

**Roberto Tambini
Chief Executive**

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Our Ref:
Date:- **7 January 2010**

NOTICE OF MEETING:

CABINET

DATE: TUESDAY 19 JANUARY 2010

TIME: 5.00 p.m.

PLACE: GODDARD ROOM, COUNCIL OFFICES, KNOWLE GREEN, STAINES

[Refreshments for Members are available from 4.30pm in the Members' Room.]

TO: THE MEMBERS OF THE CABINET:-

Members of the Cabinet	Cabinet Member Areas of Responsibility
J.D. Packman [Chairman]	Leader of the Council
R.A. Smith-Ainsley [Vice-Chairman]	Planning and Housing
F. Ayers	Community Safety
S. Bhadye	Independent Living
C.A. Davis	Economic Development
G.E. Forsbrey	Environment
Mrs. D.L. Grant	Young People and Culture
A.P. Hirst	Communications
Mrs. V.J. Leighton	Finance and Resources

EMERGENCY PROCEDURE [THE LIFT MUST NOT BE USED]

In the event of an emergency the building must be evacuated. All Members and Officers should assemble on the green adjacent to Broome Lodge. Members of the public present should accompany the Officers to this point and remain there until the Senior Officer present has accounted for all persons known to be on the premises.

[PLEASE NOTE THAT THIS AGENDA IS AVAILABLE IN LARGE PRINT ON REQUEST TO RICHARD POWELL ON TEL: 01784 446240]

IMPORTANT PUBLIC NOTICE

MOBILE TECHNOLOGY – ACCEPTABLE USE

Use of mobile technology (e.g. mobile telephones, Blackberries, XDA's etc.) in meetings can:

- Interfere with the Public Address and Induction Loop systems;
- Distract other people at the meeting;
- Interrupt presentations and debates;
- Mean that you miss a key part of a decision taken.

PLEASE:

Either switch off your mobile telephone etc. **OR** switch off its wireless/transmitter connection and sound for the duration of the meeting.

THANK YOU FOR YOUR CO-OPERATION IN THIS MATTER.

1 APOLOGIES FOR ABSENCE

To receive any apologies for non-attendance.

2 CABINET MINUTES – 8 DECEMBER 2009 [pages 1 to 10]

To confirm the Minutes of the Meeting of the Cabinet held on 8 December 2009.

3 DISCLOSURES OF INTEREST

To receive any disclosures of interest from Members in accordance with the Council's Code of Conduct for Members.

4 RECOMMENDATIONS FROM THE AUDIT COMMITTEE - 14 DECEMBER 2009 [page 11] *[Cabinet Member – Councillor Mrs. Leighton]*

To consider the recommendations from the Audit Committee meeting held on 14 December 2009.

5 RECOMMENDATIONS FROM THE IMPROVEMENT AND DEVELOPMENT COMMITTEE - 14 JANUARY 2010 (To Follow)

[Cabinet Members – Councillor Mrs. Grant and Mrs. Leighton]

To consider the recommendations *[if any]* from the Improvement and Development Committee meeting held on 14 January 2010.

6 MANAGEMENT TEAM REPORTS

To consider the reports of the Deputy Chief Executive [DCX], Assistant Chief Executives [ACX] and the Chief Finance Officer [CFO] on the following items:-

- (a) Corporate Risk Management [CFO]
(pages 12 to 15) [Cabinet Member – Councillor Mrs. Leighton]
- (b) Revised Street Trading Policy – Draft Policy for Consultation [ACX]
(pages 16 to 19) [Cabinet Member – Councillor Ayers]
- (c) Events Programme [ACX]
(pages 20 to 24) [Cabinet Member – Councillor Mrs. Grant]
- (d) Playing Pitch Strategy Update – Key Decision [ACX]
(pages 25 to 28) [Cabinet Member – Councillor Mrs. Grant]
- (e) Spelride and Partnership with Elmbridge Borough Council – Key Decision [ACX] **(pages 29 to 31) [Cabinet Member – Councillor Bhadye]**
- (f) Cemeteries Charging Review [DCX]
(pages 32 to 36) [Cabinet Member – Councillor Mrs. Grant]
- (g) Report Withdrawn (previously pages 37 to 46)**

7 THE CABINET FORWARD PLAN (pages 47 to 51)

To note the updated version of the Council's Cabinet Forward Plan for the period from 1st December 2009 to 30th November 2010.

8 ISSUES FOR FUTURE MEETINGS

Members are requested to identify issues to be considered at future meetings.

9 URGENT ITEMS

To consider any items which the Chairman considers are urgent.

10 EXEMPT BUSINESS

To move the exclusion of the Press/Public for the following item(s), in view of the likely disclosure of exempt information within the meaning of Part 1 of Schedule 12A to the Local Government Act 1972, as amended by the Local Government (Access to Information) Act 1985 and by the Local Government (Access to information) (Variation) Order 2006.

11 EXEMPT MANAGEMENT TEAM REPORTS [Gold Paper]

To consider the exempt reports of the Assistant Chief Executives [ACX] on the following items:

- (a) Review of Parking Services [ACX]
[Paragraph 1 – Information relating to any individual.]
[Cabinet Member – Councillor Davis]
- (b) Laleham Park Campsite Lease [ACX]
[Paragraph 3 – Information relating to the financial or business affairs of any particular person [including the authority holding that information.]] ***[Cabinet Member – Councillor Mrs. Grant]***
- (c) Write-Offs [ACX]
[Paragraph 1 – Information relating to any individual.]
[Cabinet Member – Councillor Davis]

MINUTES OF THE CABINET

8 DECEMBER 2009

PRESENT:

Councillor J.D. Packman (Leader of the Council, Chairman of the Cabinet and Cabinet Member - Leader of the Council);
Councillor R.A. Smith-Ainsley (Deputy Leader of the Council, Vice-Chairman of the Cabinet and Cabinet Member for Planning and Housing);
Councillor S. Bhadye (Cabinet Member for Independent Living);
Councillor C.A. Davis (Cabinet Member for Economic Development);
Councillor G.E. Forsbrey (Cabinet Member for Environment);
Councillor Mrs. D.L. Grant (Cabinet Member for Young People and Culture);
Councillor A.P. Hirst (Cabinet Member for Communications); and
Councillor Mrs. V.J. Leighton (Cabinet Member for Finance and Resources).

Apologies: Councillor F. Ayers.

In Attendance: Councillor Ms. P.A. Broom [Chairman of the Performance Management and Review Committee].

1530. MINUTES

The Minutes of the Meeting held on 27 October 2009 and of the Special Meetings held on 29 October and 30 November 2009 were confirmed as a correct record.

1531. CLIMATE CHANGE MOTION – REFERRED FROM THE COUNCIL MEETING ON 29 OCTOBER 2009

The Cabinet considered the Climate Change Motion referred to it for consideration by the Council at its meeting on 29 October 2009.

RESOLVED that this Council supports the aims and ambitions of this national 10:10 Campaign.

1532. MINUTES OF THE SPELTHORNE YOUTH COUNCIL MEETING HELD ON 12 NOVEMBER 2009

The Cabinet discussed the Minutes of the Spelthorne Youth Council meeting held on 12 November 2009.

RESOLVED to note the Minutes of the Spelthorne Youth Council meeting held on 12 November 2009, in particular Minute 52/09 and the excellent work by the Youth Council in taking on from the Police the organisation of the “Spelthorne’s Got Talent” event now being held in March 2010.

1533. *RECOMMENDATIONS FROM THE PERFORMANCE MANAGEMENT AND REVIEW COMMITTEE HELD ON 1 DECEMBER 2009

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The Cabinet considered a report, presented by the Chairman Councillor Ms. P.A. Broom, on the recommendations from the Performance Management and Review Committee held on 1 December 2009. The report covered recommendations on the Annual Review of the Council's Code of Corporate Governance and on the Grounds Maintenance Contract Update and Review of Uncut Grass Areas.

The Chairman also updated the Cabinet on the consideration by the Committee of a Briefing Note by the Deputy Head of Planning and Housing Strategy on the Housing Strategy 2007-2009 and 2009-2014.

Annual Review of the Council's Code of Corporate Governance:

RESOLVED TO RECOMMEND to the Council that the Council's Code of Corporate Governance, within the Council's Constitution, be amended to remove the words "produce an annual report on the activity of the scrutiny function" from the Local Code of Corporate Governance (principle 6, paragraph c).

