

**Roberto Tambini
Chief Executive**

Please Telephone: Richard Powell (01784) 446240 or e-mail: r.powell@spelthorne.gov.uk

14 February 2007

TO THE MEMBERS OF SPELTHORNE BOROUGH COUNCIL

SUMMONS TO MEETING

You are hereby summoned to attend the **Meeting of Spelthorne Borough Council to be held in the Council Chamber, Council Offices, Knowle Green, Staines on THURSDAY 22 FEBRUARY 2007 beginning at 7.30pm**, for the purpose of transacting the business specified in the Agenda **set out on the next page**.

ROBERTO TAMBINI
Chief Executive

EMERGENCY PROCEDURE: - In the event of an emergency the building must be evacuated. All Members and Officers should assemble on the Green adjacent to Broome Lodge, Staines. 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. **[THE LIFT MUST NOT BE USED]**

PUBLIC SPEAKING IN PERSON AT COUNCIL MEETINGS

[Please Telephone: Richard Powell (01784) 446240 or e-mail: r.powell@spelthorne.gov.uk]

(1) Public Question Time

Public "Question Time" is near the start of Council meetings. This is an opportunity for any person to ask the Leader of the Council a question **in person** about matters in which the Council has powers or duties or about issues that affect the Borough.

(2) Petitions

The Council has a procedure to enable petitions to be presented formally at Council meetings and for the person presenting the petition to address the Council **in person** for a maximum of three minutes about it.

(3) Representations on Recommendations

When the Council is considering a recommendation made to it by the Executive or a Committee, any resident can put forward views **in person** on the issues involved by making representations to the Council for a maximum of three minutes before the Council discusses the recommendation and makes a decision.

Anyone wishing (1) to ask a question at "Public Question Time" must notify the Chief Executive's office by 12noon three working days prior to the day of the Council meeting.

Anyone wishing (2) to present a petition, or (3) make representations on a recommendation, must notify the Chief Executive's office by 12noon on the day of the meeting.

A G E N D A

1. APOLOGIES FOR ABSENCE

To report apologies received from The Mayor, Councillor M.T. Royer and Councillors F. Ayers, J.M. Paton and Mrs. D. Turner and to receive any other apologies for non-attendance.

2. MINUTES – 14 DECEMBER 2006
[pages 4 to 9]

To confirm as a correct record the Minutes of the Council meeting held on 14 December 2006.

3. DISCLOSURES OF INTEREST

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

4. PRESENTATIONS [If Any}

5. ANNOUNCEMENTS FROM THE MAYOR

To receive any announcements from the Mayor.

6. ANNOUNCEMENTS FROM THE LEADER

To receive any announcements from the Leader.

7. ANNOUNCEMENTS FROM THE CHIEF EXECUTIVE

To receive any announcements from the Chief Executive.

8. QUESTIONS FROM MEMBERS OF THE PUBLIC

The Leader or his nominee to answer any questions raised by members of the public *[providing notice has been given in accordance with the procedures laid down in the Council's Constitution]*.

9. PETITIONS

The Deputy Mayor to receive a Petition from Mrs. E. Lunn regarding Bridge Street Car Park, Staines. Mr. Mike Palmer has given notice that he wishes to address the Council for three minutes regarding this Petition. *[Notice of petitions and persons wishing to speak to the Council on them must be given in accordance with the procedures laid down in the Council's Constitution]*.

10. RECOMMENDATIONS OF THE EXECUTIVE
[pages 10 to 19]

To consider the recommendations of the Executive on the following matters: -

1. **Revenue Budget and Council Tax 2007/2008**
(A Budget Book [green cover] [to be circulated under separate cover] reflects the decisions and recommendations made by the Executive on 6 February 2007 and the precepts being levied by the Surrey County Council and the Surrey Police.)
2. **Capital Programme 2007/2008 to 2010/2011**
3. **Treasury Management Strategy Statement and Annual Investment Strategy 2007/2008**
4. **Members' Allowances**

(A copy of the report from the Independent Remuneration Panel on Members' Allowances is attached as Appendix A to the Executive recommendations.)

Note: Members of the public may make representations in person not exceeding 3 minutes on individual recommendations before they are discussed *[providing notice has been given in accordance with the procedures laid down in the Council's Constitution]*.

11. RECOMMENDATIONS OF THE LICENSING COMMITTEE
[pages 20 and 21]

To consider the recommendations of the Licensing Committee on the London Borough of Hillingdon being authorised to act as Agent for Spelthorne Borough Council for Imported Food Legislative Control Functions at Remote Transit Sheds in its area.

12. RECOMMENDATIONS OF THE STANDARDS COMMITTEE
[To Follow]

To consider the recommendations, if any, of the Standards Committee from the meeting of the Committee held on 20 February 2007.

13. INDEPENDENT MEMBER APPOINTMENT
[pages 22 to24]

To consider the report of the Chief Executive on an Independent Member Appointment.

14. REPORT FROM THE LEADER OF THE COUNCIL
[pages 25 and 26]

To receive the report from the Leader of the Council on the work of the Executive.

15. REPORT FROM THE CHAIRMAN OF THE AUDIT COMMITTEE
[page 27]

To receive the report from the Chairman of the Audit Committee on the work of his Committee.

16. REPORT FROM THE CHAIRMAN OF THE IMPROVEMENT AND DEVELOPMENT COMMITTEE
[pages 28 and 29]

To receive the report from the Chairman of the Improvement and Development Committee on the work of his Committee.

17. REPORT FROM THE CHAIRMAN OF THE LICENSING COMMITTEE
[To Follow]

To receive the report from the Chairman of the Licensing Committee on the work of his Committee in relation to the Licensing Committee meetings on 14 and 21 February 2007.

18. REPORT FROM THE CHAIRMAN OF THE PLANNING COMMITTEE
[pages 30 and 31]

To receive the report from the Chairman of the Planning Committee on the work of his Committee.

19. QUESTIONS ON WARD ISSUES

The Leader or his nominee to answer any questions from Members on issues in their Ward, *[providing notice has been given in accordance with the procedures laid down in the Council's Constitution]*.

20. GENERAL QUESTIONS

The Leader or his nominee or relevant Committee Chairman to answer any questions from Members on matters affecting the Borough or for which their Committee has responsibility, *[providing notice has been given in accordance with the procedures laid down in the Council's Constitution]*.

21. URGENT BUSINESS

To consider any urgent business.

