

Runnymede Borough Council

CORPORATE MANAGEMENT COMMITTEE

Thursday 31 March 2005, at 7.30 p.m.

in the Council Chamber

at the Civic Offices, Addlestone



Members of the Committee

Councillors R.K. Habgood (Chairman), N. Thewlis (Vice-Chairman), J.R. Furey, Mrs L.M. Gillham, P.A. Greenwood, C.J. Norman, Ms. C.M. Simmons, P.B. Tuley, P.J. Waddell and G.B. Woodger

## A G E N D A

Notes:

- i) Any report on the Agenda involving confidential information (as defined by section 100A(3) of the Local Government Act 1972) must be discussed in private. Any report involving exempt information (as defined by section 100I of the Local Government Act 1972), whether it appears in Part 1 or Part 2 below, may be discussed in private but only if the Committee so resolves.
- ii) The relevant 'background papers' are listed after each report in Part 1. Enquiries about any of the Agenda reports and background papers should be directed in the first instance to **Mr. J. Gurmin, Administration and Leisure Department, Committee Section, Civic Offices, Station Road, Addlestone (Tel. Direct Line: 01932 425624). (Email: john.gurmin@runnymede.gov.uk).**
- iii) Agendas and Minutes are available on a subscription basis. For details, please ring Mr. B.A. Fleckney on 01932 425620. Agendas and Minutes for all the Council's Committees may also be viewed on [www.runnymede.gov.uk](http://www.runnymede.gov.uk).
- iv) In the unlikely event of an alarm sounding, members of the public should leave the building immediately, either using the staircase leading from the public gallery or following other instructions as appropriate.

## **LIST OF MATTERS FOR CONSIDERATION**

### **PART I**

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

	<b><u>Page</u></b>
1. NOTIFICATION OF CHANGES TO COMMITTEE MEMBERSHIP	3
2. MINUTES	3
3. APOLOGIES FOR ABSENCE	3
4. DECLARATIONS OF INTEREST	3
5. CONSTITUTION - ANNUAL REVIEW	3
6. ANNUAL EFFICIENCY STATEMENT 2005/06	5
7. REVISED POLICY MAKING FRAMEWORK	7
8. REFERENCES FROM OTHER COMMITTEES	8
9. ELM FARM GYPSY SITE WATER MAIN REPAIR	12
10. URGENT ACTION - STANDING ORDER 42	13
11. INFORMATION STRATEGY MEMBER WORKING GROUP - MINUTES	13
12. EXCLUSION OF PRESS AND PUBLIC	13

### **PART II**

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

a) <u>Exempt Information</u>	
13. REFERENCE FROM LEISURE AND ENVIRONMENT COMMITTEE - 17 MARCH 2005 - ABBEY FIT - (TO FOLLOW)	14
14. WRITE-OFFS	14
b) <u>Confidential Information</u>	
(No reports to be considered under this heading)	

1. NOTIFICATION OF CHANGES TO COMMITTEE MEMBERSHIP

2. MINUTES

To confirm and sign as a correct record the Minutes of the meeting of the Committee held on 3 March 2005 at Appendix 'A' (to follow).

3. APOLOGIES FOR ABSENCE

4. DECLARATIONS OF INTEREST

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

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

5. CONSTITUTION – ANNUAL REVIEW (DAL)

1. **Purpose of Report**

1.1 **To consider the annual review of the Council's Constitution.**

2. Background Information

2.1 The Council is required to keep its Constitution under review. Under Article 14, the Monitoring Officer is to monitor and review its operation to ensure that its aims and principles are given full effect. An annual report is made to this Committee and other Committees if appropriate.

2.2 Changes to the Constitution may only be approved by full Council after consideration of a report from this Committee, together with the results of any public consultation (not in practice necessary unless radical changes are contemplated).

2.3 The Local Government Act Member Working Group considered the Constitution at its meeting on 18 January 2005 and its comments are incorporated where relevant below.

3. Report

3.1 Articles of Constitution (pages 5 to 27)

3.1.1 The Member Working Group questioned whether the Comprehensive Performance Assessment (CPA) should be referred to in the role of full Council. Having considered the point, Officers feel that any action arising under the CPA process can be dealt with without amendment to the Constitution.