Grounds Maintenance Contract Update and Review of Uncut Grass Areas:

RESOLVED to endorse the following recommendations from the Performance Management and Review Committee:

1. That the Cabinet note the report of the Assistant Chief Executive providing an up date on the performance of the new contract and that no change is being made to the grass cutting regime.
2. That the Cabinet note that an additional cut of Leacroft Green would be at a cost of £315.00 per year and that County Councillor Mrs. Denise Saliagopoulos would provide the funding to cover the cost.

That two of the Borough Ward Members, Councillor Miss M.M. Bain and Councillor S.E.W. Budd had also offered to make a payment via their Neighbourhood Grants (subject to the criteria of spending such grants being met and a further review being held).

3. That the Cabinet note the request of the Performance Management and Review Committee for Ward Councillors to be kept informed of residents' complaints.
4. That the Cabinet note that a meeting to be attended by Councillor Ms. P.A. Broom, Chairman of the Performance Management and Review Committee, and the relevant Borough Ward Members would be held with Residents of Leacroft, Priory Green and Sykes Drive, Staines to hear their views on the grass cutting regime.

This further meeting was necessary as these Residents had been sent by letter the wrong date for the December 2009 Performance Management and Review Committee and for this reason had missed attending the meeting.

Housing Strategy 2007-2009 and 2009-2014:

RESOLVED to note that Councillor R.A. Smith-Ainsley, the Cabinet Member for Planning and Housing, would be meeting with Councillor Ms. P.A. Broom, the Chairman of the

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Performance Management and Review Committee, to discuss some issues relating to the Housing Strategy.

1534. NOMINATIONS FOR TWO SURREY LOCAL GOVERNMENT ASSOCIATION [SLGA] APPOINTMENTS

The Cabinet considered a report seeking authority for the nomination of representatives to the following SLGA Outside Bodies - (1) Surrey Climate Change Partnership Members' Group [SCCPMG] and (2) Active Surrey Sports Partnership [ASSP].

The options considered were in the main body of the report.

RESOLVED to endorse the nomination to the SLGA of Councillor Gerry Forsbrey to serve on the Surrey Climate Change Partnership Members' Group [SCCPMG] and the nomination to the SLGA of Councillor Mrs. Denise Grant to serve on the Active Surrey Sports Partnership [ASSP].

1535. *MINOR VARIATIONS UNDER THE LICENSING ACT 2003

The Cabinet considered a report informing Members of new statutory provisions which have been inserted into the Licensing Act 2003. These provisions would allow for a procedure for making minor variations to premises licenses and club premises certificates. The report was seeking authority to update and amend Delegations to Officers in the Council's Constitution.

The above minor variations proposals were endorsed by the Licensing Committee at its meeting on 18 November 2009.

The options considered were in the main body of the report.

RESOLVED TO RECOMMEND that the Council agree to delegate authority to the Head of Environmental Health and Building Control Services, in consultation with the Chairman of the Licensing Committee, to determine minor variation applications under sections 41A to 41C and 86A to 86C of the Licensing Act 2003, including the power to decide whether to consult with Responsible Authorities and that the Scheme of Delegations to Officers in the Council's Constitution be amended accordingly.

1536. *THE GAMBLING ACT 2005 – ADOPTION OF STATEMENT OF GAMBLING POLICY 2010-2013 – KEY DECISION

The Cabinet considered a report seeking the approval and adoption of Spelthorne's Statement of Gambling Policy 2010 – 2013 (the Policy), as shown in Appendix A to the report by the Assistant Chief Executive. The Statement of Gambling Policy provided a clear framework to promote the three gambling objectives within the Borough.

The Statement of Gambling Policy was endorsed by the Licensing Committee at its meeting on 18 November 2009.

The options considered were in the main body of the report.

RESOLVED TO RECOMMEND that the Council:

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1. Adopt the Statement of Gambling Policy 2010 – 2013, as set out at Appendix A to the report by the Assistant Chief Executive, subject to the word “workplace” in the last line of the first paragraph on page 47 being replaced by the words “licensed premises”.
2. Agree that the Scheme of Delegations to Officers in the Council’s Constitution be amended accordingly, as highlighted in Appendix C to the report by the Assistant Chief Executive.

1537. SURREY MINERALS PLAN – CONSULTATIONS – KEY DECISION

The Cabinet considered a report on the Surrey Minerals Plan documents recommending a number of responses to Surrey County Council. These responses were considered important to ensure that the policies set out in the various Surrey Minerals Plan documents would most effectively protect and enhance the environment of the Borough.

The options considered were in the main body of the report.

RESOLVED to:

1. Endorse the Council’s formal response to Surrey County Council on the Surrey Minerals Plan Development Plan Documents (DPDs), as outlined in Appendix A to the report of the Deputy Chief Executive, subject to including the following amendments made by the Cabinet: (i) at paragraph 15.2 f) after “Watersplash Farm” add “and express support for the need to effectively safeguard the River Ash corridor throughout any period of working and restoration of the site.” and (ii) at paragraph 15.2 g) after “to” and before “object” add “strongly”.
2. Authorise the Officers to pursue further, as necessary, concerns over the legal status of the Minerals Proposals Map and to respond as necessary on the minor points of detail relating to the Minerals Site Restoration Supplementary Planning Document (SPD).

1538. LOWER THAMES FLOOD RISK MANAGEMENT STRATEGY – KEY DECISION

The Cabinet considered a report on the Lower Thames Flood Risk Management Strategy explaining what the Strategy proposed, the issues that it raised and recommending a formal response to the Environment Agency.

The options considered were in the main body of the report.

RESOLVED that:

1. The Cabinet supports the Lower Thames Flood Risk Management Strategy set out in the Environment Agency’s consultation documents, subject to:
 - a. The detailed points set out at paragraph 4.6 of the report of the Deputy Chief Executive.
 - b. The concern generally about the lack of progress in progressing the Strategy project.

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2. The Cabinet asks that the Deputy Head of Planning and Housing Strategy, in consultation with the Cabinet Member for Planning and Housing, invites representatives of the Environment Agency [EA] to make a presentation on the Lower Thames Flood Risk Management Strategy to a special Seminar at Spelthorne Borough Council for all Members, and to which a representative from each main Residents' Association in the Borough and members of the Community Support Group on Flooding will also be invited.
3. Officers liaise with neighbouring Local Authorities seeking their support on a joint approach and to report back to the Cabinet.

1539. APPROVAL OF TENDER FOR PROPOSED CYCLEWAY AND FOOTPATH AT HAWKE PARK SUNBURY

The Cabinet considered a report recording the appointment of a contractor to undertake the work and to provide an outline of the programme of activities for the proposed cycleway and footpath at Hawke Park Sunbury.

The options considered were in the main body of the report.

RESOLVED to agree the appointment of Poulsom Plant Hire for the construction of a cycleway and footpath at Hawke Park, Sunbury (finished with Fibredec).

1540. GROUNDS MAINTENANCE CONTRACT UPDATE AND REVIEW OF UNCUT GRASS AREAS – KEY DECISION

The Cabinet considered a report updating Members on the progress of the new Grounds Maintenance Contract and informing Members of the current situation and issues in respect of the uncut grass areas.

The options considered were in the main body of the report.

RESOLVED to note the report of the Assistant Chief Executive providing an up date on the performance of the new Grounds Maintenance Contract and to endorse the recommendation from the Performance Management and Review Committee that no change is being made to the grass cutting regime.

1541. PROPOSAL FOR SPELTHORNE TO JOIN THE CENTRAL SURREY PROCUREMENT PARTNERSHIP

The Cabinet considered a report seeking agreement of Members to join the existing Central Surrey Procurement Partnership (Elmbridge and Epsom and Ewell). This proposal to join the Partnership was made in order to improve the efficiency of the Council's procurement processes and to secure cost reductions in the purchasing and service contracts.

The options considered were in the main body of the report.

RESOLVED to agree:

1. That the Council joins the Central Surrey Procurement Partnership of Elmbridge and Epsom and Ewell and that Spelthorne has access to one day a week of the Head of Procurement of the partnership.

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2. The reprioritisation of the Business Improvement Team's tasks to enable them to provide resources to help the Council organisation realise procurement savings.

