual Personnel Report</p> <p>As above As above</p> <p>2007</p> <p>Once JE complete and when new performance system drafted</p> <p>2007</p> <p>End of December 2005. Reporting in Annual Personnel Report</p>

ACTION PLAN

Activity	Action being taken	Action required	Action by	Timescale
<p>Review of current employment/personnel policies</p>	<p>Review of policies relating to:</p> <ul style="list-style-type: none"> ▪ Recruitment processes ▪ Anti bullying / harassment ▪ Grievance and disciplinary 	<p>Systems to be put into action for monitoring and reporting on the above criteria in relation to gender and disability as well as race.</p>	<p>Personnel Officer</p>	<p>September 2006</p> <p>September 2006</p> <p>Done – 2004</p>
<p>External Consultation Engaging local residents</p>	<p>Residents' panel - when reviewed will have ethnicity and age details.</p> <p>Information on groups operating within the Borough and details of those willing to be consulted is being collated.</p>	<p>A list of appropriate consultees to be drawn up, in conjunction with other local agencies (eg. Surrey Police, PCT, Strategic Health Authority) who also have a duty to consult on equalities issues.</p>	<p>In conjunction with the L.S.P (CEO/Policy Officer)</p> <p>KJ/Policy Officer/Housing/Equalities Group</p>	<p>Every 3 – 5 years</p> <p>January 2005</p>

APPENDIX 3

ACTION PLAN

Activity	Action being taken	Action required	Action by	Timescale
Consultation on new policies	Collating list of consultees.	Relevant consultations to be undertaken in developing new policies when appropriate	Director/Heads of Service	From September 2005
Consultation when reviewing functions and policies		Relevant consultations to be undertaken when reviewing functions and policies when appropriate, ideally as part of the best value review programme.	Director/Heads of Service	From September 2005
Internal Consultation				
Members		Approval of strategy and action plan	Directors' Management Team and Corporate Management Committee	August/September 2005
Staff	Development of internal equalities group	To pilot impact assessments and advise on potential impacts on minority groups	KJ/Policy Officer	September – December 2005

ACTION PLAN

Activity	Action being taken	Action required	Action by	Timescale
Monitoring	Monitoring undertaken already to report on specific BVPI's.	Monitoring implementation of the action plan for equality policy	Equalities group	Six monthly
Employment monitoring	Monitoring the Best Value performance indicators in relation to employment Monitoring compliance with statutory duties relating to race equality	Ongoing requirement Report to Directors' Management Team, along with BVPI's	Personnel Officer Policy Officer	Annually Annually
Publication		Reports of impact assessments carried out, consultations undertaken, statutory employment monitoring, other monitoring.	Communications Officer/Policy Officer	Once assessments are complete.

ACTION PLAN

Activity	Action being taken	Action required	Action by	Timescale
<p>Training</p> <p>Members, partners and staff</p>	<p>Suitable trainers in equality/diversity issues being sought to cover the following general areas:</p> <ul style="list-style-type: none"> ▪ Awareness training for Members ▪ Awareness training for Runnymede staff, (mandatory) and partners (optional) 	<p>Training programme to be agreed.</p> <p>Awareness training to be included in mandatory training for all new staff. Voluntary organisations to be contacted to identify levels of interest</p>	<p>KJ/Equalities group</p> <p>KJ/Director of Administration & leisure</p> <p>Personnel Officer, Director of Housing & Community Services, Policy Officer in consultation with L.S.P.</p>	<p>Programme to be prepared by January 2006 Completed by June 2006</p> <p>To be completed by June 2006</p> <p>June 2006</p>
<p>Heads of service and specialised staff</p>		<p>Specific training including:</p> <ul style="list-style-type: none"> ▪ Ensuring equality in service delivery ▪ How to conduct an impact assessment for proposed policies ▪ How to carry out monitoring 	<p>Equalities Group/external trainer</p>	<p>June 2006</p>

Surrey
Local Public Service Agreement

BETWEEN SURREY COUNTY COUNCIL AND THE GOVERNMENT

Introduction

1. Surrey County Council and the Government have made this Local Public Service Agreement (Local PSA) with the intention of further improving the services to local people that Surrey County Council provides. This agreement covers the period 1 April 2005 to 31 March 2008.
2. The agreement records the present intentions of the Council and the Government. It is entered into by both in good faith, but it is expressly recognised that neither can fetter the future discretion of the Council or of Ministers and Parliament. The agreement is therefore not intended to create legal relations. Subject to that, the following points are agreed.

The Intentions of Surrey County Council

3. Surrey County Council will use its best endeavours to achieve more demanding performance targets than those it would be expected to achieve in the absence of this Local Public Service Agreement. These enhanced targets are specified in Schedule 1 to this agreement.

The Intentions of the Government

4. The intentions of the Government set out in this agreement are subject to the outcome of any statutory consultations and any necessary approval of the Treasury and Parliament.
5. The Government will implement the changes to statutory and administrative requirements set out in Schedule 2 to this agreement, subject to confirmation of the legal and operational feasibility of the changes described and to Parliamentary approval of any necessary legislation. The Government will also undertake the discussions with the Council described in Schedule 2.
6. It is recognised by Surrey County Council that, on further investigation, it may be necessary to modify the detail of the changes set out in Schedule 2 in ways that seek so far as possible, to give substantially the same extent of benefit to the Council. It is recognised by the Government that, if a change set out in Schedule 2 proves infeasible, it will use its best endeavours to provide an alternative that corresponds as closely as possible and has, so far as possible, substantially the same effect.
7. The Government will pay Surrey County Council a grant of £xxxxxxx in 2005/2006 in support of the expenditures described in Schedule 3 to this agreement. The conditions attached to this "pump-priming" grant are also set out in Schedule 3.

8. The Government will pay a performance reward grant to Surrey County Council, as set out in Schedule 4 to this agreement, if it achieves all the enhanced targets ("performance target with Local PSA") specified in Schedule 1. Schedule 4 also sets out the grant it intends to pay if the Council secures a substantial improvement in performance that falls short of the target. The Schedule also stipulates the intended timing of payments of the grant. [Name] Council undertakes to provide audited information confirming the extent of improvement in their performance relative to the Local PSA performance targets set out in Schedule 1, as a precondition for the determination and payment of the performance reward grant.

Date of Agreement:

For Surrey County Council

For Her Majesty's Government

.....
Councillor [Insert name]
On behalf of [Name] Council

.....
The Right Hon Nick Raynsford MP
Minister of State, Office of the Deputy
Prime Minister

.....
Richard Shaw
Chief Executive

.....
The Right Hon MP
Chief Secretary to Her Majesty's
Treasury

The above ministers sign on behalf of their colleagues listed below:*

The Right Hon John Prescott MP
Deputy Prime Minister

The Right Hon Gordon Brown MP
Chancellor of the Exchequer

The Right Hon MP
Secretary of State for Health

Ruth Kelly MP
Secretary of State for Education and
Skills

The Right Hon Charles Clarke MP
MP
Home Secretary

The Right Hon Margaret Beckett
Secretary of State for Environment,
Food and Rural Affairs

MP
Secretary of State for Work and
Pensions

* Please note that this is an example, the ministerial list will need to be reviewed to ensure relevant Ministers are included.