**MINUTES OF THE COUNCIL MEETING HELD ON 14 DECEMBER 2006
BOROUGH OF SPELTHORNE**

**AT THE MEETING OF THE SPELTHORNE BOROUGH COUNCIL HELD IN THE COUNCIL
CHAMBER, COUNCIL OFFICES, KNOWLE GREEN, STAINES ON THURSDAY 14
DECEMBER AT 7.30PM**

Amos Mrs. P.	Fullbrook J.M.	Ponton Mrs. J.E.
Ayers F.	Hirst A.P. (Deputy Mayor)	Royer M.T (Mayor)
Bain Miss M.M.	Leighton Mrs. V.J.	Sider R.W.
Beardsmore I.J.	Lorch S.B.S.	Strong C.V.
Bhadye S.	Madams Mrs. M.	Trussler G.F.
Ceaser G.S. (Leader)	O'Hara E.	Turner Mrs D.
Colison-Crawford R.B.	Packman J.D.	Weston Mrs. P.
Culnane E.K. (Deputy Leader)	Paton J.M.	Wood-Dow Mrs. J.M.
Davies F.	Pinkerton J.D.	

Co-Opted Member: Mr. T Davies

Councillor M.T. Royer, The Mayor, in the Chair

376/06 APOLOGIES

Apologies for absence were received from Councillors M.L. Bouquet, K. Chouhan, V. D'Sa, G.E. Forsbrey, Mrs D.L. Grant, Mrs M. Hyams, H.R. Jaffer, P.R. James, Mrs J.B. Langridge-John, Mrs I. Napper, Mrs J.M. Pinkerton, E.J. Searancke, Mrs C.L. Spencer and from Mr Murray Litvak.

377/06 MINUTES

RESOLVED: that the Minutes of the Meeting of the Council held on 19 October 2006 be approved as a correct record.

378/06 PRESENTATION - SOUTH EAST EMPLOYERS CHARTER FOR MEMBER DEVELOPMENT

The Mayor received on behalf of the Borough Council, the South East Employers Charter for Member Development presented by Mark Palmer, Head of Improvement and Development at the South East Employers. Mark Palmer in presenting the Charter reported that this Council was the first Borough/District Council to attain the Charter and congratulated the members on the regional and national recognition this would bring.

As part of the Charter ceremony the Leader of the Council, Councillor Gerry Ceaser, the Leader of the Minority Group, Councillor Colin Strong and the Chief Executive, Roberto Tambini signed the Policy statement.

379/06 OUTLINE BUDGET 2007/2008 TO 2010/2011

The Council considered the recommendations of the Executive on the changes to the Outline Budget 2007/2008 to 2010/2011, since it had been agreed by the Executive on 18 July 2006.

RESOLVED

- (1) That the one-off implementation costs relating to the move to alternate weekly refuse/recycling collection (marketing and roll out temporary staff) be funded from reserves in 2007-2008 (funding in the sum of £196,000) and in 2008-2009 (funding in the sum of £44,000);
- (2) That the target increase in fees and charges be five percent extra, unless a strong case can be argued for a lower or nil increase. Fees to be rounded up appropriately;

- (3) That a housing options reserve be set up with a fund of £1million to be used to support schemes, together with an appropriate delegated decision making process in relation to the fund which must include the Leader of the Council, the relevant Portfolio Holder and the relevant Strategic Director;
- (4) That the revised medium term financial strategy set out in the report of the Strategic Director (Support) be approved;
- (5) That the Executive approve the list of growth items as per Appendix 3 to the report of the Strategic Director (Support), and that relevant staff subsequently revisit the growth items, to see if any reductions can be made, as part of the detailed Budget process of reducing the deficit down to nil; and
- (6) That the target Budget be set as £13,866,275, an increase of £43,000 on the Outline Budget agreed by the Executive on 18 July 2006, the increase reflecting the higher than anticipated tax-base.

380/06 THE GAMBLING ACT 2005 - ADOPTION OF STATEMENT OF GAMBLING POLICY 2007-2010

The Council considered the recommendations of the Executive on the Adoption of Statement of Gambling Policy 2007-2010.

RESOLVED

- 1) That the Statement of Gambling Policy 2007-2010 as submitted to the Executive on 12 December 2006 be endorsed; and
- 2) That the list of delegations as submitted to the Executive on 12 December 2006 be endorsed.

381/06 CHANGE TO STANDING ORDERS IN THE COUNCIL'S CONSTITUTION

The Council considered the report of the Strategic Director (Support) on a revision to Standing Orders which would enable the deadline for written notice of public questions for Council to be brought forward.

RESOLVED that Standing Orders for Council be amended as follows:

A question may only be asked if notice has been given by delivering it in writing or by electronic mail to the Chief Executive no later than 12noon three working days prior to the day of the Council meeting. Each question must give the name and address of the questioner and indicate the member of the Council to whom it is to be put.

382/06 REPORT FROM THE LEADER OF THE COUNCIL

The Leader of the Council, Councillor G.S. Ceaser, presented his report, which outlined the various matters the Executive had dealt with since the last Council meeting.

383/06 IMPROVEMENT AND DEVELOPMENT COMMITTEE

The Chairman of the Improvement and Development Committee, Councillor J.D. Packman, presented his report, which outlined the matters the Committee had dealt with since the last Council meeting and responded to questions raised.

384/06 PERFORMANCE MANAGEMENT AND REVIEW COMMITTEE

The Chairman of the Performance Management and Review Committee, Councillor F. Ayers, presented his report, which outlined the matters the Committee had dealt with since the last Council meeting.

385/06 LICENSING COMMITTEE

The Chairman of the Licensing Committee, Councillor R.W. Sider, presented his report, which outlined the matters the Committee had dealt with since the last Council meeting.

386/06 PLANNING COMMITTEE

The Chairman of the Planning Committee, Councillor E. O'Hara, presented his report, which outlined the matters the Committee had dealt with since the last Council meeting.

387/06 MOTIONS

In accordance with Standing Order 14, it was proposed by Councillor C.V. Strong and seconded by Councillor I.J. Beardsmore that:

"This Council notes the threat to the Accident & Emergency Department at St. Peter's Hospital and other A&Es across Surrey.

Spelthorne Council resolves

- a) Council is appalled at the possible loss of the A&E department at St. Peter's Hospital. Such a loss, given the further downgrading of Ashford Hospital's A&E to a Walk-in Centre, is unacceptable to the residents of Spelthorne.
- b) The loss of other A&E Departments across Surrey would result in greater pressure on the A&E at St. Peter's and such moves must also be resisted.
- c) Council demands that action is taken to make good the fifteen years of underfunding and cuts at Ashford Hospital.
- d) Council instructs the Chief Executive to write to The Surrey Primary Care Trust, Ashford & St. Peter's Hospital Trust Board and the Secretary of State for Health voicing the concerns of the Council."

During the discussion on the motion Members indicated that it was premature to support the Motion as any decision made by the full Council needed to be based on facts and not supposition. This could only be done once the formal consultation on the shape of the healthcare services had commenced. Although the formal consultation had been delayed it was envisaged it would take place early in the New Year.

The Leader of the Council, Councillor G.S. Ceaser, reported that the best course of action would be for the matter to be dealt with via the Performance Management and Review Scrutiny Committee once specific details were known. The Committee could then meet at the appropriate time and on similar lines as to the meeting held on 31 July 2006 when residents of the Borough had the opportunity to submit questions in advance of the meeting

Upon being put to the vote the Motion was lost.