1542. TREASURY MANAGEMENT HALF YEARLY REPORT 2009/2010 – KEY DECISION

The Cabinet considered a report updating Members on the Council's Treasury Management activities for the first half year to 30 September 2009.

The options considered were in the main body of the report.

RESOLVED to note the report of the Chief Finance Officer on the Council's Treasury Management activities for the first half year to 30 September 2009.

1543. DELIVERY OF SAVINGS BUILT INTO 2009-2010 REVENUE BUDGET – KEY DECISION

The Cabinet considered a report summarising the extent to which the delivery of the savings totalling £1.3million, built into the original 2009-2010 Budget, currently appeared at this stage of the financial year, to be on track.

The options considered were in the main body of the report.

RESOLVED to note the report of the Chief Finance Officer on the extent to which the delivery of the savings totalling £1.3million, built into the original 2009-2010 Budget, currently appeared at this stage of the financial year, to be on track.

1544. 2009-2010 REVENUE BUDGET MONITORING REPORT – AS AT 30 SEPTEMBER 2009

The Cabinet considered a report providing Members with the expenditure and income figures against Budget, as at 30 September 2009.

The options considered were in the main body of the report.

RESOLVED to note the report of the Chief Finance Officer on the expenditure and income figures against Budget, as at 30 September 2009.

1545. 2009-2010 CAPITAL MONITORING REPORT

The Cabinet considered a report on the current spend to date and projected outturn on the Capital Programme.

The options considered were in the main body of the report.

RESOLVED to note the report of the Chief Finance Officer on the current spend to date and projected outturn on the Capital Programme.

1546. *OUTLINE BUDGET 2010/2011 – 2014/2015 – KEY DECISION

The Cabinet considered a report on an Outline Budget covering the next four years, the first year forming the framework for the detailed Budget for the next financial year.

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Members were advised that specifically their recommending to the Council the approval of the Outline Budget would set a maximum expenditure level for 2010-2011 and would also recommend a guideline Council Tax increase.

The Council was required by law to set a balanced budget.

The options considered were in the main body of the report.

RESOLVED TO RECOMMEND to the Council:

1. That the net budgeted expenditure (before investment income and use of reserves) for 2009/2010 be set at a maximum level of £14.45m.
2. That, in order to reach this level, the Management Team, taking into account of the forthcoming recommendations of the Budget Task Group, identifies a package of options by which the budget can be balanced both in 2010-2011 and 2011-2012 and over the next 3 years of the outline period.
3. That for the purposes of the Outline Budget an annual increase of 0% has been assumed for pay and council tax increases for 2010-2011 and 2011-2012.
4. That the Council's use of reserves policy be reviewed with the aim of the council seeking to maximise the level of its reserves whilst taking account of the impact of the economic downturn and the reduced potential for capital receipts and the need to maintain a capital programme.
5. That an agreed total reserves target minimum level (as measured on 31st March each year) be set at a level of £12m for 31 March 2011.

1547. THE CABINET FORWARD PLAN

RESOLVED to note the revised version of the Council's Cabinet Forward Plan for the period from 1st November 2009 to 31st October 2010.

1548. EXCLUSION OF PRESS AND PUBLIC

RESOLVED that under Section 100A(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in the paragraph of Part 1 of Schedule 12A of the Act indicated below.

1549. FOOD WASTE COLLECTION SERVICE - KEY DECISION

[Paragraph 3 – Information relating to the financial or business affairs of any particular person [including the authority holding that information.]]

The Cabinet considered an exempt report seeking the approval of Members on the principle of providing a food waste collection service.

The options considered were in the main body of the report.

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RESOLVED to:

1. Authorise further investigations into how Food Waste Collections would work in the Borough and the possible implementation in April 2011.
2. Authorise the Head of Environment Services and the Assistant Head of Streetscene to investigate procurement of vehicles for the service.

1550. MATERIALS RECOVERY FACILITY - KEY DECISION

[Paragraph 3 – Information relating to the financial or business affairs of any particular person [including the authority holding that information.]]

The Cabinet considered an exempt report seeking approval of the Materials Recovery Facility Contract with Grundon and a partnership with Elmbridge Borough Council in managing this contract.

The options considered were in the main body of the report.

RESOLVED to:

1. Approve Grundon as the successful tenderer for processing the Borough's dry recyclables.
2. Approve the development of a partnership agreement with Elmbridge Borough Council to allow maximisation of the savings offered under a jointly procured contract.

1551. HUMAN RESOURCES AND PAYROLL SOFTWARE PROCUREMENT

[Paragraph 3 – Information relating to the financial or business affairs of any particular person [including the authority holding that information.]]

The Cabinet considered an exempt report on the proposed award of a contract for the supply, installation and support for a replacement Human Resources and Payroll computer system.

The options considered were in the main body of the report.

RESOLVED to defer this matter and to refer the exempt report to the Joint Scrutiny Committees' Outline Budget Strategy Task Group for consideration and for report back to the Cabinet.

1552. HARDSHIP RELIEF

[Paragraphs 1 and 3 – Information relating to any individual and Information relating to the financial or business affairs of any particular person [including the authority holding that information.]]

The Cabinet considered an exempt report on an application for hardship relief from Wraysbury International Ltd in respect of three hereditaments at 99 Staines Road West, Sunbury.

The options considered were in the main body of the report.

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RESOLVED, in light of Members having read all the supporting documents, to reject the application for hardship relief from Wraysbury International Ltd. (in respect of three hereditaments at 99 Staines Road West, Sunbury), on the grounds that it is not in the interests of the Council Tax payer.

1553. GENERATING INCOME FROM COUNCIL ASSETS

[Paragraph 3 – Information relating to the financial or business affairs of any particular person [including the authority holding that information.]]

The Cabinet considered an exempt report seeking Members views on the possible Sale/Disposal of various Council Assets to raise income to support the ongoing budget deficits.

The options considered were in the main body of the report.

RESOLVED to agree that the Cabinet Member for Community Safety [including responsibility for Assets] [Councillor F. Ayers] be authorised to set up a Members' Working Party of 5 Members comprising himself as Chairman, together with the Cabinet Member for Young People and Culture [Councillor Mrs. D.L. Grant], the Cabinet Member for Economic Development [Councillor C.A. Davis] and Councillors D.L. McShane and K.E. Flurry, to explore in detail with the Officers each of the identified possibilities for Generating Income from Council Assets and to report back to the Cabinet with a set of recommendations identifying which of the opportunities identified in this report should be progressed.

NOTES:-

- (1) ***Members of the Improvement and Development and Performance Management and Review Committees are reminded that under Overview and Scrutiny Procedure Rule 16.2 in the Council's Constitution, the "call-in" procedure shall not apply to recommendations the Cabinet makes to the Council. The matters on which recommendations have been made to the Council, if any, are identified with an asterisk [*] in the above Minutes.***
- (2) ***Members of the Improvement and Development and Performance Management and Review Committees are entitled to call in decisions taken by the Cabinet for scrutiny before they are implemented, other than any recommendations covered under (1) above.***
- (3) ***Within three working days of the date on which a decision of the Cabinet or a Cabinet Member is published, not less than three members [one of whom must be the Chairman] of either the Improvement and Development or the Performance Management and Review Committee are able to "call in" a decision which falls within the functions of their own particular Committee;***
- (4) ***To avoid delay in considering an item "called in", an extraordinary meeting of the relevant Committee will be convened within seven days of a "call in" being received if an ordinary meeting is not scheduled in that period;***
- (5) ***When calling in an Cabinet decision for review the members doing so should in their notice of "call in":-***
 - ***Outline their reasons for requiring a review;***

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- ***Indicate any further information they consider their committee needs to have before it in order to conduct a review in addition to the written report made by officers to the Cabinet;***
 - ***Indicate whether, where the decision was taken collectively by the Cabinet, they wish the Leader or his nominee (who should normally be the Cabinet Member) or where the decision was taken by a Cabinet Member, the member of the Cabinet making the decision, to attend the committee meeting; and***
 - ***Indicate whether the officer making the report to the Cabinet or the Cabinet Member taking the decision or his/her representative should attend the meeting.***
- (6) *The deadline of three working days "for call in" by Members of the Improvement and Development and Performance Management and Review Committees in relation to the above decisions by the Cabinet is the close of business on MONDAY – 21 DECEMBER 2009.***

**CORPORATE RISK MANAGEMENT
RECOMMENDATION FROM THE AUDIT COMMITTEE
14 DECEMBER 2009**

Report of the Audit Committee

Purpose of Report:

To present the Cabinet with the recommendation made by the Audit Committee on the review of the Corporate Risk Register:

Background:

- 1.1 The Council's Risk Management Policy/Strategy was approved by the Executive in 2002.
- 1.2 The Audit Committee is responsible for considering the effectiveness of the authority's risk management arrangements, and receives regular reports on risk issues.
- 1.3 The policy/strategy, flowchart of responsibilities and Corporate Risk Register (Appendix 1) can be found on Spelnet, and the Service risk registers can be found on global public folders.
- 1.4 The Corporate Risk Management Group revise the Corporate Risk Register on a quarterly basis. Actions required to reduce risks are shown together with officers responsible for implementing recommendations and deadlines.
- 1.5 The Audit Committee reviewed the revised Corporate Risk Register at its meeting on 14 December 2009 and noted and accepted the contents.