SCHEDULE 1: PERFORMANCE TARGETS

Summary table

Target	Heading	Page No.
1	Offer healthier options for young people for journeys to school	
2	Reduce journey times to work in Surrey	
3	Improve the street scene in Surrey.	
4	Minimise waste going to landfill	
5	Reduce the level of domestic violence	
6	Reduce the number and seriousness of road accidents	
7	Help younger people to achieve their full potential	
8	Enabling vulnerable older people to live independently	
9	Increase employment rate of people with disabilities	
10	Improving recruitment and retention in public and business service sectors	
11	Increase minimum household income to an acceptable level	
12	Enable all Surrey residents to make a positive contribution to society	

Priority I – A Surrey where the social, environmental and economic cost of travel and access to services is minimised - Target 1

Offer healthier options for young people for journeys to school

Indicators by which performance will be measured

Indicator A: Pupils aged 5-16 participating in at least 2 hours of high quality PE and School sport a week within and outside the school curriculum. (see Note 1 for basis of calculation linked to cycling)

Indicator B: Percentage of pupils completing cycling safety courses that include the published national standards for child cycle training at each year group*.

Current performance

Indicator A: 2003/04 AY - 69% of pupils currently participate in at least 2 hours of high quality PE and School sport a week within and outside the school curriculum

Indicator B: 2004/05 AY

Training Type	Number of Pupils in Age Group, All Surrey Schools	Pupils Trained as a percentage of age group
(i) Year 2 'Pedals'	11,075	7%
(ii) Year 5 'Junior Cycling Skills'	10,706	33%
(iii) Year 6 'Cycling Proficiency'	10,669	78%
(iv) Year 7 'Self-Assessment'	10,465	0%
TOTAL		

Performance at the end of the period of the Local PSA (academic year 2007/2008)

Performance expected without the Local PSA

Indicator A: 85% of pupils will participate in at least 2 hours of high quality PE and School sport a week within and outside the school curriculum

Indicator B:

(i)	10%
(ii)	40%
(iii)	78%
(iv)	3%

Performance target with the Local PSA

Indicator A: 86% of pupils will participate in at least 2 hours of high quality PE and School sport a week within and outside the school curriculum

Indicator B:

(i)	45%
(ii)	65%
(iii)	83%
(iv)	10%

Enhancement in performance with the Local PSA

Target A: We will add a value of 1% to the expected performance. This is equivalent to an extra 1,390 pupils cycling; currently there are 2,800 pupils cycling to school in Surrey.

We will measure this by counting bikes parked at the schools on a randomly selected typical day once a term and once a year undertake a more detailed attitudinal survey (to be undertaken by SCC Data Collection Team).

Target B:

(i)	35%
(ii)	25%
(iii)	5%
(iv)	7%

Performance Reward Grant Split

Target A: 20%
Target B (i): 25%
Target B (ii): 25%
Target B(iii): 25%
Target B(iv): 5%

* except indicator B(iv) which will be undertaken through programme requiring pupils risk assessing the actual route(s) they will use, with a parent or carer, using guidance produced by SCC.

Priority I – A Surrey where the social, environmental and economic cost of travel and access to services is minimised - Target 2

Reduce journey times to work in Surrey

Indicator by which performance will be measured

1. Traffic congestion. TBA
2. Road Noise TBA

Current performance ([insert period of measurement])

1. TBA
2. TBA

Performance at the end of the period of the Local PSA ([insert period of measurement])

Performance expected without the Local PSA

1. TBA
2. TBA

Performance target with the Local PSA

1. TBA
2. TBA

Enhancement in performance with the Local PSA

1. TBA
2. TBA

Priority II –A Surrey where the local and natural environment is improved and protected - Target 3

To improve the street environment by reducing the amount of litter and detritus, and reducing the presence of other forms anti social behaviour that impact on the street scene so as to enhance customer satisfaction with street cleanliness

Targets & Indicators

Indicators To Be Used: BVPI 199 (a), BVPI 89, BVPI 218 (a) + (b)

Sources Of Data: Audited annual returns for the following:

BVPI 199 (a)

BVPI 89

BVPI 218 (b).

Baseline: Average of participating Surrey Districts

BVPI 199 (a) – Validated 2005-06 return.

BVPI 89 – 2003-04 return.

BVPI 218 (b) – 2005-06 Q1 return.

Agreed Targets: Average of participating Surrey Districts

Performance at end of LPSA Period (2007/08):

Performance expected without LPSA

BVPI 199 (a) – 8 % point increase

BVPI 89 – 2% point increase

BVPI 218 (b) – 40%

Performance target with LPSA

BVPI 199 (a) – 10 % point increase

BVPI 89 – 5% point increase

BVPI 218 (b) – 60%

Enhancement in Performance with LPSA

BVPI 199 (a) – 2 % point increase

BVPI 89 – 3% point increase

BVPI 218 (b) – 20% point increase

The Performance Reward Grant (PRG) will be apportioned follows:

Best Value PI	Reward
BV 199 (a)	70%
BV 89	25%
BV 218 (b)	5%

Priority II –A Surrey where the local and natural environment is improved and protected - Target 4

Indicator by which performance will be measured

1. Tonnage of non LATS domestic recyclable glass collected.
2. Tonnage of non LATS commercial recyclable glass collected.

Current performance 2003/4

20,797 tonnes

**Performance at the end of the period of the Local PSA
April 2007 –March 2008**

84,095 tonnes

Performance expected without the Local PSA

76,807 tonnes

Performance target with the Local PSA

1. 8.5% stretch of non LATS domestic recyclable glass collected.
2. 50% stretch of non LATS commercial recyclable glass collected.

Enhancement in performance with the Local PSA

7,287 tonnes

Priority IV a safer surrey - Target 5

Reduce the level of domestic violence

Indicator by which performance will be measured

- a) The total number of recorded offences.
- b) The proportion of these that are repeat offences.