388/06 QUESTIONS ON WARD ISSUES

Under Standing Order 13 Councillor E. O'Hara asked the Leader of the Council, Councillor G.S. Ceaser, the following question:

"At a time when Staines may well need all the land drainage capacity it can get, Sweeps Ditch has recently run dry, and residents have noticed vermin in the dry bed in the Budebury Road area.

Officers have indicated that a new pump is to be fitted which will hopefully restore flow, but there are obligations on the Council, not only as a riparian owner, but as the local authority, to ensure that residents are kept informed of changes in flow which might affect them.

Can assurances be given that appropriate residents will be kept PROMPTLY advised of changes in flow which affect their interests, and also an undertaking that the Council will exercise its obligations as a landowner promptly and effectively "

The Leader replied as follows:

"Thank you for your questions Councillor O'Hara, on behalf of local residents in Budebury Road. Sweeps ditch is classified as a Main River, and therefore, responsibility for monitoring its flow lies with the Environment Agency, as does flood warnings and abnormal water situations.

Residents can register with the Environment Agency to receive official flood warnings. It is the Environment Agency who also have the responsibility to enforce Riparian Rights for the ditch.

The Council has responsibility as a Riparian Owner itself for water flow through our property, such as in Staines Park and Memorial Gardens. For information, this Council has spent nearly £24,000 over the last two years on Sweeps Ditch clearances and plan to spend a further £25,000 in 2007/08. The pump, based in Memorial Gardens and used to maintain the water flow along Sweeps Ditch has malfunctioned recently and a hire pump will be installed on Monday 18 December.

With regard to vermin, I can confirm that the Council's Environment Health section has not received any complaints from residents in Budebury Road. Vermin live around water courses and survive on any available food. Residents have been previously advised of the need to keep the area clear of any food or rubbish that might attract vermin. Now that our Environmental Health team are aware of the current situation, I will ensure they monitor the situation.

I trust this clarifies the Council's responsibility with regards to Sweeps Ditch and we must accept the classification as a Main River."

389/06 GENERAL QUESTIONS

Under Standing Order 13 Councillor C.V. Strong asked the Leader of the Council, Councillor G.S. Ceaser, the following question:

"Could we have a detailed timetable, please, for the redevelopment of the Benwell and Stanwell centres including when the centres concerned are due to be demolished?"

The Leader replied as follows:

"I will arrange for a copy of the timetable to given to Councillor Strong this evening, but I would like to take this opportunity to highlight some key dates on both properties:

Firstly for Benwell:

Return of initial tenders	13 December (yesterday)
Evaluation process	December/early January
Final bids	9 January 2007
Final evaluation	20 January 2007
Preferred partner/contract	February 2007

The timetable will be reviewed with developer with the expectation that build will be completed 2008

Secondly for Stanwell:

Return of initial tenders	28 January 2007
Evaluation process	1 – 15 February 2007
Final bids	22 February 2007
Final evaluation	22 – 28 February 2007
Preferred partner/contract	March 2007

The timetable to be reviewed with developer, but with the expectation that build of the health centre will be completed by 2008.

I am pleased to inform Councillor Strong that, apart from a few minor adjustments, the timetable is still on track in relation to the key dates provided to members in July 2006.

We cannot provide a detailed programme because we are reliant on partners and developers coming forward with acceptable proposals and, therefore, the Council needs to remain flexible within its proposed programme."

Under Standing Order 13 Councillor C.V. Strong asked the Portfolio Holder for Adult and Elderly Services, Councillor Mrs V.J. Leighton, the following question:

“A local resident and user of the Benwell Day Centre has been told by Council staff that there are no more spaces available on Spelride. This has been confirmed to me by Council staff. When will the Executive take steps to rectify Spelride's carrying capacity“

The Portfolio Holder for Adult and Elderly Services, replied as follows:

“As Councillor Strong is aware, Spelride is going through a certain amount of upheaval during this interim period whilst the reconfiguration of Older People's Services takes place.

I am pleased to say that the actual carrying capacity of Spelride has increased by 30% in recent months with our current fleet of buses either 100% or almost full. Which does result in occasional difficulties. Because the current carrying capacity is so highly used it is not possible to take on new members at this time.

It is quite appropriate that the Council is considering bringing questions forward earlier to officers (Agenda item 11) because the relevant member of staff who would have the specific knowledge of this particular case was not available today to brief me.

Therefore, the answer to this specific case will probably hinge on the individual's ability to travel because they may have been able to take advantage of the free public transport bus pass scenario that this Council funds to the tune of £0.70m per annum. We have taken the decision to focus our services on the frail and vulnerable members of the public.

Sadly, we are unable to provide the full service we would like to at the moment but we will adjust our provision as soon as possible and it is envisaged that, once the reconfigured Older People's Services have progressed further, officers will be able to review the situation based on actual usage of Churchill and Lord Knyvetts Halls, probably in April 2007.”

Under Standing Order 13 Councillor C.V. Strong asked the Leader of the Council, Councillor G.S. Ceaser, the following question:

“My question concerns agenda item nine of the Performance Management and Review committee meeting of December 5 2006.

Could I have an explanation as to why car parking income of some £90,000 from Standard Life for the period 1996 to 2001 has taken so long to materialise?“

The Leader replied as follows:

“The Lease for Communications House was assigned to Standard Life Investment Funds Limited in 1997 and at the same time a licence for 144 car parking spaces at the Tothill Car Park was drawn up in their favour. This licence was on the basis of £100 per space to be reviewed after five years and every five years thereafter. The five year period started on 29th July 1997.

The licence contains complicated provisions for review of what should be paid every five years based on the Council's costs for the car park.

For the five-year period from the commencement date the licensee had to pay to the Council a fixed sum multiplied by the number of car parking spaces. After the expiration of the fifth year and every succeeding fifth year the Council's treasurer was to prepare an account of the service charges incurred in respect of the car park.

As you can sense from this explanation, the licence calculations are complicated and for some reason no calculation was made at the end of the fifth year. Technically we should have done a calculation on costs in 2002 and discussed the amount to be paid from 29.7.2002 with Standard Life which we did not do. In 2004 the issue was spotted by the then Head of Corporate Governance who alerted the then Car Parking Manager and then Head of Finance. Those staff have since left the authority and I cannot offer any explanation as to why the matter was not resolved then. However the fact that a contract had been missed was sufficiently worrying for Corporate Governance and Finance teams to cross reference their files and check that lease / licence income was being received from other sites. This case concerns service charges which

relies on Services calculating the costs spent in the relevant years. In April 2006 the new Car Parking Manager reviewed all the agreements relating to the car parks and spotted that the service charges for Tothill were unresolved. The matter was raised it with the Head of Finance who has subsequently resolved it and is in discussions with Standard Life about simplifying the procedure for future years.