Audit Committee Recommendation:

The Audit Committee recommends to the Cabinet: -

That the Corporate Risk Register, as detailed in the report at Cabinet Agenda Item 6(a), be approved.

Contact: Deanna Harris, Head of Audit Services, 01784 446207

Cabinet Member: Councillor Mrs. Vivienne Leighton

CORPORATE RISK MANAGEMENT

Resolution Required

Report of the Chief Finance Officer

EXECUTIVE SUMMARY

How does the content of this report improve the quality of life of Borough Residents

Regular review of the corporate risk register helps to improve overall risk management arrangements, which supports all corporate priorities.

Purpose of Report

This report provides the Cabinet with an opportunity to review the revised Corporate Risk Register and proposed actions for improvement.

Key Issues

- The Corporate Risk Register has been reviewed and updated.
- Progress on actions proposed at the last/prior review has been documented on the register.
- Further actions have been proposed in the register to mitigate risks as far as possible.

Financial Implications

Staff time to implement actions proposed should be contained within existing budgets.

Corporate Priority

All 12 Priorities.

Officer Recommendations

The Cabinet is asked to approve the contents of the attached Corporate Risk Register ([Appendix 1](#) – Members' Room Only).

Report Author: Punita Talwar/Deanna Harris, Head of Audit Services, 01784 446207.

Contact: Deanna Harris, Head of Audit Services, 01784 446207.

Cabinet Member: Councillor Mrs. Vivienne Leighton

MAIN REPORT

1. BACKGROUND

- 1.1 The Council's Risk Management policy/strategy, flowchart of responsibilities and Corporate Risk Register can be found on Spelnet, and the service risk registers can be found on global public folders.
- 1.2 The Audit Committee is responsible for considering the effectiveness of the authority's risk management arrangements, and receives regular reports on risk issues.
- 1.3 This report provides the Cabinet with an opportunity to approve the revised Corporate Risk Register (**Appendix 1 - Members' Room Only**), assess progress on actions previously recommended, and review new actions proposed for improvement.

2. KEY ISSUES

- 2.1 The Corporate Risk Management Group have revised the Corporate Risk Register (**Appendix 1 - Members' Room Only**). Actions required to reduce risks are shown together with officers responsible for implementing recommendations and deadlines. Where actions made previously have been addressed, it is still felt that risks need to remain in the register, as they represent the authority's most significant risks, i.e. could have a major impact on service provision/delivery if not managed effectively, or could potentially result in serious injury/fatality.
- 2.2 Progress on actions proposed at the last review has been documented on the attached register (please refer to columns titled control/action and progress). Progress has been made in areas such as IT Security (further IT disaster recovery test completed in December 2009, new firewall installed, and actions from independent health check addressed); issues arising from the corporate training on Business Continuity in July 2009 are being taken forward by the Business Continuity and flu forum; under emergency planning the major incident flood plan was approved by the Surrey Local Resilience forum; reporting to Members on a partnership governance policy at SBC and the need for regular review of our significant partnerships; mandatory training relating to procurement and contract management has been provided to officers during November 2009 and Contract Standing Orders have been updated; delivery board meetings commenced to monitor implementation of the sustainability strategy and delivery of National Indicator 188 (Climate Change).
- 2.3 The following areas have not been fully addressed:
 - (a) Service plans outstanding for Environmental Health and Building Control areas, although it is acknowledged they are almost complete. (Technology/Infrastructure/Operations risk). Please see part 1 of the detailed risk register.
 - (b) Risk assessment for contaminated land (Environment risk). A draft risk assessment has now been produced, which was presented to the Audit Committee on 14 December, where the Head of Environmental Health also outlined reasons for the continuing delay in completing this action. Please see part 7 of the detailed register.

(c) Procedure document to clarify health and safety responsibilities where assets leased (regulatory/legal risk). Whilst some progress has been made on the leased asset project, there are a number of outstanding returns/surveys, and the general procedure document will be drawn up at project completion stage. The Briefing paper provided to Audit Committee Members on 14 December 2009 was considered unsatisfactory, and therefore the Head of Asset Management has been asked to attend the next Audit Committee on 25 March 2010 to provide an update, and explain the reasons for the continuing delay in completing this action. Please see part 8 of the detailed register. A revised approach is being undertaken in 2010 involving Building Control assisting leaseholders to complete the assessments to ensure the process is completed as quickly as possible. The Assistant Chief Executive responsible for Asset Management will ensure that members of Cabinet and Audit Committee receive a written progress update in a month's time.

- 2.4 A new action has been proposed in the corporate risk register aimed at addressing potential risks relating to the recent departure of the Environmental and Technical Projects Officer, to ensure there is adequate support and resilience should an emergency arise (see Environment risk under category 6).
- 2.5 In the current economic climate there is a greater risk that individuals will perpetrate fraud, and therefore the risk of fraud, its implications, and controls in place at Spelthorne have been added to the register (see Financial risk under category 13).
- 2.6 It should be noted that the new corporate priority themes have been used for the purpose of relating specific risks to priorities.

3. OPTIONS ANALYSIS

Either:

1. To accept the Corporate Risk Register as drafted and proposals for improving overall risk management arrangements. (Preferred option) The revised register is considered to be an accurate reflection of the high level risks affecting the authority, as well as the progress made on actions previously proposed, based on our assessment of risk and controls in operation.

Or:

2. To recommend amendments to the Corporate Risk Register for consideration by the Corporate Risk Management Group.

4. PROPOSALS

- 4.1 The Cabinet is asked to approve the contents of the attached Corporate Risk Register (**Appendix 1 - Members' Room Only**).

5. BENEFITS AND SUSTAINABILITY

- 5.1 Proposals set out in the Corporate Risk Register should improve overall risk management arrangements across the authority, which supports all corporate priorities.

6. FINANCIAL IMPLICATIONS

- 6.1 Resources required (staff time) to implement actions proposed in the Corporate Risk Register should be contained within existing budgets.

7. LEGAL IMPLICATIONS / OTHER CONSIDERATIONS

- 7.1 Risk register outlines circumstances where the authority may well be at risk of unacceptable outcomes; risks to health and safety; risks to the finances of the Council etc. Should these risks not be addressed adequately then it follows that there may well be undesirable legal consequences arising. The purpose of the risk register is in part to avoid such consequences.

8. RISKS AND HOW THEY WILL BE MITIGATED

- 8.1 If actions outlined in the Corporate Risk Register are endorsed by Members and implemented by relevant officers, this should improve the council's overall risk management arrangements.

9. TIMETABLE FOR IMPLEMENTATION

- 9.1 The Corporate Risk Register shows officers responsible for progressing actions, together with timescales for implementation.
- 9.2 The revised Corporate Risk Register will be placed on Spelnet and actions will be monitored by the Corporate Risk Management Group.

Report Author: Punita Talwar/Deanna Harris, Head of Audit Services, 01784 446207.

Background Papers: There Are None.

REVISED STREET TRADING POLICY – DRAFT POLICY FOR CONSULTATION

Resolution Required

Report of the Assistant Chief Executive

REPORT SUMMARY

How does the content of this report improve the quality of life of Borough Residents

Spelthorne's Street Trading Policy provides a clear framework to control street trading activities within the borough to ensure the health and safety of its residents and road users.