Current performance (year ending 31st March 2005)

- a) 8725 recorded offences
- b) 27.8% repeat rate

Performance at the end of the period of the Local PSA (total for the three years ending 31st March 2008)

Performance expected without the Local PSA

- a) 32,300 recorded offences
- b) 24.4% repeat rate

Performance target with the Local PSA

- a) 35,425 recorded offences
- b) 22.4% repeat rate

Enhancement in performance with the Local PSA

- a) 3125 more recorded offences
- b) 2% reduction in proportion of repeat offences

Special condition:

The performance reward grant relating to this target will be divided in the proportions 80:20 between the two sub-targets as follows:

- a) 80%
- b) 20 %

Priority IV A Safer Surrey

Target 6

Reduce the number and seriousness of road accidents

Indicator by which performance will be measured

- i) Number of people recorded as killed or seriously injured. (KSI)
- ii) Number of people recorded as slightly injured. (SI)

Current performance (PROVISIONAL - calendar year Jan to Dec 2004)

- i) KSI 648
- ii) MI 6254

Performance at the end of the period of the Local PSA (calendar year Jan – Dec 2007)

Performance expected without the Local PSA

- KSI 507
- MI 6069

Performance target with the Local PSA

- KSI 480
- MI 6041

Enhancement in performance with the Local PSA

- KSI 27
- MI 48

Priority VII A Surrey where young people achieve their full potential – Target 7

Help younger people to achieve their full potential

Indicator by which Performance will be measured:

The combined level of authorised and unauthorised absences for day pupils of compulsory school age (5-16) in primary and primary special; and, secondary and secondary special schools in Surrey, expressed as a percentage (as recorded and reported by DfES).

Current Performance (Summer 2004)

- a) Primary/Primary Special: 5.19%
- b) Secondary/Secondary Special: 7.97%

Performance at end of LPSA Period (Summer 2008)

Performance expected without LPSA

- a) Primary/Primary Special: 4.70%
- b) Secondary/Secondary Special: 7.17%

Performance target with LPSA

- a) Primary/Primary Special: 4.56%
- b) Secondary/Secondary Special: 6.95%

Enhancement in Performance with LPSA

- a) Primary/Primary Special: 0.14%
- b) Secondary/Secondary Special: 0.22%

Special condition

The performance reward grant relating to this target will be divided between the two sub targets in the proportions 45:55 as follows:

- a) 45%
- b) 55%

Priority VIII A healthier Surrey - Target 8

TARGET 8A – ENABLING VULNERABLE OLDER PEOPLE TO LIVE INDEPENDENTLY

INDICATOR BY WHICH PERFORMANCE WILL BE MEASURED

Increasing the numbers of older people aged 65 and over with high level needs receiving complex care packages provided by the Adult and Community Services Directorate.

(8% of the Performance Reward grant on this target will relate to this measure)

CURRENT PERFORMANCE (2005)

7166

Source of data: Surrey County Council internal management information systems

From April 2006 source of data will be 'SWIFT Financials' (Surrey Adults and Community Care information system)

Cumulative performance at the end of the period without LPSA (2008)

7274 people

Cumulative performance at the end of the period with LPSA (2008)

7307 people

Cumulative enhancement in performance

33 more older people aged 65 and over helped to live at home.

TARGET 8B – ENABLING VULNERABLE OLDER PEOPLE TO LIVE INDEPENDENTLY

INDICATOR BY WHICH PERFORMANCE WILL BE MEASURED

Supporting older people aged 65 and over to live at home with flexible packages of care from District and Borough Councils (names to be confirmed by Surrey), which sustain and enhance their independence.

(32% of the Performance Reward grant on this target will relate to this measure)

CURRENT PERFORMANCE (2005)

X (Baseline) (to be agreed by Surrey and its District and Borough Councils in late August 2005).

Source of data: District and Borough internal management information systems

Cumulative performance at the end of the period without LPSA (2008)

$$X + (2.05^1/100)*(X)$$

Cumulative performance at the end of the period with LPSA (2008)

$$X + (2.05/100)*(X) + 400$$

Cumulative enhancement in performance

400

¹ 2.05 is the predicted increase in people over 65 in the Surrey population between 2004 and 2008. Date based on ONS statistics

TARGET 8C – ENABLING VULNERABLE ADULTS TO LIVE INDEPENDENTLY

INDICATOR BY WHICH PERFORMANCE WILL BE MEASURED

Closing of the percentage gap towards perfection (100%) between those people aged 18 and over referred to an A&CC hospital team returning home, as a proportion of the total number of people aged 18 and over referred to an A&CC hospital team returning home or discharged into a care home.

(40% of the Performance Reward grant on this target will relate to this measure)

CURRENT PERFORMANCE (2005)

Out of 4699 people referred to an A&CC hospital team who either returned home or were discharged into a care home, 3201 returned home or 68.12%, which represents a gap of 31.88% from perfection (100%). (Source: Surrey Delayed Transfer Database).

Performance at the end of the period without LPSA (2008)

5% reduction in the gap recorded in 2005: $68.12 + (5/100) * (100 - 68.12) = 69.714\%$.

Performance at the end of the period with LPSA (2008)

17.5% reduction in the gap recorded in 2005: $68.12 + (17.5/100) * (100 - 68.12) = 73.699\%$.

Enhancement in performance with the LPSA

A further 12.5% closing of the gap recorded in 2005.

TARGET 8D ENABLING VULNERABLE ADULTS TO LIVE INDEPENDENTLY

Indicator by which performance will be measured

The gap between:

- the percentage of people 65 and over using home care services provided through Adults and Community Care (Surrey) and people 65 and over who directly purchased services using Direct Payments who report being satisfied¹ with the help they received, and perfection (= 100%).

The result achieved in relation to the above measure in 2006 will be subtracted from the result in relation to the above measure achieved in the 2009 survey to calculate performance in relation to this target.

(20% of the Performance Reward grant on this target will relate to this measure)

CURRENT PERFORMANCE (2006)

X% (To be established by February 2006)²

Performance expected without the Local PSA (2009)

"X" + (5/100)*(100-X)

Performance at the end of the period with the Local PSA (2009)

"X" + (25/100)*(100-X) + Confidence Interval from the 2009 survey

Enhancement in performance with the Local PSA

20% of the difference between performance in the 2006 survey and 100%

e.g. were the baseline to be 60%, the 'without LPSA' improvement would be a 5% reduction in the gap between the 60% baseline and 100% = 40 percentage points; 5% of 40 percentage points = 2 percentage points, equalling a 'without LPSA' performance of 62% overall satisfaction. In this example, the 'with LPSA' target would be this 62% plus the additional 5% stretch plus the Confidence Interval (4%) = 68% overall satisfaction.

¹ This will be measured by response rates to the Department of Health's *Independence and Quality of Life* questionnaire. An illustrative example is shown below but the exact wording may be revised by Department of Health prior to October 2005.

The survey will comprise the following three questions:

Q1. 'Overall how satisfied are you with the help that you received in your own home?'

Q2. Responses to the following statements:

'I feel safe at home'

'As much contact with other people as I want'

'I get up and go to bed at times that suit me'

Q3. 'Which of the following best describes your present situation?'

An improved outcome will only be demonstrated by the following responses:

Q1. The first two options (of the seven): *'I am extremely satisfied'* and *'I am very satisfied'*

Q2. The first option (of the four): *'Strongly agree'*

Q3. The first option (of the four): *'I have as much control over my daily life as possible'*

or

The first two options (of the four): *"I feel in control of my daily life"* and *"Services help me to feel in control of my daily life"*

depending upon:

- whichever of these two approaches is adopted for the national survey conducted by the Health and Social Care Information Centre.