The Heads of Finance and Corporate Governance are alert to the potential risks of poor contract management within the authority. Last summer they commissioned work to review the Council's contracts and prepare an up to date contracts register. The Head of Corporate Governance now requires all contracts over £10,000 to have a named contract manager and it is hoped that this will improve accountability and prevent further contracts being missed. The Executive recently received a presentation on the new Contracts Register to allay their concerns. Furthermore, the forthcoming review of the Constitution will also include new measures within Contract Standing Orders to specify minimum standards for contract management.

This matter will also be reviewed by the Performance Management and Review Committee in March 2007 to ensure that procedures are robust.”

RECOMMENDATIONS OF THE EXECUTIVE

1. REVENUE BUDGET AND COUNCIL TAX 2007/2008

1.1 The Executive have considered a report seeking Members consideration of the detailed Revenue Expenditure Budget for 2007/2008 and a formal proposal on a Council Tax for 2007/2008 for recommendation to the Council for approval.

1.2 The Executive recommend that the Council:-

1. Approve the growth items, as set out in the report of the Strategic Director (Support).
2. Approve, in support of an increase of 11p per week (3.95%) in the Spelthorne element of the Council Tax (Band D) for 2007/2008, the following proposals:
 - a) The Revenue Estimates, as set out in the report of the Strategic Director (Support), be approved.
 - b) An amount not exceeding £290,000, as set out in this report of the Strategic Director (Support), be appropriated from General Reserves in aid of Spelthorne's local Council Tax for 2007/2008.
 - c) Note that the council tax base for the year 2007/2008 is 39,888.3, calculated in accordance with Regulation 3 of the Local Authorities (Calculation of Council Tax Base) Regulations 1992, as amended, made under Section 35(5) of the Local Government Finance Act 1992.
3. Agree that the following sums be now calculated by the Council for the year 2007/2008, in accordance with Sections 32 and 33 of the Local Government Act 1992.

(a)	£41,680,100	Being the aggregate of the amount which the council estimates for the items set out in Section 32 (2)(a) to (e) of the Act
(b)	30,021,606	Being the aggregate for the amounts which the Council estimates for the items set out in Section 32 (3)(a) to (c) of the Act.
(c)	£11,658,494	Being the amount by which the aggregate at (a) above exceeds the aggregate at (b) above, calculated by the Council, in accordance with Section 32(4) of the Act, as its budget requirement for the year.
(d)	£5,523,720	Being the aggregate sums which the Council estimates will be payable for the year into its general fund in respect of redistributed non-domestic rates, revenue support grant or additional grant, increased by the sum which the Council estimates will be transferred in the year from its Collection Fund to its General Fund in accordance with Section 97(3) of the Local Government Finance Act 1988 (Council Tax surplus) and increased by the sum which the council estimates will be transferred from its collection Fund

		to its General Fund pursuant to the collection Fund (Community Charges) Directions under Section 98(4) of the Local Government Finance Act 1988 made on 7 th February 1994 (Community Charge surplus).
(e)	£153.80	Being the sum (c) above less the amount at (d) above, all divided by the amount at 17.2(c) above, calculated by the Council in accordance with Section 33(1) of the Act, as the basic amount of its Council Tax for the year.

Agree that the following amounts be now calculated by the Council for the year 2007/2008, in accordance with Section 36 of the Local Government Finance Act 1992.

Valuation Bands

A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
102.53	119.62	136.71	153.80	187.98	222.15	256.33	307.60

Being the amounts given by multiplying the amount at 17.4(e) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the sum which in that proportion is applicable to dwellings listed in valuation Band 'D', calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different band.

(A Budget Book [green cover] [to be circulated under separate cover] reflects the decisions and recommendations made by the Executive on 6 February 2007 and the precepts being levied by the Surrey County Council and the Surrey Police.)

2. CAPITAL PROGRAMME 2007/2008 TO 2010/2011

- 2.1 The Executive have considered a report seeking the approval of the Council to the proposed Capital Programme for 2007/2008 to 2010/2011, in the light of the available resources and the Corporate Priorities.
- 2.2 The report covered the progress on current capital schemes and included future capital schemes for consideration. The report also provided information on the availability of resources to continue moving forward with the proposed capital schemes within the Programme.
- 2.3 **The Executive recommend that the Council approve the Capital Programme for 2007/2008 to 2010/2011, as set out in the report of the Strategic Director (Support).**

3. TREASURY MANAGEMENT STRATEGY STATEMENT AND ANNUAL INVESTMENT STRATEGY 2007/2008

3.1 The Executive have considered a report updating Members on the current Treasury position and seeking the approval of the Council to set the Annual Investment Strategy and the Prudential Indicators for 2007/2008 to 2009/2010.

3.2 The Executive recommend that the Council agree that:

1. The Annual Investment Strategy and the Prudential Indicators for 2007-2008 to 2009-2010, as set out in the report of the Strategic Director (Support), be approved.
2. The Investment Criteria and Limits, as set out at Appendices B and C to the report of the Strategic Director (Support), be approved.

4. MEMBERS' ALLOWANCES

4.1 The Executive have received a report from the Independent Remuneration Panel on Members' Allowances, following the meeting of the Panel held on 5 January 2007, and the recommendations on Members' Allowances to be made to the Council on 22nd February 2007, when the Council will be considering the report of the Panel.

[A copy of the report from the Independent Remuneration Panel is attached for all Members of the Council as APPENDIX A to these Executive Recommendations.]

4.2 The Independent Remuneration Panel's recommendations on Members' Allowances, for consideration by the Council, are as follows:-

- (1) That with effect from 1st April 2007, the following Members' Allowances should be paid:-

Basic Allowance	Current	New Allowance - 1 April 2007
Payable to all Members	£3732	£3833
Special Responsibility Allowances	Current	New Allowance - 1 April 2007
Leader	£8562	£8795
Deputy Leader	£5686	£5840
Other Executive members (4)	£2854	£2931
Chairmen of Overview and Scrutiny Committees (2)	£2854	£2931
Chairmen of Planning and Licensing Committees (2)	£2854	£2931
Opposition Group Leader	£2854	£2931

- (2) That the undertaking of a further questionnaire survey on Members Allowances [see paragraphs 3.3 and 3.4 of the Panel's report], to be completed by all Councillors, be considered further by the Panel at the next Review of Members' Allowances in Summer / Autumn 2007.
- (3) That the issues regarding the position of the Leader of the Council, set out at paragraph 3.14 of the Panel's report, be considered further at the Panel's next Review of Members' Allowances in Summer / Autumn 2007.
- (4) That for the reasons set out in paragraph 3.15 of the Panel's report, the Chairman of the Licensing Committee should receive a normal special responsibility allowance for 2007/2008, but that the Vice-Chairman of the Licensing Committee should not receive such payment for 2007/2008.
- (5) That for the reasons set out in paragraph 3.16 of the Panel's report, the Chairman of the Audit Committee should not receive a special responsibility allowance for 2007/2008.
- (6) That for the reasons set out in paragraph 3.17 of the Panel's report, the Chairman of the Standards Committee, as a Co-optee, should not receive a special responsibility allowance.