Purpose of Report

The purpose of the report is to seek Members' approval to consult on Spelthorne's revised draft Street Trading Policy (the Policy). **A copy of this document is available in the Members Room only.**

Key Issues

- This draft Policy outlines proposed changes to the original policy which was adopted in 1989 and which is in need of updating.
- Proposed changes include that consent from Surrey County Council, Surrey Police and the Environmental Health Team is sought by Spelthorne before consideration is given to approving all new applications to trade in a "consent street(s)". An initial enquiry fee will apply.
- The draft Policy introduces a requirement to submit plans outlining the proposed site, details of the stall or vehicle, and one passport-sized photograph.
- Before applying for a licence, food street traders will now have to provide proof that they have registered with the local authority where their stall or vehicle is normally kept and that they have taken out public liability insurance.
- Traders and any person employed by them will be required to consent to a police check to ensure that only those individuals who are "fit and proper" can be issued with a Street Trader's Consent.
- The Policy will introduce the ability to issue temporary or seasonal permits.
- An appeal mechanism to the Licensing Sub-Committee is introduced for refusal to issue, vary or renew applications for street trading permits.
- Any final decision on issuing a consent will be made by the Head of Environmental Health and Building Control Services in conjunction with the Cabinet Member for Community Safety.

Financial Implications All costs will be met within existing budgets.

Corporate Priority Community Safety, Environment, Economic Development, Community Engagement, Effective Communications

Officer Recommendations

The Cabinet are asked to approve the revised draft Street Trading Policy for consultation in accordance with the timetable specified in the report.

Contact: Liz Borthwick, Assistant Chief Executive, 01784 446376
Cabinet Member: Councillor Frank Ayers

MAIN REPORT

1. BACKGROUND

- 1.1 Spelthorne adopted the relevant parts of Section 3 and Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982, whereby streets in the borough are designated as “Prohibited” or “Consent” streets for the purpose of street trading. The resolution came into effect on 15 May 1987.
- 1.2 Spelthorne current Street Trading Policy was adopted by resolution of the Highways and Works Committee on 1 March 1989. The function was transferred to the Environmental Health and Building Control Services in 2005.
- 1.3 The Policy operates on the basis that certain streets are “prohibited” for street trading on the grounds of traffic safety. All other streets in the Borough are classed as “consent streets” where trading may be allowed subject to approval from Spelthorne and the issue of annually renewed street trading permits.

2. KEY ISSUES

- 2.1 Since the Policy was first adopted, there have been boundary changes which mean that some prohibited streets are no longer in the Borough.
- 2.2 There is no requirement in the current Policy to consult key authorities about proposals to trade in a given location. However, it is standard practice for Spelthorne to consult Surrey Police, Surrey County Council’s Highways Department and the Environmental Health Residential and Pollution team when a proposal to trade at a particular location is sought and this should be reflected in the Policy. If a decision is made that a particular location is not suitable, in terms of traffic safety or obstruction, or could cause unreasonable disturbance, then the prospective applicant is advised that an application cannot be accepted. Currently no income is generated for this initial stage in order to recover officers’ costs. We therefore propose that a fee of £70.00 is payable for an initial enquiry into the suitability of a proposed new location. If the site is not approved then this fee will be retained to cover administrative costs. If a site is approved then the initial fee will form part of the Street Trading Permit fee and the balance must be paid by the applicant. The initial fee, as well as the permits fees, may be subject to annual increases.
- 2.3 It is proposed to amend the Scheme of Delegation so that any new applications for street trading permits will be formally approved by the Head of Environmental Health and Building Control Services, in conjunction with Spelthorne’s Cabinet member for Community Safety.
- 2.4 The proposed requirement to submit a plan of the location and details of the trailer will be necessary to make an initial judgement as to the suitability of the location and proposed trade. The applicant’s photograph can be used to produce an identity badge.
- 2.5 Prior to applying for a licence, food street trader businesses will also have to provide proof that they have registered with the local authority where their stall or vehicle is normally kept. Furthermore, all traders will have to show they have taken out adequate public liability insurance (a minimum of £5,000,000).
- 2.6 The ability to trade on a temporary or seasonal basis could enhance our town centres and also bring in extra income. A list of suggested criteria to meet before such permits are approved is given in the Policy.

- 2.7 A list of general conditions has been formulated to ensure that a business can operate safely and to protect the public and other business from nuisance or unreasonable disturbance.
- 2.8 The revised Policy introduces an appeal mechanism for applicants who are refused the issue of a new permit or variation/renewal of an existing permit. This will be to Spelthorne's Licensing Sub-Committee.
- 2.9 Central Government have recently issued a consultation document to seek views on whether or not to revoke the Pedlars Act 1871. This Act currently exempts "pedlar" businesses from complying with street trading laws. The consultation ends on 29 January 2010 and may result, in the future, in local authorities having powers to restrict such activities. It could be some time before the results of the consultation are known and in any event this may only lead to minor changes needing to be made, so we are not proposing to delay the policy amendments.

3. OPTIONS ANALYSIS

- 3.1 The preferred option is to approve the proposed draft policy to be adopted for consultation in accordance with the timetable set out in paragraph 9.1.
- 3.2 There is an option for members to either reject the amendments, or propose their own version of a draft policy. However, if members decided on the former course of action there is a danger that there will not be sufficient controls in place to properly regulate street trading activities in the borough.

4. PROPOSALS

- 4.1 It is proposed that the draft Street Trading Policy be agreed and that the consultation on this be commenced immediately. **A copy of this document is available in the Members Room only.** The timetable for implementation is outlined in paragraph 9.1.

5. BENEFITS AND SUSTAINABILITY

- 5.1 By implementing the Policy, controls on street trading activities will be improved and there will be opportunities for relevant authorities to give a view and object if a location is deemed unsuitable for safety or nuisance reasons.

6. FINANCIAL IMPLICATIONS

- 6.1 The costs of the Policy revisions and consultation will be met within existing budgets and fees will be set on a cost recovery basis.

7. LEGAL IMPLICATIONS / OTHER CONSIDERATIONS

- 7.1 Section 3 and Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982, allows licensing authorities to control street trading activities within its area.

8. RISKS AND HOW THEY WILL BE MITIGATED

- 8.1 See paragraph 3.2 of this report.

9. TIMETABLE FOR IMPLEMENTATION

- 9.1 The proposed timetable is as follows:
- Report to Cabinet on **19 January 2010** to seek approval to consult on the draft Street Trading policy.

The Cabinet – 19th January 2010

Second Revised Version issued on 14th January 2010

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- Start consultation process with external and internal stakeholders on **20 January 2010** and finish on **4 March 2010**.
- Report back to MAT, with a proposed final policy on **16 March 2010**.
- Report to Cabinet on **30 March 2010** to seek a recommendation to approve a proposed final policy.
- Report to full Council on **29 April 2010** to get final approval to implement policy.

Report Author: Jonathan Bramley, Environmental Health Manager 01784 446280

Background Papers: There are none.

EVENTS PROGRAMME
Resolution Required
Report of the Assistant Chief Executive
EXECUTIVE SUMMARY

How does the content of this report improve the quality of life of Borough Residents

The events organised by the Leisure Services Department provide opportunities for local residents of all ages to take part in a wide variety of different activities throughout the year. Many of the events are run in partnership with other agencies and community groups, which creates greater community cohesion and participation.

Purpose of Report

To propose the outline events programme for 2010.

Key Issues

- The 2010 events programme will incorporate several small events. This format was successful in 2009.

Financial Implications

- The events budget for 2010/2011 is £10,800, (£3000 less than 2009/2010).

Corporate Priorities

Young People, Healthy Community.