The survey will be scored as follows:-

% of Q1 plus Average % of Q2 [% of statement 1 + % of statement 2 + % of statement 3 divided by 3] plus % of Q3 divided by 3.

(NB In the event of Q2 being subdivided into three separate questions within the 2006 survey, an improved outcome shall still only be demonstrated by the first option *'Strongly agree'*, and the questions shall be scored as per the three statements of the current Q2 i.e. average % answering the first option).

Sample to include **all** people aged 65 and over receiving home care services through Social Care and **all** people in the same cohort using Direct Payments.

Service users that receive both homecare services through the Council and Direct payments will be asked to complete the homecare survey.

To be eligible to be included in the survey of older people who use Direct Payments, users should be aged 65 or over and in receipt of 'ongoing' Direct Payments at the time of the survey; and not be receiving homecare purchased by Councils.

An "ongoing" Direct Payment is defined as a payment that has been made to cover a period of at least a month at the time when the sample is taken and is not for a one-off service such as a short break or item of equipment.

² Actual numbers to be included in the survey will not be known until the survey is conducted. However, for the survey to be valid for the LPSA2 and enable reward grant to be claimed (i) a response rate of at least 50% of the intervention group is required; and (ii) the results of the survey should meet the target of achieving a confidence interval of plus or minus 4% for the questions. The administration of the survey should follow the guidance set out on website: <http://www.ic.nhs.uk/pss/usersurveys/2005-06>

Priority VI A Surrey where all members of the community have the opportunity to make a positive contribution to society - Target 9

Outcome Target: To increase the number of people on an incapacity benefit getting a job.

Indicators by which performance will be measured

1. The number of people* who have been claiming an incapacity benefit** helped by the [**Surrey Public Sector Gateway?**] to gain paid employment of 16 hours a week or more for at least 13 consecutive weeks within the public sector in Surrey.
2. The number of people* who have been claiming an incapacity benefit** helped by the [**Surrey Public Sector Gateway?**] to gain paid employment of 8 hours a week or more for at least 13 consecutive weeks within the public sector in Surrey

Definitions

* Incapacity Benefit, Severe Disablement Allowance, Income Support on the basis of incapacity, and National Insurance Credits only on the basis of incapacity.

Sources of Data

- 1) Surrey County Council.

Current Performance (April 2004 – March 2005)

- 1) 0
- 2) 0

Performance at the end of the period of the Local PSA (March 2008)

Performance expected without the Local PSA

- 1) 0
- 2) 0

Performance target with the Local PSA

- 1) 200
- 2) 150

Enhancement in performance with the Local PSA

- 1) 200
- 2) 150

Conditions

1. For the purposes of Indicators 1 people gaining work during the period of the agreement may be claimed as sustained for up to 13 weeks after the Agreement expires.

Calculations

Pump Priming Grant	£150k
Performance Reward Grant (0.50% Target)	£2095k
Total	£2245k
Unit Cost	£8.16

Priority V A Surrey where the effectiveness of the public and private sectors is not threatened by labour and skills shortages - Target 10

Improving recruitment and retention in public and business service sectors

Indicator by which performance will be measured

Total additional NVQ qualifications achieved

Current performance (year ending 31st March 2004)

1104 (single year only)

Performance at the end of the period of the Local PSA (total for the three years ending 31st March 2008)

Performance expected without the Local PSA

5206

Performance target with the Local PSA

6477

Enhancement in performance with the Local PSA

1271

Priority VI A Surrey where all members of the community have the opportunity to make a positive contribution to society - Target 11

Target

Improving the take-up of benefits by older people and their carer's in Surrey.

Date of Agreement

April 2005-March 2008

Indicators by which performance will be measured

- 1) The number of Pension Credit recipients in Surrey.
- 2) The number of Attendance Allowance recipients in Surrey.
- 3) The number of Council Tax Benefit recipients aged 60+ in Surrey.
- 4) The number of Carer Allowance recipients in Surrey.

Definitions

- 1) Pension Credit was introduced on 6 October 2003 for people aged 60 and over, it replaced Minimum Income Guarantee. For accuracy purposes, we will use the annual neighbourhood statistics to monitor the actual number of recipients of PC. The aim is to raise awareness and identify those people in Surrey who are eligible but not yet claiming PC to increase take-up.
- 2) Attendance Allowance is a benefit for disabled people who need someone to help them with personal care. Though quarterly statistics are available, these are based on a 5% count, we will therefore use the 100% scan of claimants as at August each year to measure the number of recipients of this benefit. The aim is to target those people who are likely to be eligible for this benefit and offer support with the claiming process to increase take-up.
- 3) Council Tax Benefit is designed to help people on low- income pay their Council Tax. The aim is to raise awareness and increase the take-up of Council Tax Benefit by measuring the number of recipients at the end of the PSA.
- 4) Carer's Allowance is a non-contributory benefit payable to a person who look's after a disabled person for at least 35 hours a week and meets certain other eligibility criteria. The aim is to identify those people in Surrey who are eligible but not currently receiving carers allowance, raise awareness and thereby increase the number of recipients of Carer's Allowance at the end of the PSA.

Sources of Data

- 1) DWP, Information and Analysis Directorate Neighbourhood Statistics
- 2) DWP, Information and Analysis Directorate Neighbourhood Statistics
- 3) DWP, Performance Framework Team for Council Tax Benefit
- 4) DWP, Information and Analysis Directorate Carer's Allowance Quarterly Statistics, rounded to the nearest five.

Current Performance (Latest available figures Source : DWP, IAD)

- 1) 25,570 August 2004
- 2) 17,700 August 2004
- 3) 24,630 Average of Quarterly Stats May 04, Aug 04, Nov 04, Feb 05
- 4) 3,790 November 2004

Performance at the end of the period of the Local PSA 31 March 2008

Performance expected without the Local PSA

- 1) 27,200
- 2) 20,020
- 3) 25,839
- 4) 4,230

Performance target with the Local PSA

- 1) 28,300
- 2) 21,420
- 3) 26,489
- 4) 4,580

Enhancement in performance with the Local PSA

- 1) 1,100
- 2) 1,400
- 3) 650
- 4) 350

Conditions

- 1. Performance Reward Grant to be payable: 35% for Indicator 1; 30% for Indicator 2; 25% for Indicator 3; 10% for Indicator 4.