Councillor Gerry Ceaser
Leader of the Council

22 February 2007

**REPORT OF THE INDEPENDENT
REMUNERATION PANEL**

**TO THE SPELTHORNE BOROUGH
COUNCIL ON 22ND FEBRUARY 2007**

**Report on the Panel Meeting held on
5th January 2007**

**REPORT OF THE INDEPENDENT REMUNERATION PANEL TO
SPELTHORNE BOROUGH COUNCIL**

1. Background

- 1.1 The Spelthorne Independent Remuneration Panel was originally established in January 2002. The Panel's general terms of reference and up-to-date membership are recorded in reports to the Borough Council in August 2003 and February 2005, respectively.
- 1.2 When we advised the Council previously in relation to a new Scheme of Allowances under the Local Authorities (Members' Allowances) (England) Regulations 2003, we indicated that it would be appropriate in future to consider the level of basic and special responsibility allowances nearer to the start of each new financial year.
- 1.3 To assist us in our review and deliberations on allowances, we considered the up-to-date Spelthorne Members' Activity Reports, the updated comparative information from other Surrey Authorities on their members' allowances and information on Members' Attendance records.
- 1.4 We have met on 5th January 2007 to consider the main issues, in particular those in relation to basic and special responsibility allowances.

2. INFORMATION AVAILABLE TO THE PANEL

- 2.1 We were provided with a briefing note by the Principal Committee Manager, on behalf of the Strategic Director (Support), which set out the background details including details of the current allowances.
- 2.2 We were supplied with the up-to-date Spelthorne Members' Activity Reports, the updated comparative information from other Surrey Authorities on their Members' Allowances and information on Members' Attendance records. The latest information from the South East Employers on allowances paid by other local authorities in the southeast was not yet available.
- 2.3 We noted the anticipated budget implications for (1) the basic and special responsibility allowances for 2007/2008 being increased for inflation and (2) the basic and special responsibility allowances for 2007/2008 being increased by the same percentage increase set for the Council staff salaries for 2007 (i.e. 2.75%).
- 2.4 We are aware that in addition to the basic and other allowances payable, Members are currently supported by the provision of access to IT facilities in two ways - either the Council provides and supports a recently improved standard IT package or the individual Member provides his or her own IT facilities.

3. GENERAL APPROACH

- 3.1 We have always considered it important that the scheme of allowances should be fair, easy to understand and straightforward to administer.

APPENDIX A

- 3.2 We are aware of the desirability of encouraging as wide a range of people as possible to become Councillors. However, we are not aware of any evidence to suggest that the level of allowances payable in Spelthorne has had any direct effect on encouraging or discouraging people from putting themselves forward for election.
- 3.3 The Panel has previously considered that it might be appropriate to hold interviews with a selection of councillors to gather further evidence in relation to the extent of councillor's activities and the allowances payable. The Panel felt on reflection that the information available from the questionnaire survey, completed by councillors during 2003, was still valid and of benefit and that it provided sufficient evidence to assist the Panel in its current deliberations. In addition, further evidence was available to the Panel by way of Councillors' Annual Activity Reports, which were stored for public viewing on the Council's Web Site. The Panel has emphasised the value of the information contained within these Annual Activity Reports in assisting them with their assessment of the level of Councillors' activities on both Council related business and on voluntary public service to the community.
- 3.4 We believe that any representations to the Panel from individual Members should be coordinated via the Leader of the Council. We recommend that the undertaking of a further questionnaire survey on Members Allowances, to be completed by all Councillors, be considered further by the Panel at our next Review of Members' Allowances in Summer / Autumn 2007.
- 3.5 The current basic allowance of £3,732 derives from the original assessment of the reasonable minimum time commitment needed from a Spelthorne member to fulfil their role as a Councillor. Based on evidence given to the Panel previously by Members, including the results of the questionnaire survey completed by Members in 2003, the Panel considers that a Councillor needs to spend a minimum of about eight hours or one working day a week on Council related business. The activity involved in being a Councillor is a voluntary public service to the community and the Panel feels it appropriate to reflect this voluntary aspect in the allowances paid. For remuneration purposes, it is therefore considered reasonable by the Panel to expect that Councillors will give 33% of their time voluntarily without expectation of any payment. The Panel did not believe that there was a need at this stage to look at any other market indicators in relation to the level of allowances available to Councillors under the allowances scheme.
- 3.6 Special responsibility allowances are based on an additional percentage of time being added (without further discount to reflect the voluntary principle) to reflect the additional time needed by those fulfilling particularly responsible roles, such as the Leader, members of the Executive and some of the Committee Chairmen.
- 3.7 The basic allowance, which is payable equally to all Members, needs to reflect what is a reasonable commitment from all Members. We appreciate that the time and commitment individual Members are willing or able to make to Council work will always be different and that some will always be able to or will choose to spend more time than others. That is a matter of personal choice and circumstances for individual members.

APPENDIX A

- 3.8 In regard to the differing levels of attendance by Members at meetings, whilst attending meetings is certainly one aspect of the work of a Councillor, it seems to us that what is important for the electorate is not the number of meetings their Councillor attends, but what he or she actually achieves in added value by attending those meetings. We feel that the electorate is looking for practical and useful outcomes from the work of their elected representatives.
- 3.9 We believe that the underlying approach of the scheme – a basic allowance based on the minimum time reasonably necessary to fulfil the role of a ward Councillor, with special responsibility allowances based on multiples of this to reflect the additional time needed, remains sound.
- 3.10 We considered whether Spelthorne's allowances are out of line with allowances in other Councils. We felt the most appropriate comparison was with other Surrey Districts, particularly those that have largely similar executive arrangements to Spelthorne. Nothing from this comparison suggests to us that the allowances payable in Spelthorne are out of line with the allowances in other Surrey Districts.
- 3.11 We have endeavoured in our deliberations to be as fair as possible in looking at allowances, given the current economic climate and the on-going budget pressures faced by Spelthorne and other public authorities. We are aware that the Council is having to make significant savings on the Council's budget for next year across a wide range of activities. We clearly recognise that Spelthorne continues to be a "high performing" Council that continues to provide improved services for local residents. We acknowledge that this achievement is made possible via the enormous value for money contribution made by Members through their invaluable work for the Council and the local community. We wish to recognise through our recommendations the success of Spelthorne and the valuable high level of activity by Members.
- 3.12 In light of the current financial climate, we feel that we may in future have to adopt a more cautious approach on the basis of what the Council can afford to pay on allowances and whether increasing the allowances would be out of kilter with the budget environment of having to make savings in a number of budget areas. In the circumstances, we have had to give very careful consideration to the various factors that support proposals for a modest increase in Members Allowances.
- 3.13 We recognise that Spelthorne continues to be a "high performing" Council and that there is an enormous value for money contribution made by Members towards this achievement. In light of this, we feel able to recommend that the current Members' Allowances be increased from 1 April 2007 by 2.75%, in line with the pay award set for staff for 2007. We understand that this is the same approach as is being taken by a number of other Surrey Districts.
- 3.14 We have looked at special responsibility allowances in relation to the Leader of the Council having taken on the significant additional Executive Portfolio Roles of Planning Policy and Performance Management. Also we have noted the potential additional responsibilities that the Leader may have in the future in the light of the proposals set out in the recent Local Government White Paper. We recommend that these issues regarding the position of the Leader of the Council

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be considered further at our next Review of Members' Allowances in Summer / Autumn 2007.