3.1.2 The Working Group considered whether there should be additional features to stimulate public interest in Council meetings but made no proposals. There is a reasonable range of possibilities at present.

3.1.3 As to the role of the Review Board, a view was expressed that one Member should be able to initiate call-in (rather than two) and that the processes did not favour minority groups. However, the Working Group as a whole did not accept the need for change.

3.2 Responsibility for Functions

3.2.1 The Licensing Committee membership has been amended from ten to fifteen.

3.2.2 In the Scheme of Delegation, there is a slight anomaly in that disposals of land up to £10,000 in value are delegated to Officers (albeit that this would normally be undertaken in consultation with appropriate Members) while all new leases, no matter how short the term or how low the rent, must be agreed by Committee. It is suggested that the Officer delegation

should include leases or licences for a fixed term not exceeding three years, or periodic leases and licences terminable on not more than twelve months notice, provided that in either case the rent does not exceed £1,000 per annum. This would allow grazing licences and small lettings to local groups to proceed more quickly.

- 3.2.3 The Member Working Group requested that the guidance on consulting Members and the Consultation Strategy should be amended to remind Officers to consider the presence of any statutory holidays occurring within the consultation period.
- 3.2.4 Following the recent change in legislation it should be made clear that the Director of Finance is able to determine the Council Tax base. This is a statutory calculation in which the Council has no discretion and would be reported to Committee in due course.
- 3.2.5 Last year the Englefield Green Committee resolved to restrict more closely its delegation to Officers and this amendment will be incorporated.

### 3.3 Administrative and Procedural Standing Orders

- 3.3.1 The Member Working Group considered whether the right of public speaking should be extended beyond Council and Planning Committee. The Working Group made no recommendation in this respect but the Committee is invited to consider this and to instruct Officers to extend the right should it wish to. There has been no pressure from the public for a change, although every Committee from time to time deals with matters of public interest or controversy where the right might be exercised if available. If the right were extended to other Committees, Officers would suggest that notice be required in a similar way to Planning Committee and Council, and that a maximum of two members of the public should be permitted to address the Committee on any one item on the Committee's agenda. A draft Standing Order would be brought before the Council meeting on 21 April. Some concern was expressed about the danger of being unable to check statements made by members of the public. It is difficult to provide a safeguard against all kinds of mis-statement, although it might be feasible to require people addressing the Council or Committee to provide a copy of their notes so that at least what they said could be verified.
- 3.3.2 The Working Group asked for further consideration to be given to the current prohibition on the tape recording of Council and Committee proceedings (Standing Orders 24.10 and 38.10). Officers advise that at present, notwithstanding the normal prohibition, the Standing Orders permit the person presiding to allow tape recording or photography if he or she sees fit, and this may be subject to conditions. Officers would not advise changing this Standing Order, which protects the Council against covert recording which may then be subject to unfair editing. Reverting to the point at the end of 3.3.1 above, the Council could itself decide to record every contribution but there would be some expense and administration involved which may not be justified by the number of times this would be useful.
- 3.3.3 The Working Group also considered whether provision should be made for the broadcast or webcast of Council or Committee proceedings. The current Standing Order would enable this to be authorised, and again no change is recommended, but if such transmissions were to become a regular feature then it would be worth making express provision in Standing Orders.
- 3.3.4 The Working Group observed generally that many Members would find it helpful to have a training session on the key points of Standing Orders. Such sessions have been run from time to time in the past, and Officers will take heed of the point.
- 3.3.5 The hearing procedure for the Standards and Audit Committee will be amended as necessary to reflect the new rules for the conduct of local investigations.
- 3.3.6 Standing Orders 31.1 and 31.2 are presently suspended in relation to Licensing Sub-Committees insofar as they require a Chairman and Vice-Chairman to be elected for the Municipal Year. This suspension should continue for 2005/06.

### 3.4 Standing Orders for Contracts

- 3.4.1 Officers will review the value limits at which given levels of formality are necessary, to ensure that they keep pace with inflation and avoid unnecessary bureaucracy for small contracts.