Freedoms and Flexibilities

None

Calculations

Pump Priming Grant	£150k
Performance Reward Grant	£2095k
Total	£2245k
Number of beneficiaries:	
Indicator 1	1100
Indicator 2	1400
Indicator 3	650
Indicator 4	350
Unit Cost	
Indicator 1 (30% = £673k)	£611
Indicator 2 (35% = £785k)	£560
Indicator 3 (25% = £561k)	£863
Indicator 4 (10% = £224k)	£640

Priority VI A Surrey where all members of the community have the opportunity to make a positive contribution to society - Target 12

Indicator by which performance will be measured

- 1. The number of vacancies filled in designated voluntary roles relating to strengthening citizen governance:**
 - a. Health sector volunteering e.g.
 - i. Patient support
 - ii. Red Cross
 - iii. Administration
 - iv. Bereavement support
 - v. Palliative care
 - b. School governors
 - c. Special constables
 - d. Victim support
 - e. Community referral panels
 - f. Witness support

- 2. The number of people reporting that they have engaged in formal volunteering for an average of 2 hours a week or more over the previous year.**

Current performance

- 1. 1385 vacancies existing in sectors identified above**
- 2. 0 baseline normalised to level determined in Community Survey question (see below)**

**Performance at the end of the period of the Local PSA
(April 2007-Mar 2008)**

Performance expected without the Local PSA

- 1. 1385 vacancies remaining in designated voluntary roles (based upon 2004/5 data)**
- 2. Same as current performance (2004/5)**

Performance target with the Local PSA

- 1. 1014 vacancies filled (371 vacancies remaining based upon 2004/5 figures)**
- 2. 1330 additional people reporting that they engage in formal volunteering of 2 hours or more a week compared to normalised baseline of 0 established in 2005**

Enhancement in performance with the Local PSA

- 1. 1014 vacancies filled**
- 2. 1330 additional people reporting formal volunteering**

LPSA VOLUNTEERING									
VALUE FOR MONEY ASSESSMENT									
Target 1: Reduction of vacancies in specific (high value) volunteer roles	Total Volunteer Posts available	Posts currently filled	Current vacancies	Vacancies to be filled with PSA	HOURLY RATE	NO OF HOURS	AVGE VALUE	LPSA VALUE	
HEALTH SECTOR	2750	2000	750	550	£10.00	110	£1,100	£605,000	
SCHOOL GOVERNORS	1300	800	500	360	£15.00	110	£1,650	£594,000	
SPECIAL CONSTABLES	350	288	62	45	£15.00	110	£1,650	£74,250	
VICTIM SUPPORT	95	78	17	12	£10.00	110	£1,100	£13,200	
COMMUNITY REFERRAL PANELS	120	76	44	40	£15.00	110	£1,650	£66,000	
WITNESS PROTECTION	72	60	12	7	£15.00	110	£1,650	£11,550	
TOTAL	4687	3302	1385	1014				£1,364,000	
Target 2: Increase in volunteers across survey established through survey				Increase in countywide reporting of formal volunteering 1330	£5.00	110	£550	£731,500	
NOTE: The hourly rate was agreed with Home Office									
								£2,095,500	

Question to be asked in community survey:

Q. Have you engaged in formal volunteering for an average of 2 hours a week or more over the last year? By formal volunteering we mean giving unpaid help through groups, clubs or organisations to benefit other people or the environment. **THIS EXCLUDES VOLUNTEERING THAT WOULD BE DIFFICULT TO DISTINGUISH FROM NEIGHBOURLY HELP.**

SCHEDULE 2: FREEDOMS & FLEXIBILITIES

The Government intends to make the changes specified below in various statutory and administrative requirements, as they relate to Surrey County Council.

In support of Target 7

Agreement has been reached on the arrangements for funding of schools.

SCHEDULE 3: PUMP PRIMING GRANT

To assist in achieving the targets set out in this Agreement, the Government will make a pump priming grant of £[Insert Amount] to Surrey County Council as a contribution towards expenditure of an "invest to save" or "invest to improve" nature. This grant will be paid no later than the financial year following that in which this agreement was concluded.

The grant is intended to contribute to the costs of the projects detailed below in Table 1, to the extent shown in the final column. It must be spent, during the period of this Local PSA, in accordance with this Schedule, or as otherwise agreed with the Government as likely to assist in achieving the enhanced performance specified in Schedule 1. Conditions protecting the proper use of public funds will apply.

Target	Project	Planned total of council expenditure (£) including pump-priming	Grant contribution Towards this Expenditure (£)
1	Offer healthier options for young people for journeys to school		135,000
2	Reduce journey times to work in Surrey		135,000
3	Improve the street scene in Surrey.		135,000
4	Minimise waste going to landfill		135,000
5	Reduce the level of domestic violence		135,000
6	Reduce the number and seriousness of road accidents		135,000
7	Help younger people to achieve their full potential		135,000
8	Enabling vulnerable older people to live independently		135,000
9	Increase employment rate of people with disabilities		135,000
10	Improving recruitment and retention in public and business service sectors		135,000
11	Increase minimum household income to an acceptable level		135,000
12	Enable all Surrey residents to make a positive contribution to society		135,000
	Total	[Insert total amount of expenditure by LA – including PPG to be given by Central Government	1,800,000

SCHEDULE 4: PERFORMANCE REWARD GRANT

The provisions of this Schedule are subject to any additional provisions on the performance reward grant elsewhere in the Agreement.

The total potential grant

The total potential grant is equivalent to 2.5% of the authority's net budget requirement for 2004/05. It is divided equally among the targets. Where a target has sub-targets, the amount for the target is sub-divided equally among the sub-targets unless otherwise specified. The relevant net budget requirement was £[Insert relevant NET budget requirement].

The reward for achievement on a target

The proportion of the potential grant attributed to a target or sub-target that is payable is the same as the proportion of the 'enhancement in performance with the Local PSA' specified in Schedule 1 that the authority achieves, subject to a maximum proportion of 100% and a minimum of 60%. If the authority achieves less than 60% of that enhancement in performance, nothing is included in the grant in relation to that target or sub-target.

Payment of the grant

The grant will be paid in two equal instalments in the financial year following that in which the end date of the Local PSA falls, and the next financial year, subject to the qualification below relating to interim payments on account.

Half of each instalment of the grant will be paid as a capital grant, and half as a revenue grant.