- 3.15 In relation to special responsibility allowances, we have considered the responsibility level roles of the Chairman and Vice-Chairman of the Licensing Committee, now that the responsibility levels and workloads of the Licensing Committee and its Sub-Committees have returned to normal after the exceptional high levels of 2005 only. In the circumstances, we recommend that the Chairman of the Licensing Committee should receive a normal special responsibility allowance for 2007/2008, but that the Vice-Chairman of the Licensing Committee should not receive such payment for 2007/2008.
- 3.16 In relation to special responsibility allowances, we have considered the new role taken on by the Chairman of the Audit Committee and the responsibility level that this currently entails against the criteria for such allowances. We recommend that the Chairman of the Audit Committee should not receive a special responsibility allowance for 2007/2008, as the responsibility level of the post does not currently meet the criteria for this payment.
- 3.17 Regarding special responsibility allowances we have looked at the position on Co-optees – i.e. the Chairman of the Standards Committee against the criteria for such allowances. We recommend that the Chairman of the Standards Committee should not receive a special responsibility allowance, as the responsibility level of the post does not meet the criteria for this payment. More importantly, we believe that the payment of such an allowance to a Co-optee, as the Chairman of the Standards Committee, would change the dynamics of the independence of this role in providing a service to the community as an “independent volunteer”.

4. RECOMMENDATIONS

- 4.1 We have considered the position in relation to payment of basic and special responsibility allowances and make the following recommendations to the Council:
- (a) That it be noted that given the continuing pressures on the Council's resources and the need to make significant savings on the Council's budget for next year across a whole range of activities, the Panel has had to give very careful consideration to the various factors which support proposals for a modest increase in Members' Allowances for 2007/2008.
 - (b) The Panel clearly recognises that Spelthorne continues to be a “high performing” Council that continues to provide improved services for local residents. This achievement is made possible via the enormous value for money contribution made by Members through their invaluable work for the Council and the local community. In light of this, the Panel would recommend that the current Members' Allowances be increased from 1 April 2007 by 2.75%, in line with the pay award set for staff for 2007.
 - (c) That it be noted that if the Panel's recommendation to the Council at (b) above of a 2.75% increase on the current allowances is agreed and is

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recommended on to the Council for approval, the position will be as follows:-

Basic allowance	Current	New
Payable to all Members	£3732	£3833
Special Responsibility Allowances	Current	New
Leader	£8562	£8795
Deputy Leader	£5686	£5840
Other Executive members (4)	£2854	£2931
Chairmen of Overview and Scrutiny Committees (2)	£2854	£2931
Chairmen of Planning and Licensing Committees (2)	£2854	£2931
Opposition Group Leader	£2854	£2931

- (d) That the undertaking of a further questionnaire survey on Members Allowances [see paragraphs 3.3 and 3.4 of our report], to be completed by all Councillors, be considered further by the Panel at our next Review of Members' Allowances in Summer / Autumn 2007.
- (e) That the issues regarding the position of the Leader of the Council, set out at paragraph 3.14 of our report, be considered further at our next Review of Members' Allowances in Summer / Autumn 2007.
- (f) That for the reasons set out in paragraph 3.15 of our report, the Chairman of the Licensing Committee should receive a normal special responsibility allowance for 2007/2008, but that the Vice-Chairman of the Licensing Committee should not receive such payment for 2007/2008.
- (g) That for the reasons set out in paragraph 3.16 of our report, the Chairman of the Audit Committee should not receive a special responsibility allowance for 2007/2008.
- (h) That for the reasons set out in paragraph 3.17 of our report, the Chairman of the Standards Committee, as a Co-optee, should not receive a special responsibility allowance.

Pauline Hedges
Regional Manager of
Surrey Chambers of
Commerce

John Knevett
Deputy Group Chief
Executive Officer
A2 Housing Group

Ken Morgan
Senior Partner
Bolton Colby
Chartered Accountants

5th January 2007

RECOMMENDATIONS OF THE LICENSING COMMITTEE

1. **LONDON BOROUGH OF HILLINGDON TO ACT AS AGENT FOR SPELTHORNE COUNCIL FOR IMPORTED FOOD LEGISLATIVE CONTROL FUNCTIONS AT REMOTE TRANSIT SHEDS IN ITS AREA**
 - 1.1 As a non-Executive function the Licensing Committee has considered a review undertaken by the Food Standards Agency (FSA) of imported food controls at Heathrow Airport in response to consumer concerns following the outbreak of Foot and Mouth Disease (FMD) in England in 2001.
 - 1.2 Following liaison with all local authorities affected by the activities of Heathrow Airport, one of the FSA recommendations had been to establish a single food authority for Heathrow Airport to remove some of the existing complexities of multiple enforcement authorities and improve public health controls for food safety.
 - 1.3 Under the new system, the London Borough of Hillingdon would become responsible for controlling all high-risk imports of non-animal origin. These checks would take place at all Transit Sheds and Remote Transit Sheds (RTS) serving Heathrow Airport. There were only 2 RTS in Spelthorne.
 - 1.4 Whilst section 101 of the Local Government Act 1972 did not allow this Council to delegate the discharge of its statutory duties to another authority an agency arrangement would be acceptable. Under such an arrangement authorised officers from L.B. Hillingdon would, in effect, do all the inspection/enforcement visits, serving legal notices where necessary and collecting evidence where legal action was intended. At this point such cases would be handed over to this Council's legal services to institute legal proceedings.
 - 1.5 An agency agreement requires an amendment to this Council's Scheme of Delegation.
2. **RECOMMENDATION**
 - 2.1 **The Licensing Committee recommends that the Council approves the following: -**
 1. **That the London Borough of Hillingdon be appointed as this Council's agents to enforce imported food legislation in its Remote Transit Sheds; and**
 2. **That the Scheme of Delegation be amended to read as set out below.**