- 3.4.2 The reporting requirements for outturn variations will be reviewed to ensure again that the level of control and formality applied is appropriate to the actual impact of any variation.
- 3.4.3 The new Procurement Officer will be consulted over the content of Contract Standing Orders during the coming year.
- 3.5 Financial Regulations
- 3.5.1 There are minor updatings to be incorporated in Financial Regulations, including completion of the rationalisation approved last year to ensure that the Committee authority for amendments to the capital programme was comparable to its authority to approve supplementary estimates on the revenue budget.
- 3.6 Codes of Conduct and Protocols
- 3.6.1 No changes are recommended to the Code of Conduct for Members. No particular difficulties have been encountered during the year. The Standards Board for England are consulting on revisions to the Model Code and this will be the subject of a report to the Committee's next meeting.
- 3.6.2 The general principles of conduct for Members of local authorities (prescribed by regulation) will be included for Members' information within the Constitution adjacent to the Code of Conduct.
- 3.6.3 No comment has been made during the year on the Members' IT protocols, the Code of Conduct for planning matters, the Members/Officer protocol, the Monitoring Officer protocol, or the anti-fraud and corruption policy and no changes are envisaged. The Working Group noted that IT abuse may be easier in some circumstances with a laptop, and Members should be alerted to the need for one.
- 3.6.4 The Office of the Deputy Prime Minister is preparing a national Code of Conduct for Local Government staff. This is expected to reflect substantially the same principles as are already incorporated in Runnymede's staff Code, but this will be revisited when the statutory Code is published.
- 3.6.5 The scheme of Members' allowances will have the figures updated for inflation.
- 3.7 General
- 3.7.1 Language will be corrected or clarified where necessary and minor administrative adjustments may be made. No substantive changes affecting Members, other than the above, will be introduced without specific report.

**OFFICERS' RECOMMENDATION that -**

**the Director of Administration and Leisure be instructed to draft amendments to the Council's Constitution to give effect to the changes outlined above, together with minor and consequential amendments, and to present the updated Constitution to the Council for adoption for the Municipal Year 2005/06.**

**(TO RESOLVE)**

Background Papers

E-mails to and from DAL regarding provisions of constitution.

6. ANNUAL EFFICIENCY STATEMENT 2005/06 (DF)

1. Purpose of Report

- 1.1 **To report the requirement to submit an annual efficiency statement for the financial year 2005/06 to the Office of the Deputy Prime Minister.**

2. Background Information

- 2.1 The Government's spending review, announced by the Chancellor of the Exchequer in July 2004, included a target for efficiency gains in local government of 2.5% per annum. This is expected to deliver £6.45 billion in savings by 2007/08.
- 2.2 The main source of information on efficiency gains will be an annual efficiency statement which has to be completed by each Council. The statement has to be signed by the Leader of the Council, the Chief Executive and the Chief Financial Officer.
- 2.3 The ODPM requires Councils to submit details of their planned efficiency gains for 2005/06 by 15 April 2005. A further statement on efficiency gains that were actually achieved in 2004/05 will have to be submitted by 16 June 2005.
- 2.4 The Council's reports of efficiency gains will be audited by the District Auditor.

3. Report

- 3.1 An annual efficiency statement of this Council's efficiency gains included in the 2005/06 budget is set out at Appendix 'B'. The format of this statement is based on a template that has been published by the ODPM.
- 3.2 The annual efficiency statement takes as its starting point the net expenditure in 2004/05. This includes both revenue and capital expenditure and is based on the returns submitted to the ODPM last year with details of the Council's 2004/05 budget.
- 3.3 Each Council has been set a target for achieving efficiencies that is based on its original 2004/05 budget. Runnymede's target for 2005/06 is £420,000 which has been calculated as follows

	£000
Net budgeted service expenditure in 2004/05	12,381
Net budgeted capital expenditure in 2004/05	4,335
	<u>£16,716</u>
Percentage efficiency target	<u>2.5%</u>
2005/06 efficiency target	<u>£420</u>

- 3.4 The Council will be expected to produce similar savings in 2006/07 and 2007/08, to be treated cumulatively.
- 3.5 The efficiencies are to be calculated on both revenue and capital spending and the ODPM guidance expects Councils to derive savings from four sorts of activity:
- (i) reducing inputs (money, people, assets, etc) for the same outputs;
  - (ii) reducing prices (procurement, labour costs, etc) for the same outputs;
  - (iii) getting greater outputs or improved quality (extra service, productivity, etc) for the same inputs; or
  - (iv) getting more outputs or improved quality in return for an increase in resources that is proportionately less than the increase in output or quality.