ANNEX D: LPSA TARGETS AND STATUS August 2005		INDICATORS	STATUS
Priority I	A Surrey where the social and environmental cost of travel and access to services is minimised		
Target 1	Improving the amount of regular physical exercise taken by children through cycling to school.	1. Percentage of pupils who undertake at least 2 hours per week of school related extra curricular physical exercise through cycling to school. 2. Percentage of pupils completing cycling safety courses	Agreed.
Target 2	Encouraging companies to subscribe to a Surrey Car Share scheme	1. Average journey times on specific routes	Agreed.
Priority II	A Surrey where the local and natural environment is improved and protected		
Target 3	To improve street scene with particular emphasis on the removal of detritus and litter.	BV 199a BV 89 BV 218b	Agreed
Target 4	Waste recycling	Tonnage of non LATS (glass) domestic and commercial recyclable waste collected and recycled.	Agreed
Priority IV	A Safer Surrey		
Target 5	Reducing the levels of repeat reported domestic violence	1. Number of recorded offences. 2. Proportion of repeats.	Agreed.
Target 6	Reducing collisions resulting from speed related factors	1. Number of Killed/Seriously Injured. 2. Number of minor injuries.	Agreed.
Priority V	A Surrey where the effectiveness of the public and private sector is not threatened by labour and skills shortages		
Target 10	Develop career pathways for staff in health and social care	Number of people achieving designated NVQ qualifications.	Agreed.
Priority VI	A Surrey where all members of the community have the opportunity to make a positive contribution to the community		
Target 9	Increasing the employment rate of people with disabilities	1. Number of people on Incapacity Benefit placed in employment for at least 8 hours a week. 2. Number of people on Incapacity Benefit placed in employment for at least 16 hours a week	Agreed.
Target 11	Maximising income to ensure that those entitled receive the appropriate benefit	Number of claimants receiving specified benefits.	Agreed.
Target 12	Volunteering - getting organisations to commit staff to voluntary activities in the community.	1. Number of vacancies filled by volunteers in specified roles. 2. Number of people claiming to undertake formal volunteering through survey	Agreed.
Priority VII	A Surrey where young people achieve their full potential		
Target 7	Improving levels of attendance at school	1. Percentage of sessions attended - primary/special schools. 2. Percentage of sessions attended - secondary/special schools.	Agreed.
Priority VIII	A healthier Surrey		
Target 8	Improving on the ability of older people to live independently in their own homes.	1. Number of people helped to live at home with a care service (PAF C32) 2. Number of people helped to live at home with services provided by districts and boroughs 2. Percentage of hospital patients (referred to Adult & Community Care Services) returning home 3. Overall satisfaction rating (Home Care/Direct Payments)	Agreed.

NET REVENUE REDUCTIONS

i) REBASING BUDGETS: -

	£	£
Rebasing of particular budgets where consistent underspend has occurred	157,000	
Charge to HRA for appropriate part of graffiti and street care service	5,000	
Car Park Ticket Machine Replacement		
– greater reliability		
- General	10,000	
- Parks	2,000	
General Inflation Provision	25,000	
Review Board – consultancy/other expenses	2,000	
Best Value, CPA & associated provisions	20,000	
Proper allocation of staff time to HRA on Housing Advice and Registration	20,000	
Member Training, travel & misc. expenses	12,000	
Provision for Leader's Position Statement initiatives	37,000	
		£290,000

ii) INCREASE IN INCOME:-

	£	£
Play and Youth Schemes	30,000	
Allotments Fees and other income	3,000	
Parks – Pitch Income	7,000	
Care & Repair Service Fees	17,000	
HMO Inspection Income	5,000	
Community Alarms Fees	11,000	
Environmental Protection	2,000	
Cemetery Charges	20,000	
Local Land Charges	10,000	
Safer Runnymede – Police and other contributions	25,000	
Car Parking Charges	50,000	
SCC Contribution to CCTV Coverage for DPE	9,000	
Greater property and related income	40,000	
Other miscellaneous fees and charges	10,000	
		239,000

iii) RESCHEDULING OR REDUCTION IN SPECIAL WORKS:-

	£	£
Parks	20,000	
Strategic Maintenance, Corporate Property	100,000	
Land Drainage	25,000	
Environmental Improvements, Safer Runnymede	15,000	
		160,000

iv) RESTRUCTURING, REFOCUSING OR REDUCING SERVICE PROVISION:-

-396-

- 1 -

	£	£
Pest Control and Dog Warden Service	30,000	
Discretionary Borough Highways – Staffing	85,000	
Discretionary Borough Highways - Town Centre Maintenance	20,000	
Discretionary Borough Highways - Shrubs and Flower Beds	50,000	
Revised Service Provision Queen Elizabeth House (provisional)	80,000	
Cease weekend meals service at Eileen Tozer	8,000	
Cease private sector security - Civic Offices Reception Area (subject to staff consultation)	21,000	
Reduce grant support for major community events	5,000	
Delete subscription to technical directory – environmental protection	6,000	
Reduce out-of-hours noise nuisance consultancy provision	10,000	
Reduced Admin resource consequence of out-of-hours and Pest control changes	11,000	
Rationalisation of Halls	40,000	
		366,000

v) RE-ENGINEERING AND EFFICIENCY SAVINGS:-

	£	£
Further Rationalisation of WP & typing resources	15,000	
Revenues – net reductions including benefit of incentive area subsidy	50,000	
Building Control Restructure	20,000	
Safer Runnymede – revised shift structure	25,000	
Abandoned Vehicles – rationalisation of administration and vehicle disposal	6,000	
Community Services – general admin.	15,000	
Renegotiated health insurance premium	3,000	
Negotiation general insurance premium renewal	17,000	
IT Restructure and savings	40,000	
IT replacement reserve – extending life of kit	20,000	
Enhanced investment income from better land receipt generation, slower draw down of reserves including consequence of 2004/5 underspend	265,000	
Abbeyfit (recalculation of projected increases in income)	102,000	
		578,000

TOTAL

£1,633,000



*Runnymede Branch
Civic Offices
Station Road
Addlestone
Surrey
KT15 2AH*

*Tel: 01932 838383
ext. 5946 or
01932 425946 (24hrs)*

Branch Secretary
Claire Pinnock

Our ref:

Your ref:

*When telephoning
please ask for*

19 August 2005

Dear Tim,

Net Revenue Reductions – Further Proposals

Further to our meeting yesterday please find below the comments which the Branch Committee wishes to be included in the report 'Net Revenue Reductions - Further proposals'.

It is considered by UNISON that without further detailed information of how the proposed savings will be specifically achieved within each subject area it is difficult to appreciate at this stage what their impact will be on remaining staff and services, and therefore reserve the right to comment further, once specific details are available and the resulting effects upon its members and service provision become clearer. What is clear to UNISON is that the proposals will inevitably have an impact upon service delivery in a number of areas and as Members will appreciate this is very likely to affect the staff's ability to achieve current targets.

UNISON Branch Committee
August 2005

We discussed the issues in some detail and would like to request that consideration is given to utilising the staff suggestion scheme in order to invite staff to make suggestions about initiatives which might help towards additional savings to be made, awarding those staff a percentage of savings that are realised from their suggestions.

EXTERNAL APPOINTMENTS SUB-COMMITTEE

1 June 2005 at 7.30 pm

Members of the
Sub-Committee present: Councillors J.R. Furey (Chairman), Mrs. L.M. Gillham, P.A. Greenwood,
R.K. Habgood, C.J. Norman and G.B. Woodger

Members of the
Sub-Committee absent: None

1. ELECTION OF CHAIRMAN

RESOLVED that -

Councillor J.R. Furey be Chairman of the Sub-Committee.

2. MINUTES

The Minutes of the meeting of the Sub-Committee held on 13 July 2004 were confirmed and signed as a correct record.

