



# RUNNYMEDE BOROUGH COUNCIL

## **REVIEW BOARD**

**Thursday, 9 October 2003, at 7.30 p.m.**

**in the Council Chamber,  
at the Civic Offices, Addlestone**

# **A G E N D A**

## **Members of the Review Board**

Councillors P.J. Poole (Chairman), D.P. Easton (Vice-Chairman), A. Alderson, J. Broadhead, Ms D.V. Clarke, P.A. Greenwood, J.E. Haas, Mrs V.A. Smallman and P.B. Tuley

### 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 Review Board 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, Committee Section, Administration & Leisure Department, Civic Offices, Station Road, Addlestone (Tel. Direct Line: 01932 425624). (E-mail: 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.
- 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

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### PART II

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

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

1. NOTIFICATION OF CHANGES TO REVIEW BOARD MEMBERSHIP

2. MINUTES

To confirm and sign the Minutes of the Review Board meeting held on 2 September 2003 which will be contained in the October Council Summons/Minute Book to be circulated next week.

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.

Members may wish to note Paragraph 11 of the Code of Conduct which reads as follows:-

*Overview and Scrutiny*

"11.(1) For the purposes of this Part, a Member must if he is involved in the consideration of a matter at a meeting of an Overview and Scrutiny Committee (Review Board) of the authority or a sub-committee of such a committee, regard himself as having a personal interest if that consideration relates to a decision made, or action taken, by another of the authority's -

- (a) committees or sub-committees; or
- (b) joint committees or joint sub-committees,

of which he may also be a Member.

(2) Such a Member must, if so advised by the Chairman of the Review Board, also regard the interest as prejudicial. If the Member involved is the Chairman, he or she must take and follow the advice of the Monitoring Officer.

(3) But sub-paragraph (1) above shall not apply if that Member attends that meeting for the purpose of answering questions or otherwise giving evidence relating to that decision or action."

5. LEADER'S POSITION STATEMENT

The Leader's Position Statement at Appendix 'A' (to follow) (circulated separately) will be considered by the Corporate Management Committee at its meeting on 2 October 2003. The comments of the Corporate Management Committee will be reported to this meeting. Any observations which the Board wishes to make will be further considered by the Corporate Management Committee and/or Council as appropriate.

**(FOR CONSIDERATION)**

Background Papers

None

6. FINANCIAL FORECAST (COMT)

The updated financial forecast covering the period up to the 2008/09 financial year and including a target budget for 2004/05 is set out at Appendix 'B' (separately circulated). An estimated breakdown of the 2003/04 budget between statutory and discretionary spending is at Appendix 'C'. The forecast will be considered by the Corporate Management Committee at its meeting on 2 October 2003. The comments of the Corporate Management Committee will be reported to this meeting. Any comments

which the Board wishes to make will be considered by the Corporate Management Committee and/or Council as appropriate.

**(FOR CONSIDERATION)**

Background Papers

None

7. PROGRESS ON NET REVENUE REDUCTION TARGETS (COMT)

Page 18 of the Financial Forecast, (which is separately circulated at Appendix 'B' to this Agenda), contains details of progress regarding the savings targets approved by the former Executive Committee.

**(FOR CONSIDERATION)**

Background Papers

None

8. ENFORCEMENT OF PLANNING CONTROL – PROGRESS REPORT (DTS/DAL)

Attached at Appendix 'D' is the progress report on enforcement of planning control as at 26 September 2003.

**(FOR INFORMATION)**

Background Papers

None

9. REMAINING ITEMS ON REVIEW BOARD WORK PROGRAMME (DAL)

1. At its meeting on 2 September 2003, the Review Board agreed the following work programme for the rest of this Municipal Year and early cycles in 2004/05:

5 Year Financial Forecast 2004/05 to 2008/09  
Leader's Position Statement  
Progress On Net Revenue Reduction Targets  
Rail Transport in the borough (particular regard to stations as gateways)  
Benefit Fraud  
Annual Personnel Report 2003  
Anti-Social behaviour  
Parks and Open Spaces

2. The first three items above are being considered on this Agenda.

**(FOR INFORMATION)**

Background Papers

None

10. EXCLUSION OF PRESS AND PUBLIC

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

**OFFICERS' RECOMMENDATION that -**

**where appropriate, the press and public be excluded from the meeting during the discussion of the 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 appropriate paragraphs of Part I of Schedule 12A of the Act.**

(TO RESOLVE)

PART II

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

a) Exempt Information

(No reports to be considered under this heading)

b) Confidential Information

(No reports to be considered under this heading)