*(Source: Efficiency Technical Note For Local Government, page 6)*

- 3.6 The ODPM guidance also makes it clear that certain types of activity cannot be counted as efficiency gains:
- re-labelling of activities;
  - cuts that result in poorer services for the public; or
  - increased income purely from higher prices in fees and charges to the public.

3.7 The revenue reduction exercise currently being pursued by the Council has meant that the figures included in the Annual Efficiency Statement have largely been derived from savings that have already been reported as part of the 2005/06 budget process.

4. Council Policy

4.1 This efficiency statement has been prepared in the light of the policy guidance on the revenue reduction exercise set out by the Leader of the Council and also the Council's agreed Procurement Strategy.

5. Legal Implications

5.1 Councils are required by the Government to submit details of their planned efficiency gains.

**(FOR INFORMATION)**

Background Papers

Delivering Efficiency In Local Services – Further Guidance for Local Authorities, ODPM, January 2005.

Efficiency Technical Note for Local Government, ODPM, January 2005.

7. REVISED POLICY MAKING FRAMEWORK (CEO)

1. Purpose of Report

1.1 **To seek approval to revise the Council's existing policy making framework and make recommendations as to the form and content of a new policy document.**

2. Background Information

2.1 The key policy document that has steered the Council's policy, resource and service priorities for the last twenty years has been the annual Leader's Position Statement. It has proved exceptionally useful and effective in articulating these matters and has been an integral part of the performance management framework, including the personal targets of staff in the appraisal process.

2.2 Over more recent years there has been a statutory requirement to produce a range of strategies and plans for submission to the Government Office of the South East, the Office of the Deputy Prime Minister, the Home Office and others. Some of the more significant of these have been the Best Value Performance Plan, the Community Strategy, the Asset Management Plan, the Housing Business Plan, the Housing Strategy and the Crime and Disorder Reduction Strategy.

2.3 The Audit Commission's Comprehensive Performance Assessment (CPA) in April last year, in which the Council was graded as part of a national inspection regime, adjudged the Council as excellent with a high points score, made very positive general and specific comments and identified few areas for improvement. However, as part of the Council's philosophy for continuous improvement and embracing best practice wherever it may be found, an Improvement Plan was prepared, both for the Peer Challenge (undertaken by SOLACE Enterprises) and the Council's CPA Self Assessment.

2.4 Following the publication of the CPA Report, Officers reported to this Committee on 6 May last year and details of the CPA Improvement Plan were settled with the Audit Commission and their Relationship Manager. Amongst the actions were to review the Policy Making Framework and publish revised structures and documentation.

3. Report

3.1 The attached Plan (at Appendix 'C') seeks to capture the key themes of the existing Leader's Position Statement and, perhaps more importantly from an evidence point of view, the strategic themes from the Community Strategy.

3.2 This document does not seek to introduce new strategies or priorities, but brings together in a more coherent form those themes and clusters of targets which the Council should seek to major on over the next few years. It is intended to detail at the end of the document the Council's Best Value Performance Indicator outcomes for the year ending 31 March 2005 as soon as they are available, following the end of the financial year.

#### 4. Policy Implications

4.1 The 2004/05 Leader's Position Statement states as follows:

"We will learn from and act upon the Improvement Plan that emanates from the Comprehensive Performance Assessment process, bringing about any necessary response at the earliest opportunity for the benefit of all within the Borough."

"We will review and improve corporate governance processes and procedures, looking to develop and adopt emerging best practice".

"We will further develop the Performance Management Framework, to build in Continuous Improvement Service Plans, rationalise targets and further integrate into Departmental Management".

#### 5. Resource Implications

5.1 Subject to any necessary amendments thought fit by Members and securing the necessary approval, it would be the intention to publish this document, particularly for the benefit of other public agencies/stakeholders, whilst also making it available on the Council's web site and to staff and all Members. The cost of printing can be contained within existing approved revenue budgets.