Officer Recommendations

The Cabinet is asked to:-

The Cabinet is asked to agree the main events programme for 2010:-

1.
 - a. **Youth Awards (delivered by the Youth Council, with support and guidance from Leisure Services) - £3,000**
 - b. **10K Road Race (Leisure Services provide support to Runnymede Runners and Staines Strollers clubs)**
 - c. **Summer youth events (Urban Jamming) - £3,100, coordinated by Leisure Services.**
 - d. **Sports Awards (Surrey Youth Games and Spelthorne Sports Council) - £1000, co-ordinated by Leisure Services**
 - e. **National Play Day - £1,200, coordinated by Leisure Services**
 - f. **Santa Sprint- £1,000, coordinated by Leisure services**
2. **Agree for the Leisure Services Department to support local community / voluntary groups to enable them to deliver community events, such as choirs/bands in parks.**
 - (a) **Community Events - £1,500**

Contact: Liz Borthwick, Assistant Chief Executive, Tel: (01784) 446376
Cabinet Member: Councillor Mrs. Denise Grant

MAIN REPORT

1. BACKGROUND

- 1.1 Spelthorne Borough Council has been delivering events for the local community for the past 15 years. Over this time the events programme has changed from having a few high expenditure events, to having more community focused events. The events that have been established over the last few years are more closely linked to the leisure services work programme.

2. KEY ISSUES

- 2.1 Our 2009 community events were well received. The youth council in liaison with Leisure Services organised a very successful youth awards ceremony. 56 young people were nominated for awards and 300 people supported the awards evening. The youth council were fabulous hosts and the young people who won awards were an inspiration. The awards evening included; live music and dance performances and Danny Crates the paralympic athlete gave an inspirational speech and presented the awards.
- 2.2 Over 300 young people from Spelthorne were involved in the 2009 Surrey Youth Games. The games have been running for 14 years and Spelthorne won the event for the 2nd year running, also sharing first place with Guildford Borough Council. The young people, coaches and families were all invited to the very successful sports awards evening, which was held at Kempton Park Racecourse.
- 2.3 The Staines 2009 10K road race had 510 runners taking part in the annual race. The number of runners taking part is increasing each year.
- 2.4 An Urban Jamming (U Jam) event was held on Staines High Street for young people during the summer:-
The event included live youth bands, youth dancers, graffiti art demonstrations, DJing and guitar workshops, free running demonstrations and dance mat sessions. The high street location was incredibly successful and ensured that the event was very well attended. We estimate that over 1000 people came along.
- 2.5 The Spelthorne Santa Sprint was held for the 2nd time in 2009. The overall aim was to run a fun event for the community, but to also promote the physical activity for all ages. Several families took part in 2009, including toddlers and pensioners. 152 people (over twice as many people as last year) dressed in Santa suits for the fun run/walk around Staines Town Centre, which was a spectacular sight. The Staines and Ashford News printed a full page article and pictures of the event.
- 2.6 National Play Day which was held in Staines Park in 2009, which was again a huge success. The event aimed at the under 5's and their families attracted over a 1000 people and they enjoyed arts and crafts, were able to see snakes, tortoise and alligators and have a go on the bouncy castle and miniature railway.

3. OPTIONS ANALYSIS

3.1 To agree the events programme for 2010, or not to proceed with the outline of events.

4. PROPOSALS

4.1 **YOUTH AWARDS** - This event celebrates the successes/achievements of young people in Spelthorne. Awards are given in a number of categories such as community spirit, unselfishness, kindness & bravery, triumph over adversity, sport and academic achievement. The awards are co-ordinated by Leisure Services, but the decisions about arrangements and deciding on who receives awards is carried out by the Spelthorne Youth Council. It is proposed that the 2010 event will take place on 8 May at Spelthorne Leisure Centre.

4.2 **10KM ROAD RACE** - This road race event is organised by Runnymede Runners and the Staines Strollers with support from Leisure Services. These clubs have now formed a voluntary committee to organise the annual race and any profits raised go to local charities. The 2010 event will take place on Sunday 16 May. The Leisure Services Department support the road race committee with advice, meeting room bookings and the loan of equipment on the race day.

4.3 **SUMMER YOUTH EVENTS** - The proposal for 2010 is to coordinate another Urban Jamming (U Jam) event on the Staines High Street, similar to last year, which will incorporate youth bands, dancers and youth activities. It is hoped that the U Jam event will take place on a week day in August. We will keep the U Jam brand, as this proved to be very successful. This youth events will enable us to increase young people's awareness of activities and facilities available within the Borough.

4.4 **SPORTS AWARDS** - The Spelthorne Sports Awards celebrate the success of our young people at the Surrey Youth Games and the achievements in relation to sporting success of all ages in Spelthorne. Spelthorne Borough Council will host the evening in association with the Spelthorne Sports Council. The evening will consist of awards for players, coaches, volunteers and administrators who have been nominated by their clubs. It will also include a DVD of the achievements in the youth games and sport in the Borough.

4.10 The event will benefit those involved in sport in Spelthorne. This evening acts as a chance to acknowledge all of the hard work involved in competing, coaching and running the many clubs across the borough. It is also an opportunity to celebrate the achievements of these people. It is proposed that this event will take place on Thursday 15 July.

4.11 **NATIONAL PLAY DAY** - National Play day is an annual event which celebrates children's rights to play. The idea of the day is to encourage families and children to play, and each year the day has a different theme, set by Play England. Activities at the event are free of charge and largely focus around free play and initiating children's play. Home-start Spelthorne assist with the coordination of the event.

4.12 The event is very popular and it is a good way to promote the importance of play. If approved, the event will be held in August.

- 4.13 **COMMUNITY EVENTS** - Each year voluntary and community groups across Spelthorne organise and run various local community events, such as Heritage Open Days, “have a go days” at sports clubs and music events in the parks. Last year we had 5 music performances in the walled garden in Sunbury, which proved to be very popular. Community events organised by other local groups help to support the wider need for leisure activities in Spelthorne. We support these events by providing advice about running an event, guidance on health & safety matters and assistance with marketing.
- 4.14 BP (Sunbury) are planning a community event for 2010. The event details will be confirmed in the New Year. BP will be arranging the event, but would like support from Spelthorne Council in the form of marketing and possibly assistance with the event. *(The Council has been informed that this will not be a big screen event).*
- 4.15 **SUMMER EVENTS GUIDE**- A summer events guide will be produced, which is always popular among local residents. This is a list of all the summer activities available in the Borough for all ages in association with other statutory and voluntary organisations.
- 4.16 Leisure Officer are also looking at the potential of utilising empty shops in Staines to showcase the Arts. This could include events e.g. youth dance exhibitions.

5. BENEFITS AND SUSTAINABILITY

- 5.1 All the events aim to deliver a sense of community spirit and aim to encourage participation in a wide range of activities. Many of the events recognise the achievements of local people and their contribution to their community. The events support the young people and healthy community priorities.

6. FINANCIAL IMPLICATIONS

- 6.1 The budget for 2010/2011 is £10,800, which has been reduced by £3000 this year. It is not possible to run all the events on this budget alone and other leisure budgets have to be used to make the events a success. The youth, sport and arts budgets are all heavily utilised. The events such as the U Jam, the youth awards and the sports awards require additional funding either from other leisure budgets or external sponsorship. In 2009 we received external funding for the youth awards, the sports awards and UJam. The youth council put in a bid to the youth opportunities fund (YOF) for the youth awards and were awarded £1500 towards this event. We received £1350 pounds towards the sports awards from several sponsors. In addition Kempton Park gave a discount on the hire of their facility. We received £500 external funding from the Surrey High Sheriff towards the UJam event. *The Council has been advised that Proctor and Gamble are offering some support for events but as yet we are not aware of the full amount.*

7. LEGAL IMPLICATIONS / OTHER CONSIDERATIONS

- 7.1 As with all events the council organises there is a necessity to comply with statutory requirements, these are mainly around health and safety, insurance and licensing issues. The council's health and safety, insurance and licensing officers will be consulted as necessary.

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7.2 The Leisure Services department is always investigating alternative ways to promote events, especially by the use of technology. The website, the e board in Staines and the e newsletter are all regularly used to promote events. It is also hoped that facebook and twitter will be used in the forthcoming year.

8. RISKS AND HOW THEY WILL BE MITIGATED

8.1 Risk assessments will be undertaken for each event and will be checked by the Council's Health and Safety Officer. If appropriate, emergency services are consulted and informed in advance about the events. The police and fire brigade were consulted regarding the Staines High Street events.