<p>69. Authority under the Food Safety Acts and associated Regulations to make application for Emergency Prohibition Orders for appropriate premises and to issue certificates that the measures specified by the Prohibition Orders have been carried out.</p>	<p>All Environmental Health Staff identified for this purpose within the Council's Food Hygiene Policy. Also authorised officers from the London Borough of Hillingdon, in relation to Emergency Control Regulations governing imported foods within the Borough's Remote Transit Sheds.</p>
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<p>70.To exercise the Council’s powers under the Food Hygiene (England) Regulations 2006 (“2006 Regulations”) and authority under the 2006 Regulations to serve/apply for (as appropriate) hygiene improvement notices, hygiene prohibition orders, hygiene emergency prohibition notices and orders, remedial action notices and detention notices</p>	<p>All Environmental Health Officers. Also authorised officers from the London Borough of Hillingdon in relation to imported foods located in the Borough’s Remote Transit Sheds.</p>
<p>71.To exercise the Councils powers under the Official Feed and Food Control (England) Order, including (but not limited to) detention, destruction, special treatment and the re-dispatch of feed and food, the service of notices, the procurement of samples of food and to take other appropriate measures’</p>	<p>All Environmental Health Officers. Also authorised officers from the London Borough of Hillingdon in relation to imported foods located in the Borough’s Remote Transit Sheds.</p>

Councillor Robin Sider
Chairman of the Licensing Committee

22 February 2007

RECOMMENDATIONS FROM THE STANDARDS COMMITTEE

1. MEMBERS ACTIVITY REPORTS

- 1.1. The Committee discussed the returns made to date by Members on their activities as well as reasons why some members found it difficult to return completed forms on time. The committee discussed comments received from members on the current system in terms of the current report format, frequency of reporting, how the report could be improved and what members believed were the benefits of completing such reports.
- 1.2. The main purpose of the reports are both to enhance accountability to the community and enable councillors to highlight and make their electorate aware of their particular personal contributions to community life and well being not just within the Council but in the community generally, where many are involved in local organisations. In support of this members had information on the number of hits to the council's website.
- 1.3. The committee felt that as the reports were not being used to their full potential the practice should be discontinued. With the officers looking into alternative options for promoting what Councillors actually do and their involvement in the community such as interactive web sites etc.
- 1.4. In support of discontinuing publishing activity reports members felt that there was some value in members attendance at committee meetings being recorded and published on the Council's web site. The information could then be referred to at the same time as the members allowance scheme was published in the Borough Bulletin.

RECOMMENDATIONS

- 1.5. **The Standards Committee recommend to the Council that:**
 - (a) **Members Activity Reports be discontinued with immediate effect;**
 - (b) **Information on Members attendance at committee meetings, seminars and training events be published annually on the Council's web site and referred to in the Borough Bulletin when the Members Allowances Scheme is published; and**
 - (c) **To note that the Officers will be exploring options to enable Members to promote their work and involvement in the community through other avenues such as interactive web sites etc for consideration by the Standards Committee.**

Murray Litvak
Chairman of the Standards Committee

22 February 2007

INDEPENDENT MEMBER APPOINTMENT

Resolution Required Report of the Chief Executive

EXECUTIVE SUMMARY

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

It is essential that the public have confidence in local authorities and their Members in the carrying out of their official public duties and as individuals. The work of the Standards Committee and the involvement of Independent non elected members support the promotion of high standards of conduct, openness and accountability of this Council.

Purpose of Report

This report asks the Council to approve renewing the appointment of Mr Murray Litvak as Chairman and an independent non elected member to the Standards Committee for a further term of four years from the Annual Council meeting in May 2007.

Key Issues.

- ⇒ **Compliance with the Relevant Authorities (Standards Committee) Regulations 2001 under Section 53 of the Local Government Act 2000 and this Council's own provision for a Standards Committee of seven members of which two are independent members**
- ⇒ **To allow continuity of expertise in the role**

Financial Implications

There are no direct financial implications. No special responsibility allowance is currently payable to the Independent Members.

Corporate Priority

Improving Customer Satisfaction

Officer Recommendations

The Council is asked to renew the appointment of Mr Murray Litvak as Chairman and an independent non elected member of the Standards Committee for a further term of four years from the Annual Council meeting taking place on 24 May 2007.

**Contact: Liz Phillis, Senior Committee Administrator (01784) 446276
Portfolio Holder: Councillor Ed Searancke**

MAIN REPORT

1. BACKGROUND

- 1.1 The Relevant Authorities (Standards Committee) Regulations provides that where a Standards Committee has more than three members at least 25% must be independent non elected members. This Council has chosen to provide for a committee of seven, two of whom are independent members. Under the Constitution the two independent members act as Chairman and Vice Chairman of the Committee.
- 1.2 The question of the period of appointment for the Independent members is not addressed in the Regulations. However, there is an advantage to the Council in appointments being staggered to allow for continuity/retention of experience and expertise amongst the Independent Members, especially when there are only two of them and they are required to act as chairman/vice chairman.
- 1.3 The Council had previously agreed that in order to retain expertise among the Independent members the terms of appointments of these roles would be staggered. The Current position is:
 - (a) Mr Murray Litvak, term of appointment terminates on the day before the Annual Council meeting in May 2007; and
 - (b) Mr Trevor Davies appointment is for a term of four years from the Annual Council meeting in 2005.

2. KEY ISSUES

- 2.1 The current appointment of Mr Murray Litvak terminates on the 23 May 2007 and there is a need to either re new his appointment or recruit a new independent non elected member to the position.

3. OPTIONS ANALYSIS

- 3.1 The preferred option is to renew the appointment of Mr Murray Litvak for a period of four years. The alternative route would be either to appoint for a lesser term than four years or for the vacant position to be advertised in accordance with the procedure previously approved by full Council at its meeting on 16 December 2004. These procedures require the position to be advertised in local newspapers including the Borough Bulletin. Applications are then to be considered by a selection panel with the panel recommendations being approved by full Council.
- 3.2 If the Council support the position being advertised a Selection Panel will need to be established comprising of the two Group Leaders or their nominated representatives, one further member nominated by the Conservative Group Leader, and the Chairman or Vice Chairman of the Committee, as appropriate and assisted by the Monitoring Officer. The Panel would consider any applications received and make recommendations on appointment to the full Council.
- 3.3 If the Council wished to appoint a new Independent member then under the procedures previously approved on 16 December 2004, the current Vice-Chairman would be appointed as Chairman. The new Independent member would become the Vice-Chairman.

4. PROPOSALS

- 4.1 To agree to renew the appointment of Mr Murray Litvak for a further term of four years from the Council AGM on 24 May 2007, this will enable continuity and expertise in the work of the Committee.

5. BENEFITS AND SUSTAINABILITY

- 5.1 The experience gain by Mr Murray Litvak will be particularly beneficial now that the new regulations on local investigations and determination are about to come into force.

6. FINANCIAL IMPLICATIONS

- 6.1 There are no direct financial implications. No special responsibility allowance is currently payable to the Independent Members.
- 6.2 However costs would be involved if the recruitment process was followed in particular the cost of advertising in a local newspaper.