5.2 The policy priorities have been reflected in the Council's Financial Forecast 2005/06 - 2009/10.

#### 6. Summary

6.1 The proposed Strategic Plan 2005-10 (detailed at Appendix 'C') seeks to reflect best practice from other similar sized District Councils and also answers criticism from the CPA Inspectors.

### **OFFICERS' RECOMMENDATION that -**

**the revised Policy Making Framework and Strategic Plan for 2005 - 2010 be approved.**

**(TO RECOMMEND)**

#### Background Papers

Policy Making Framework - Analysis from elsewhere  
CEO's CPA File

#### 8. REFERENCES FROM OTHER COMMITTEES (DAL)

(a) REFERENCES FROM HOUSING AND COMMUNITY SERVICES COMMITTEE - 9 MARCH 2005

(i) Roakes Avenue Estate

At its meeting on 9 March 2005, the Housing and Community Services Committee considered the next steps to be taken in connection with the replacement housing scheme at Roakes Avenue. The additional land at Roakes Avenue was declared as surplus to allow the scheme to proceed and the proposed arrangements for its marketing and disposal were agreed. At its meeting on 10 March 2005 the Economic Development Committee approved the disposal of the land and authorised the Borough Valuer to commence marketing of the site.

The Housing and Community Services Committee agreed to support the recommendation, in line with the Surrey Structure Plan, for provision of 40% affordable housing (15 houses and 27 flats, totalling 42 units) as part of the scheme and to support, initially, the Apex Housing Group in making a new bid to the Housing Corporation for funding. The funding levels needed for the affordable housing scheme are considered to be more attractive in terms of lower overall grant cost per unit and, consequently, they are more likely to attract Housing Corporation Grant. The Housing Corporation has also indicated that any bid for grant would be enhanced if the Council were to contribute an element of its own funding. The Committee agreed, therefore, to recommend to the Corporate Management Committee the approval of a new Capital Estimate of £700,000 to be met from within the Council's Housing Capital Programme as the local funding contribution towards the new affordable housing element of the scheme.

**HOUSING AND COMMUNITY SERVICES COMMITTEE'S RECOMMENDATION that -**

**a capital estimate of £700,000 be approved from within the Council's Housing Capital Programme as the local funding contribution towards the new affordable housing element of the Roakes Avenue scheme.**

**(TO RESOLVE)**

Background Papers

Director of Housing and Community Services' Roakes Avenue file.

(ii) Wapshott Road Estate Redevelopment Proposal

At the same meeting, the Housing and Community Services Committee noted the current position in relation to this redevelopment and gave approval to progress the next stages of the scheme. The Committee agreed that in the event that Planning Consent was obtained, the land required for the redevelopment be declared as surplus. At its meeting on 10 March 2005, the Economic Development Committee authorised the phased disposal of the land to Apex Housing Group, in the event that Planning Consent was given.

The Housing and Community Services Committee was also advised that in addition to the construction costs of the new scheme it was now apparent that the overall scheme would involve some additional items of expenditure which would fall directly to the Council.

The following additional costs have been identified:

	£
Repurchase of dwellings	850,000
Recoverable charge to allow owners to purchase new properties	250,000
Home loss payments (100 x £3,400)	340,000
Legal costs, fees and sundries	<u>60,000</u>
Total capital budget sought	<u>£1,500,000</u>

It is possible to accommodate the above sum within the future housing capital programme but it does mean that there will be equivalent reduced resources for new affordable dwellings. It is considered unlikely that any Government grant will be allocated to this scheme and therefore local funding is the only available method of financing the scheme.

**HOUSING AND COMMUNITY SERVICES COMMITTEE'S RECOMMENDATION that -**

**a capital estimate of £1,500,000 be approved from within the Housing Capital Programme to repurchase those properties sold under the Right to Buy and to meet the costs of Home Loss payments, as set out above.**

**(TO RESOLVE)**

Background Papers

None stated

(iii) Disposal of Property at 379 Stroude Road Egham

At the same meeting the Housing and Community Services Committee also declared the property at 379 Stroude Road, Egham surplus to requirements and recommended its disposal. The dwelling is an extremely large 3 bedroom detached house with an approximate value of £400,000.