8.2 One of the biggest variables is the weather, which is something we cannot change or control.

9. TIMETABLE FOR IMPLEMENTATION

Outline timetable:

Youth Awards	8 May
10K Road Race	16 May
Urban Jamming	August
BP Event	To be confirmed
Sports Awards	15 July
National Play Day	August
Santa Sprint	December

Report Author: Lisa Stonehouse, Leisure Services Manager, Tel: (01784) 446431

Background Papers:

There are none

PLAYING PITCH STRATEGY UPDATE – KEY DECISION

Resolution Required

Report of the Assistant Chief Executive

EXECUTIVE SUMMARY

How does the content of this report improve the quality of life of Borough Residents

The provision of formal outdoor sports facilities has a positive impact within the community. The availability of sports facilities contributes to several of the corporate priorities by allowing a wide range of residents of all ages and backgrounds to take part in physical activity and team games, therefore creating opportunities for the whole community and providing positive activities for young people. Outdoor sports facilities enable local sports clubs and teams to develop and they can in turn strengthen community identity and enhance the social fabric of an area.

Purpose of Report

To update cabinet on the progress of playing pitch strategy action plan.

Key Issues

The playing pitch strategy (2007 – 2012) is an assessment of the current supply and demand for cricket, football, hockey and rugby playing pitch facilities compared with the likely future levels of demand. It helps to identify the need for new facilities as well as suggesting where there may be the wrong type of facilities or facilities in the wrong location. The report made a number of strategic recommendations and an action plan was produced as a result of the strategy. A number of actions have been completed or have started to be addressed.

Financial Implications

The strategy will help to support bids for external funding both by the council and local clubs. Several funding streams including building schools for the future require the borough to have a playing pitch strategy in place. In addition the strategy has been used by the planning department, when considering applications which may have an impact on outdoor playing pitches.

Corporate Priorities

Young People, Healthy Community, Value for money

Officer Recommendations

The Cabinet is asked to continue to support the ongoing actions resulting from the Playing Pitch Strategy.

**Contact: Liz Borthwick, Assistant Chief Executive Tel: (01784) 446376
Cabinet Member: Councillor Mrs. Denise Grant**

MAIN REPORT

1. BACKGROUND

- 1.1 The playing pitch strategy assessment was undertaken in 2007 to identify current levels of provision in the area and to compare this with current and likely future levels of demand. The strategy helps ensure a strategic approach to facility provision and a more efficient use of resources.

2. KEY ISSUES

- 2.1 A playing pitch forum has been set up to help strengthen and develop partnership working.
- 2.2 All self management agreements have been looked at and we are continuing to work on a standardised approach for all clubs.
- 2.3 The 2010 version of the leisure directory is currently being designed and will contain up to date information on local clubs and participation opportunities.
- 2.4 Regular consultation with pitch users has been established by setting up the playing pitch forum. This gives users the chance to provide feedback on satisfaction and common pitch issues.
- 2.5 Fees and charges are currently being reviewed for the season 2010/11. These are being compared to neighbouring local authorities fees and charges.
- 2.6 Council officers are continuing to provide advice to local clubs, schools etc on sports development, external funding sources, planning issues and grounds maintenance.
- 2.7 A playing pitch working group consisting of several of the officers involved with playing pitches is meeting in January to look at issues arising from the playing pitch forum and other actions in the action plan.
- 2.8 The findings of the assessment were used to prioritise investment in the upgrade of changing and shower facilities.
- 2.9 Junior football has been given priority over adult games and some grounds which have previously had adult pitches marked now have junior pitches on them.
- 2.10 The council are working in partnership with the Football Association and the England and Wales Cricket Board to monitor growth of clubs, look at the potential for shared facilities through local clubs and support development of clubs and teams.
- 2.11 Matthew Arnold School have recently received funding from the football foundation towards a new third generation (3G pitch). This helps address deficiencies identified for artificial pitches.

3. OPTIONS ANALYSIS

- 3.1 To continue to support the ongoing actions resulting from the playing pitch strategy or to not continue with the actions.

4. PROPOSALS

- 4.1 To review the use of existing pitches each season and designate the use each season according to the demand and requirements of local teams.

- 4.2 To continue to look at different ways to address pitch deficiencies including looking at ways more pitches such as those at school sites can be opened up for community use.
- 4.3 To consider the extension of pitch booking arrangements to assist venues with hiring out facilities. This would help provide a consistent service to local clubs and help resource issues often experienced by smaller schools.
- 4.4 To look at different potential management options that may be possible for pavilions or club buildings but which also retains community use.
- 4.5 To continue to support the playing pitch forum to ensure regular consultation with pitch users.
- 4.6 To continue to review the fees and charges regularly taking into consideration the fees and charges of neighbouring boroughs.

5. BENEFITS AND SUSTAINABILITY

- 5.1 **Social Inclusion** Outdoor sports facilities enable local sports clubs and teams to develop and they can in turn strengthen community identity and encourage those from different areas of the community to integrate.
- 5.2 **Community involvement** through providing local venues for sports teams who in turn can create or strengthen community identity and enhance the social fabric of an area.
- 5.3 **Community Safety.** Strong anecdotal evidence exists to show that sport has a part to play in preventing crime. Indirectly sport can have an impact by providing challenge and adventure and giving meaning and sense of purpose to an individuals life. Ensuring that facility provision meets local needs is important in ensuring that sport fulfils it's potential.
- 5.4 **Lifelong learning.** Many important social attributes can be learnt through outdoor sports. Young people can develop a range of skills and attributes ranging from risk taking through to social and behavioural skills.
- 5.5 **Healthy living.** The health benefits of participation in sport are well documented. Facility provision is important in ensuring that effective development work can take place to raise participation levels.

6. FINANCIAL IMPLICATIONS

- 6.1 The playing pitch strategy will help to support bids for external funding both by the council and local clubs. Several funding pots including building schools for the future require the borough to have a playing pitch strategy in place. Working through the actions of the playing pitch strategy could help provide investment through National Governing Bodies and other funding providers. Looking at certain partnership agreements with clubs could help them receive considerable investment to develop facilities. Shepperton Cricket Club achieved substantial funds to improve its facility.

7. LEGAL IMPLICATIONS / OTHER CONSIDERATIONS

- 7.1 Any partnership arrangement for any sport would need to be developed in liaison with the legal team.

8. RISKS AND HOW THEY WILL BE MITIGATED

- 8.1 If we are unable to meet the needs of local clubs then there is the risk of clubs moving outside the borough to access facilities which meet their needs. This may mean that there are less participation opportunities locally. Completing actions from the playing pitch strategy should help us satisfy demand and prevent teams having to look elsewhere for facilities.

9. TIMETABLE FOR IMPLEMENTATION

- 9.1 The playing pitch strategy actions are ongoing. It is advised that the adequacy of playing pitch provision is re-assessed on a 5 year rolling assessment programme with the first re-assessment complete by 2012.

Report Author: Claire Moore, Sport and Facilities Manager. Tel: (01784) 446452

Background Papers:

Playing Pitch Strategy action plan.

**SPELRIDE AND PARTNERSHIP WITH ELMBRIDGE BOROUGH COUNCIL
KEY DECISION**

Resolution Required

Report of the Assistant Chief Executive

How does the content of this report improve the quality of life of Borough Residents

Spelride offers transport to those most in need and who are unable to use public transport, to go to day centres, outings, shopping and other activities as required. Working in partnership with Elmbridge to provide the administration of Spelride could provide a more sustainable service for the future.

Purpose of Report

To present to Cabinet a proposal for the administration of Spelride in partnership with Elmbridge Borough Council's Community Transport.

Key Issues

- Potential to work with Elmbridge who have a larger fleet.
- More sustainable service for the future.

Financial Implications

Potential annual savings of £7,500.

Corporate Priority Independent Living, Sustainable Financial Future,

Officer Recommendations

The Cabinet is asked to endorse the proposed plan to partner with Elmbridge Borough Council in administering the Spelride Service.

Contacts: Liz Borthwick, Assistant Chief Executive, Tel: (01784) 446376 and Steve Connor, Streetscene Projects Officer, Tel: (01784) 446268

Cabinet Member: Councillor Simon Bhadye

MAIN REPORT

1. BACKGROUND

- 1.1 The Council, along with many other districts in Surrey is unusual in that it provides a dial a ride service which is normally provided by a County Council.
- 1.2 Spelride is an established service providing transport for day centres, special groups and dial-a-ride customers.
- 1.3 Officers have been in dialogue with neighbouring Council's for a while, firstly Runnymede who have not been forthcoming in developing a partnership opportunity in this area and for the past three to four months, with Elmbridge Borough Council who have been very proactive in their approach.
- 1.4 Elmbridge Borough Council operates a large fleet of vehicles, at present twelve buses but being reduced to nine in April 2010. At present Spelride has five buses in its fleet.