3. NOTIFICATION OF CHANGE TO SUB-COMMITTEE MEMBERSHIP

The Runnymede Independents Group had notified the Chief Executive Officer of its wish that Councillor Alderson be removed from membership of the Corporate Management Committee and this Sub-Committee and that Councillor Mrs. Gillham be appointed in his place for a fixed period ending on the day after the meeting. Thereafter Councillor Alderson would be re-appointed to the parent Committee and this Sub-Committee.

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

4. APPOINTMENTS TO OUTSIDE BODIES

Members considered appointments to outside bodies.

RESOLVED that -

the following appointments be made for the Municipal Year 2005/2006, and for longer periods where stated:

- (1) **Abbey Fit Joint Management Committee**
Councillors Mrs. Gant, C.J. Norman and Ms. Simmons

- (2) **Addlestone Chamber of Commerce**
Councillor Furey. Deputy: Councillor J. Broadhead

- (3) **Age Concern**
Councillor Pate

- (4) **Age Concern Surrey**
Councillor Pate

- (5) **Air Training Corps (No. 398 Squadron) Management Committee**
Deferred to Corporate Management Committee

- (6) **Basingstoke Canal Joint Management Committee**
Councillor Whiteley

- (7) **Chertsey Almshouses Charity (four year term)**
Councillors C.J. Norman and Tuley

- (8) **Chertsey and District Chamber of Commerce**
Councillor C.J. Norman. Deputy: Mrs S. Jacobs
- (9) **Chertsey Combined Charity (four year term)**
Councillor C.J. Norman
- (10) **Chobham Common Liaison Group**
Councillor Mrs. Roberts
- (11) **Duke of Edinburgh's Award**
Councillors Dean and Mrs Jones
- (12) **Egham Chamber of Commerce**
Councillor Ashmore. Deputy: Councillor Meares
- (13) **Egham United Charity (four year term)**
Mr M.A. Wheaton (Virginia Water)
- (14) **Fairoaks Airfield Joint Consultative Committee**
Councillor Mrs. Jacobs. Deputy: Councillor Thewlis
- (15) **Flood Risk Action Group (Chertsey Bourne)**
Councillors Mrs Jacobs and C.J. Norman
- (16) **Flood Risk Action Group (Lower Thames Region)**
Councillors Alderson and Woodger
- (17) **Frank Muir Memorial Field**
Councillors Mrs. Gill, Mrs. Gillham and Relph

- (18) **Heathrow Airport Consultative Committee**
Councillor Knight. Deputy: Councillor Thewlis
- (19) **Local Authorities M25 Consortium - S.W. Quadrant**
Councillors Mrs. Angell, Davis and Mrs. Gillham
- (20) **Local Strategic Partnership**
Councillors Furey, Habgood and Woodger
- (21) **New Haw Community Association Governing Body**
Councillors Dean, Ruane and Tollett
- (22) **Addlestone and Chertsey Police Community Partnership Group**
Councillors J. Broadhead, Mrs. P. Broadhead, Edwards and Greenwood
- (23) **Egham Police and Community Partnership Group**
Councillors Ashmore, Mrs. Lay and Whiteley
- (24) **Relate (Woking, Spelthorne and District)**
Councillor Mrs. Gill
- (25) **Runnymede Association of Arts**
Councillors Davis, Miss. Heath and Mrs. J. Norman
- (26) **Runnymede Citizens' Advice Bureau Management Committee**
Councillors Ms. Clarke and Tuley
- (27) **Runnymede Council Sports and Social Club Management Committee**
Councillor Mrs. P. Broadhead

- (28) **Runnymede Locality Planning Group (Social Services)**
Councillor Greenwood
- (29) **Runnymede Mental Health Association**
Councillor Ashmore
- (30) **Runnymede Sports Council**
Councillors C.J. Norman, Tuley and Tollett
- (31) **Services for Young People Group**
Councillor Mrs. Jones
- (32) **South East England Regional Assembly (SEERA) (two year period)**
Councillor Woodger. Deputy: Councillor Furey
- (33) **Spelthorne and Runnymede Mediation Service Management Committee**
Councillor Mrs. Gillham
- (34) **Surrey Economic Development Forum**
Councillor Furey
- (35) **Surrey County Districts' Film Licensing Joint Committee**
Councillors Alderson and Edwards
- (36) **Surrey Heathland Management Project**
Councillor Whiteley
- (37) **Surrey Museums Consultative Committee**
Councillor Ray. Deputy: Councillor Ms Haylor
- (38) **Surrey Sport**
Councillor Habgood

(39) **Town Twinning Association**

Councillors Ashmore, Mrs Barden and Moore.

Chairman

(The meeting ended at 7.44pm)

RUNNYMEDE BOROUGH COUNCIL

Notes of Health & Safety Advisory Group Meeting 10.30 a.m. Tuesday, 7th June 2005

Present:

Dennis Speight	(DNS)	Head of Environmental Protection, Chairman
Ed Keith	(EK)	Municipal Safety Advisor – Secretary
Malcolm Webb	(MW)	DSO/Depot
Mike Rotter	(MR)	Housing & Community Services Department
Ian M ^c Leod	(IM ^c L)	Non-Union Staff Safety Rep.
Ian Langmead	(IL)	Head of Corporate Administration
Stuart Cawthorne	(SC)	Director of Finance
David Thomas	(DT)	Personnel Officer
Kayo Ono	(KO)	Leisure Services
Chris Rogers	(CR)	Community Services

Apologies for Absence:

Brian Mannian	(BM)	Principal Building Manager
Clare Pinnock	(CP)	UNISON – Safety Rep.
John Scoggins	(JS)	IT Section

2. **CHANGE OF STATUS OF HEALTH AND SAFETY ADVISORY GROUP**

Andy Gardiner addressed the group about the forthcoming transition of the group to a Safety Committee as requested by our UNISON safety representatives and that this would be the last meeting as a Health and Safety Advisory Group. He explained that the request was that, although it was to become a safety committee, the composition of the committee remained unaltered from that of the group. He stated still had to write a constitution for the committee for ratification by directors. This he hoped to present at the first meeting of the committee. DS stated that he was willing to discuss the implications of the proposed changes if anyone wished to do so. Andy asked for details of members of the group, EK to provide.

3. **NOTES OF MEETING HELD ON 9th March 2005**

ACTIONS

There were no comments on the previous record.

The minutes were passed as a true record

4. **MATTERS ARISING NOT ON ROLLING LIST**

There were no items to report.