The dwelling has recently become vacant and inspection of the property has revealed that at least £40,000 of major repairs are required. If the Council were to sell this property it could use the funds to finance a number of alternatives. The Housing and Community Services Committee agreed that it was appropriate, on this occasion, to dispose of the property and to use all of the funds for the provision of additional affordable housing. The Economic Development Committee authorised the disposal of the property at its meeting on 10 March 2005, for a sum of not less than £350,000.

Under the prudential capital finance system relating to sales of housing property, the Council can retain the 75% (estimated £300,000) from the sale proceeds of 379 Stroude Road which would otherwise be "pooled" to the Government, if it is to be used on affordable housing schemes. By adding the 25% that is not subject to pooling, the full value of the sale proceeds (potentially £400,000) can be used to support new housing schemes and the Housing and Community Services Committee recommend this course of action.

The sale of this property was not anticipated in the Financial Forecast and therefore the use of the full £400,000 has a neutral impact on the Council's overall financial plans.

The disposal of this property provides the opportunity to make a substantial investment in new affordable homes. Because of the ability to draw in Government grants and use borrowing, the use of these funds to acquire units of accommodation in partnership with a Registered Social Landlord is the most effective way of providing the most extra units of accommodation.

The Leader's Position Statement, Housing Strategy, and the Community Strategy all have a stated aim to increase the provision of affordable housing in the Borough.

**HOUSING AND COMMUNITY SERVICES COMMITTEE'S RECOMMENDATION  
that -**

**100% of the funds received from the sale of the property be allocated to the  
Housing Capital Programme for the provision of affordable housing.**

**(TO RESOLVE)**

Background Papers

DHCS files

(iv) Day Centre Transport

At the same meeting, the Committee was advised that the Council currently operates a Day Centre transport service from each of the five Day Centres. There are two buses for each Centre and these are owned by the Council but are staffed and operated on Runnymede's behalf by Woking Community Transport (WCT) who have a contract for the service. The budget for the contract for 2005/06 is £184,000.

In July 2004 an extensive Best Value review was undertaken of community services for older people and this included the Day Centre transport service. The Review concluded that the Day Centre transport service should continue and recommended that consideration be given to bringing the service back in-house. This was because it was felt that this would ensure the flexibility to respond to changing demands. The in-house option is currently being evaluated by Officers and a further report will be considered by the Housing and Community Services Committee in due course. However, it has not been possible to conclude this in

time for the expiry of the existing contract and it is therefore necessary to extend the existing contract beyond July 2005.

Discussions have taken place with WCT regarding the extension of the existing contract. WCT are willing to extend the contract for a further year but, following a financial appraisal of their service, they have discovered that they are making a loss of £40,000 per year on the service. This situation has been brought about over a period of time by circumstances that could not have reasonably been predicted and includes additional costs linked to the increased fuel prices, servicing, motor insurance, pensions and other costs that have accelerated beyond the rate of inflation. WCT are committed to providing an ongoing service for Runnymede and have agreed not to impose the full £40,000 loss. They are, however, asking for an increase to the current contract sum for the next financial year of an additional £27,000.

Officers have scrutinised the existing budgets for Community Services to establish savings in 2004/05 that can be carried forward to 2005/06 to pay for the above additional expenditure, by way of virement. Specific savings have been identified from the Day Centre Special Provision budget, the Community Alarm Equipment Maintenance budget and the Community Services Training budget. However, Members have been reminded that these savings are opportunistic and can, therefore, only be made for this year. There is no prospect that they can be repeated in future years.

The Housing and Community Services Committee gave their approval to the current contract being extended for a further year in order to provide sufficient time for Officers to fully evaluate the in-house proposal and to also consider whether or not there is any benefit from partnering arrangements with neighbouring Boroughs. In the event that neither option provides savings over the existing arrangements then the contract will need to be re-let from April 2006.