2. KEY ISSUES

- 2.1 Spelride has always been a service valued by all in the Community. Without transport, older/disabled people can often become isolated resulting in illness and poor health.
- 2.2 The service has always been operated by a small team, a manager responsible for the scheduling and administration of Spelride and five drivers, supported by an administrative assistant on a part time basis.
- 2.3 Although Members are extremely supportive of Spelride due to difficult financial constraints they have asked officers to explore savings options in delivering the service particularly by partnering.
- 2.4 Elmbridge Borough Council have been reviewing its dial a ride service and have been very positive in their approach to partnership and the area that officers have concentrated on is the scheduling and administration of the service.
- 2.5 The Manager of the Spelride Service is 65 years old and its current extension ceases at the end of June.

3. OPTIONS ANALYSIS

- 3.1 To develop a partnership for the administration of the Spelride Service with Elmbridge Borough Council or to deliver the administration of Spelride or to continue as we are and replace the post of Spelride Manager on retirement of the present postholder.

4. PROPOSALS

- 4.1 The proposal is that from April 1 2010 Elmbridge Borough Council takes over the scheduling requirements for Spelthorne Borough Council's Spelride. This will include the integration of Spelride user information into the CATSS programme (IT system for information and routing).
- 4.2 There will be a need to retain the part time administration support within Streetscene to support the drivers, liaise with Elmbridge and manage the vehicles on a day to day basis supported by the Transport and Depot Manager.

5. BENEFITS AND SUSTAINABILITY

- 5.1 Most of the dial a ride services in Surrey are similar in operation and there should be a benefit with organisations coming together to provide economies of scale and sustainability. This partnership could lead to the establishment of one dial-a-ride service (total merger) for Elmbridge and Spelthorne. Eventually other Boroughs may also join such a partnership.

6. FINANCIAL IMPLICATIONS

- 6.1 If the proposal to partner with Elmbridge is approved there will be annual savings of £7,500 in the medium term based on losing the services of the current Spelride Manager.
- 6.2 There will be set up costs involving continuing to employ the current Spelride manager for approximately three months after 1 April 2010, and liaison with Elmbridge Officers to ensure a smooth and accurate transfer of information.
- 6.3 This would result in savings of about £3,000, in the first year and in subsequent years a saving of £7,500 per annum.

7. LEGAL IMPLICATIONS / OTHER CONSIDERATIONS

- 7.1 The Council will need to develop an appropriate partnership document agreeing what will be paid and what is expected of Elmbridge in delivering the service.
- 7.2 There will need to be an agreed finishing date with the current postholder, based on paragraph 6.2 at which the post will be deleted from Spelthorne's establishment.

8. RISKS AND HOW THEY WILL BE MITIGATED

- 8.1 There are a number of risks associated with any partnership but the Council now has agreed partnership protocols which Spelthorne will follow to ensure any difficulties can be sorted quickly. One of the main issues for this service is that it is a very personalised service, the clients are well known by the Manager and vice versa. It should be noted that this was the same for Spelthorne Community Alarm system before the transfer of the call centre to Mole Valley. Despite initial fears by clients satisfaction levels with this service remain very high.

9. TIMETABLE FOR IMPLEMENTATION

- 9.1 If Members agree this option the proposal is to move to integrate administration as from 1 April 2010.

Report Author: Liz Borthwick, Assistant Chief Executive, Tel: 01784 446376

Background Papers:

There are none

CEMETERIES CHARGING REVIEW

Resolution Required

Report of the Deputy Chief Executive

REPORT SUMMARY

How does the content of this report improve the quality of life of Borough Residents

Ensuring our cemetery service is more financially efficient will put less burden on the general taxpayer within Spelthorne.

Purpose of Report

To seek approval for an across the board rise in charges for cemetery services. This will bring Spelthorne's costs in line with other local authorities. This relates to the two corporate priorities of "Customer Satisfaction" and "Making Spelthorne a Better Place to Live" that higher charges reflecting the costs of the service will enable a higher quality cemetery service.

Key Issues

- Raising charges in line with other local boroughs.
- Contributing to the Council's financial strategy.

Financial Implications

The proposed rise could result in £80k in 2010/11 which will help to balance expenditure.

Corporate Priority

Sustainable Financial Future, Value for Money.

Officer Recommendations

The Cabinet is asked to agree:

1. That an immediate rise in Cemetery Charges be approved in line with figures in ([Appendix 1](#) and [2](#)), with effect from 1 February 2010.
2. That a full review be carried out to consider raising charges for Cemetery Services in order to bridge the gap between expenditure and income and in time for further increasing charges for the financial year 2011/2012.

Contact: Nigel Lynn, Deputy Chief Executive, Tel: (01784) 446300

Cabinet Member: Councillor Mrs. Denise Grant

MAIN REPORT

1. BACKGROUND

- 1.1 Officers have looked at Spelthorne's charges compared to other boroughs in the area and it would appear that generally they are lower than the average.
- 1.2 There is a general view that the number of cremations taking place against burials has increased, possibly due to the difference in costs. The current average cost for a cremation is £500 against £1100 for the average cost of a burial. This has had an impact on our revenue income which has not grown with the population growth, resulting in higher costs to the Council for the provision of this statutory service.
- 1.3 The grounds maintenance tender was re-let in April 2009 for a period of 5+5 years and there is very little opportunity within the current specification to lower the costs for maintaining cemeteries and providing burial services.

2. KEY ISSUES

- 2.1 Comparisons have been carried out at the review of fees & charges on an annual basis, some other local authorities have accelerated their increases by at least 30% per year outside of the normal charging review period.

3. OPTIONS ANALYSIS

- 3.1 To agree the proposed charges, not agree any increase or to suggest alternative charges.

4. PROPOSALS

- 4.1 It is proposed that all charges for cemetery services should be raised as soon as possible (1 February 2010), which would bring Spelthorne's charges in line with the average for this area. (**Appendix 1**)

5. BENEFITS AND SUSTAINABILITY

- 5.1 Cemetery services will be more financially efficient with the proposed charges putting less financial burden on the general tax payer.

6. FINANCIAL IMPLICATIONS

- 6.1 In theory, if the rise in charges is spread across the board, income could be increased. However, in view of the level of risk for an increase, we need to consider the fact that some residents may opt for cremation rather than burial to reduce their costs, which may in turn have a dramatic effect on burial income. In view of this we need to set the budget figure at a sum that we believe may be achievable for 2010/11 with effect from 1 February 2010
- 6.2 If income continues at its current level we are predicting that the budget at year end will be met, but this will be dependent on the number of burials carried out during the next three months. If we were to put the cemetery fees up in line with the proposals identified in **Appendix 1**, this would help bridge the gap between any possible shortfall and the budgeted income for 2009/10.
- 6.3 The Cemetery Manager has undertaken a review of the life expectancy of Cemeteries. Given the number of plots still available, this has shown that the life expectancy of all cemeteries in their current form is approx 10 years (shown in the table below) at which point income would cease unless other areas, such as allotment sites, were made use of.

Life expectancy of Spelthorne Cemeteries				
	Burial Plots	Garden of remembrance plots	Average number of burials per year	Life expectancy of cemetery
Ashford	550	175	64	10 years
Staines	600	150	55	13 years
Sunbury	650	104	76	8 years
Stanwell	500	0	9	55 years

7. LEGAL IMPLICATIONS / OTHER CONSIDERATIONS

7.1 Cemetery provision is a statutory duty which should not be profit making for the Council.

8. RISKS AND HOW THEY WILL BE MITIGATED

8.1 As identified in Paragraph 6.1 of the report, families have a choice between cremation and burials as well as the choice of which borough to be buried in. Therefore, charges need to be reasonable to continue to secure that choice for burials in the future. The proposed charges, do, in officer's view, satisfy this criteria, but a level of risk on income remains.

9. TIMETABLE FOR IMPLEMENTATION

9.1 1 February 2010 implementation.

Report Author: Jackie Taylor, Streetscene Operational Manager, Tel: (01784) 446418

Background Papers:

There are none.