5. **ROLLING LIST OF OUTSTANDING ITEMS**

- | | | |
|-----|---|----------------------------|
| i. | Aggressive Behaviour - EK informed members that he was experiencing difficulty in defining the criteria for placing an aggressive or violent person on the register and that he would be visiting them for some help on the matter. EK said that he had received requests from various departments for aggressive behaviour management training and asked that members ascertain the numbers involved from each department and the type of training required. SC agreed to take the issue for discussion with other Directors. | EK

SC |
| ii. | Revitalising Health and Safety – We have some funding left over if managers have a health and safety initiative they wish to implement before the end of this financial year. Alternatively some funding may be available for training through our insurers, Zurich Municipal, later in the year. It was agreed that requests for health and safety related courses made to the Insurance Officer should be discussed with EK. | Closed |

- | | | |
|------|--|-----------|
| iii. | Evac. Chairs – Practices have been carried out and will continue on a three monthly basis, co-ordinated by EK, who will produce an annual training plan involving 4 practice sessions annually. EK to talk to the Manager of ELC about requirements for training staff. | EK |
| iv. | DSE Inspections – Ongoing. | Closed |
| v. | Safety Management System – EK to review with DS prior to re-submitting to DMT for ratification | EK |
| vi. | Legionella – No further requests. To remain as a standing item. | |
| vii. | Asbestos – Ongoing. To remain as a standing item. | |
| viii | Lone Working – KO raised the issue of a lone working policy and training for leisure staff. KO to check leisure policy and procedures. | KO |
| ix. | Interview Rooms – EK has passed on to BM details of remote alarm switches to asses for suitability | EK/BM |
| x. | Concerns by DSO Crews – No new issues raised. Union representative appointed. | Closed |
| xi. | Fire Procedures – Committee Chairperson to read prior to starting meetings. | Completed |
|
 | | |
| 6. | <u>STRESS</u> | |
| | EK has attended a Local Authority Sign-Up Seminar for a pilot Stress Management System being run by the HSE. At present awaiting reply from HSE for a meeting with DT and Peter Sims. | DT/EK |
|
 | | |
| 7. | <u>SICKNESS ABSENCE MANAGEMENT</u> | |
| | Still under discussion with UNISON. However DT did ask for members opinions on the issue. | DT/CP |
|
 | | |
| 8. | <u>SMOKING POLICY</u> | |
| | BM has approached the Runnymede Sports and Social Club about funding for a plastic curtain partition to separate the Restaurant from the Smoking area. Help is available for those smokers who wish to stop smoking. | BM |
|
 | | |
| 9. | <u>DSE PROCEDURES</u> | |
| | EK is to review and update the procedures for the safe use of DSE then place on the intranet as part of Corporate Health and Safety Procedures. Ongoing | EK |
|
 | | |
| 10. | <u>FIRE DOORS</u> | |
| | The situation with the fire doors has vastly improved.
IM ^o L raised the issue that security were not in possession of the key codes for IT and would not be able to gain entry in an emergency. SC to raise with IT manager | SC |
|
 | | |
| 11. | <u>CORPORATE DRIVING POLICY AND PROCEDURES</u> | |
| | SC produced a Vehicle Insurance Policy document for drivers of council vehicles which requires their details to be checked on an annual basis however EK raised the question of what checks are done on essential and casual drivers and pointed out that they are carrying out those trips under the councils employment, even if they are using their own car. Recent guidance from insurance companies on court cases state that we should be carrying out checks and proposed changes to the reporting of accidents will make road accidents sustained at work reportable to the HSE. After a heated discussion it was decided that a proposal be made to Directors that a system be put in place to maintain up | SC/EK |

to date details of all those who drive on council business.

12. **PROCEDURE FOR PLACING CORPORATE POLICIES AND PROCEDURES ON THE INTRANET**

EK said that he has passed it on to the DMT for approval but has had no reply yet. DS has requested that he be given a copy and he will discuss it with Peter Sims.

EK

13. **ACCIDENTS REPORTED SINCE MEETING OF 9th March 2005**

Ten accidents had been reported and were discussed.

EK

14. **DIFFICULT VISITS AND INTERVIEWS**

There were two incidents reported from Abbey Fit of youths using offensive and threatening behaviour to staff. Police are aware of the situation.
Also two incidents reported from Chertsey Recreation Grounds of youths using offensive and threatening behaviour to staff.

EK

15. **HEALTH & SAFETY PUBLICATIONS RECEIVED SINCE MEETING OF 9th March 2005**

HSE New Publications

The new "Working at height regulations" was released on 6th April.

<http://www.legislation.hmso.gov.uk/si/si2005/20050735.htm>

and further information may be had at <http://www.hse.gov.uk/falls/wahr.htm>

HSE Press releases

06/04/05

HSE Launches work at height regulations – a brief guide

<http://www.hse.gov.uk/press/2005/e05049.htm?hseid=aHR0cDovL3d3dy5oc2UuZ292LnVrL3ByZXNzL3ByZXNzLmh0bQ==>

13/04/05

HSE announces what the regulations mean for the construction industry

<http://www.hse.gov.uk/press/2005/e05054.htm?hseid=aHR0cDovL3d3dy5oc2UuZ292LnVrL3ByZXNzL3ByZXNzLmh0bQ==>

21/03/05

HSE launch initiative with waste and recycling industry to reduce injuries

<http://www.hse.gov.uk/press/2005/e05038.htm?hseid=aHR0cDovL3d3dy5oc2UuZ292LnVrL3ByZXNzL3ByZXNzLmh0bQ==>

26/05/05

HSE Publishes detailed data on work -related ill health

<http://www.hse.gov.uk/press/2005/e05073.htm?hseid=aHR0cDovL3d3dy5oc2UuZ292LnVrL3ByZXNzL3ByZXNzLmh0bQ==>

HSE What's New

14/03/05

The HSE have announced a delivery plan for the review of sickness absence in the public sector

<http://www.hse.gov.uk/gse/deliveryplan.pdf>

28/03/05

HSC have issued a consultative document on RIDDOR

<http://www.hse.gov.uk/consult/disdocs/riddordd.htm?hseid=aHR0cDovL3d3dy5oc2UuZ292LnVrL25ldy9pbmRleC5odG0=>

28/03/05

HSC have issued a consultative document setting out proposals for new regulations to consolidate and replace the Construction (Design and Management) and Construction (Health Safety and Welfare) (CHSW) regulations

<http://www.hse.gov.uk/consult/condocs/cd200.htm?hseid=aHR0cDovL3d3dy5oc2UuZ292LnVrL25ldy9pbmRleC5odG0>

09/05/05

HSE have issued an update to the stress management standards

<http://www.hse.gov.uk/stress/standards/index.htm?hseid=aHR0cDovL3d3dy5oc2UuZ292LnVrL25ldy9pbmRleC5odG0>

New HSE Campaigns

04/01/2005

The HSE have launched a new campaign called Better Backs.

<http://www.hse.gov.uk/betterbacks/index.htm?hseid=aHR0cDovL3d3dy5oc2UuZ292LnVrL25ldy9pbmRleC5odG0>

Further information can be found on the HSE web site www.hse.gov.uk

16. **ANY OTHER BUSINESS**

There being no further business the meeting closed at 11.55 a.m.

17. **DATE OF NEXT MEETING**

This will be on Wednesday, 7th September 2005, beginning at 10.30 a.m. in the Conference Room.

Ed Keith

Municipal Safety Advisor

17th June 2005