#### **HOUSING AND COMMUNITY SERVICES COMMITTEE'S RECOMMENDATION that -**

**a virement of £27,000 be made from savings made in various budgets within Community Services in the 2004/05 financial year, to finance the additional cost in 2005/06 of the Day Centre transport service, resulting from the increase in funding required by WCT.**

#### **(TO RESOLVE)**

##### Background Papers

None stated

- (b) ECONOMIC DEVELOPMENT COMMITTEE - 10 MARCH 2005
- (i) Civic Offices Reprovision

At its meeting on 10 March 2005, the Economic Development Committee received a report on progress with the reprovision of the Civic Offices. Given the corporate scope of the project, which extends beyond property matters to service and organisational issues outside the terms of reference of Economic Development, and the need for timely decision making, the Economic Development Committee recommended the establishment of a time limited Sub-Committee of Corporate Management Committee in order to scrutinise and make recommendations on various elements associated with the scheme. The Annual Council meeting in 2004 noted that with the current political proportions in the Council, and bearing in mind the practical issues surrounding the discharge of the remit of a Sub-Committee, membership should normally be between four and six. This would not mathematically justify the inclusion of a Labour Member, but a Labour Member could be included if no Member of this Committee voted against the proposal. If such is the wish, the Committee may wish to constitute a Sub-Committee of six with four Conservative Members, one Runnymede Independent Member and one Labour Member.

Under the legislative framework and guidance for authorities operating alternative arrangements, the creation of Sub-Committees is normally discouraged, except for the

performance of time-limited tasks, which would be the case here. Runnymede's Standing Order 22.2 prohibits the creation of a new Sub-Committee without Council consent, for this reason. Accordingly this proposal is subject to approval by the Council on 21 April.

Nominations should be made by political groups. There is no need to await Council approval in order to nominate, but the creation of the Sub-Committee cannot be confirmed until that approval.

Responsibility for the key property related issues would be retained by the Economic Development Committee, with this Committee exercising its usual financial functions.

**ECONOMIC DEVELOPMENT COMMITTEE'S RECOMMENDATION that –**

- i) the creation of a Civic Offices Sub-Committee be approved in order to scrutinise and make recommendations on various elements associated with the Civic Offices re-provision;**

**(TO RECOMMEND)**

- ii) subject to Council approval of paragraph i) above, the Sub-Committee comprise six Members in the ratio of four Conservative, one Runnymede Independent, and one Labour.**

(Note: It will be necessary for paragraph ii) above to be passed with no Member voting against)

- iii) the detailed terms of reference of the Sub-Committee be the subject of a report back to this Committee from the first meeting.**

**(TO RESOLVE)**

Background Papers

None.

- 9. ELM FARM GYPSY SITE WATER MAIN REPAIR (DHCS)

To follow

- 10. URGENT ACTION - STANDING ORDER 42 (DAL)

The following action has been taken after consultation with the Chairman of this Committee under Standing Order 42.

<u>Officer</u>	<u>Action Taken</u>	<u>Central Index No.</u>
Director of Administration and Leisure	* Agreement to i) make a grant of £25,000 to Egham Swan Sanctuary upon its vacation of Pooley Green Allotments; and ii) extend the date of the Swan Sanctuary's Notice to Quit until 30 October 2005	571

\* in conjunction with the Chairman of the Economic Development Committee.

**(FOR INFORMATION)**

Background Papers

Proforma dated 21 January on Head of Corporate Administration's file.

11. INFORMATION STRATEGY MEMBER WORKING GROUP - MINUTES

The Minutes of the meeting of the Information Strategy Member Working Group held on 6 January 2005 are attached at Appendix 'D'.

**(FOR INFORMATION)**

Background Papers

None.

12. EXCLUSION OF PRESS AND PUBLIC

**OFFICERS' RECOMMENDATION that -**

**the press and public be excluded from the meeting during discussion of the following reports under Section 100A(4) of the Local Government Act 1972 on the grounds that the reports in question would be likely to involve disclosure of exempt information of the description specified in paragraphs 7, 8, 9 and 10 of Part I of Schedule 12A of the Act.**

**(TO RESOLVE)**

**PART II**

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

<b>a)</b>	<b><u>Exempt Information</u></b>	<b><u>Para</u></b>
13.	REFERENCE FROM LEISURE AND ENVIRONMENT COMMITTEE - 17 MARCH 2005 - ABBEY FIT (TO FOLLOW)	7, 8, 9 and 10
14.	WRITE OFFS	7
<b>b)</b>	<b><u>Confidential Information</u></b>	
	(No reports to be considered under this heading)	