7. LEGAL IMPLICATIONS / OTHER CONSIDERATIONS

- 7.1 The Council is required to appoint independent members to the Standards Committee.
- 7.2 Standards Committees are not intended to operate along party political lines and this is reflected in the fact that the 'political balance' requirements of Section 15 of the Local Government and Housing Act 1989 do not apply to such committees.
- 7.3 It is up to the Council to decide how long an independent representative should sit on the committee. But it is felt this should be long enough for them to gain an understanding of the committee, the council and its workings, but not so long they lose their independence.

8. RISKS AND HOW THEY WILL BE MITIGATED

- 8.1 A strengthening of the independent element helps build a closer link with the community. It also gives greater protection to the Committee's statutory quorum requirements and enables the work of the committee to continue unimpeded in the circumstances where members are unable to attend.

9. TIMETABLE FOR IMPLEMENTATION

- 9.1 An appointment needs to be in place by the Annual Council meeting on 24 May 2007.

Report Author: Liz Phillis, Senior Committee Administrator (01784) 446276
Background Papers: There Are None

REPORT FROM THE LEADER OF THE COUNCIL ON THE WORK OF THE EXECUTIVE

Since the last meeting of the Council the Executive has met twice. This report is an overview of some of the more significant issues we have discussed at our meetings on 16 January and 6 February 2007.

We have made recommendations to the Council on four matters that appear separately on this Agenda.

ISSUES INCORPORATING ALL 4 CORPORATE PRIORITIES

AREA FORUMS

We have considered a report on details of the last round of Area Forums, including attendance levels, topics raised, support from Partners, and advertising; proposed dates for the next round of Area Forums in Spring 2007; and the proposed agenda for the Spring Area Forums.

We have agreed to hold the next set of Area Forums in Spring 2007, with the proposed agenda on the following lines, 30 minutes for pre-booked one to one appointments with Borough Councillors, one hour for open questions and answers, 30 minutes for the main topic of refuse and recycling and 30 minutes for the local topic: to be chosen by the Chairman of the Area Forum, following consultation with local residents' associations.

FEES AND CHARGES 2007/2008

We have approved the proposed schedule of Fees and Charges for 2007/2008, to be operational from 1st April 2007, as set out at Appendix A to the report of the Strategic Director (Support).

DELIVERY OF BUDGET SAVINGS BUILT INTO 2006-2007 REVENUE BUDGET

We have noted a report by the Strategic Director (Support) summarising the extent to which the Council is on track for delivering the £1.3 million savings built into the 2006-2007 Revenue Budget.

MAKING SPELTHORNE A BETTER PLACE / IMPROVING CUSTOMER SATISFACTION WITH SPELTHORNE'S SERVICES

REVENUE GRANTS 2007/2008

We have awarded well over £200,000 in grants for 2007/2008 to vital local organizations to give them continued support in their provision of a wide range of services to the local community. Some of the beneficiaries include, Voluntary Action in Spelthorne [VAIS], Age Concern Spelthorne, Homestart, Spelthorne Citizens Advice Bureau, Spelthorne Crossroads, Spelthorne Rentstart, One to One, Relate, Spelthorne Cruse, Spelthorne Volunteer Drivers and Staines Shop-mobility. All these organizations

have submitted strong cases for financial support and have demonstrated their ability to deliver much needed and valued services.

REQUEST FOR CAPITAL PARTNERSHIP FUNDING FROM DAYBREAK RESPITE CARE CENTRE

We have awarded funding to Daybreak from the Capital Partnership with a £25,000 Grant and a £25,000 Loan. Daybreak will utilise this funding towards capital improvements to allow their Day Respite Care Service project to commence, including adaptation to toilets, showers and other services. The Daybreak project is a Day Respite Care Service for Older People in Spelthorne that will be located at St. Peter's Church Hall, Staines.

SPELTHORNE BOROUGH COUNCIL INVOLVEMENT WITH OLYMPIC AND PARALYMPIC PROJECTS

We have endorsed a report on Spelthorne's involvement with Olympic and Paralympic based projects, such as training camps and community projects, in order to bring a range of benefits to the local community and the Borough Council. We have agreed to Support the Council's involvement in those projects relating to the London 2012 Olympic and Paralympic Games that will bring benefits to the Borough of Spelthorne. In addition, we have agreed to support the development of key stakeholder groups to explore how the London 2012 Olympic and Paralympic Games can benefit Spelthorne and how the Council can support talented athletes through the Leisure Grants Programme.

MAKING SPELTHORNE SAFER

SPELTHORNE LEISURE CENTRE - FIRE PROTECTION

We have approved the funding of the required fire protection measures at Spelthorne Leisure Centre in the sum of £17,000, from the original Capital Budget for the Leisure Centre refurbishment, with the Officers being requested to identify any shortfall in the improvement works funding at the earliest opportunity.

Councillor Gerry Ceaser
Leader of the Council

22 February 2007

REPORT OF THE CHAIRMAN ON THE WORK OF THE AUDIT COMMITTEE

The Audit Committee met on 30 January 2007 and considered the following items of business.

1. MATTERS ARISING FROM THE MINUTES

The Head of Audit Services gave an update on the following items: -
Parking Services Audit and Statistics, Risk Management Training and theft from Council Offices

2. OUTCOME OF RECOMMENDATION TO EXECUTIVE

The Executive invited the Audit Committee to reconsider its recommendation to delete the words "if appropriate" from paragraph 15 of the Council's Anti-Fraud and Corruption Strategy.

Having considered this request, Audit Committee reaffirmed its original recommendation. The rationale given being that informing the authorities on anti-fraud and corruption matters should be a matter of course. The committee could see no clear reason why this should not be the case.

3. QUARTERLY AUDIT AND RISK REPORT

The Committee considered and noted the quarterly report which covered the work undertaken by Audit Services from October to December 2006 and particularly highlighted the Internal Audit partnership with Surrey Heath Borough Council, work on Risk Management, the Business Improvement Programme and Day Centres.

4. CONFIDENTIAL REPORTING CODE (WHISTLEBLOWING) POLICY

The Committee considered and noted the report on the Confidential Reporting Code (Whistleblowing) Policy.

5. MEETING DATES

The Committee agreed to include an additional meeting on the calendar of Thursday 19 April 2007 and to remove the July 2007 meeting.

6. COMMITTEE WORK PROGRAMME 2006/7

The Committee agreed its Work Programme for the remainder of 2006/2007.

7. EXEMPT ITEM ON CAR PARKS

The Committee made recommendations to the Executive on an exempt matter relating to certain operational issues in car parks.

REPORT OF THE CHAIRMAN ON THE WORK OF THE IMPROVEMENT AND DEVELOPMENT COMMITTEE

The Improvement and Development Committee met on 18 January 2007 and considered the following items of business:

OUTCOMES OF REPORTS/RECOMMENDATIONS TO EXECUTIVE

The outcomes of the recommendations of this Committee from its 4 December 2006 meeting on Waste Management and the ICT Outsourcing Contract, to the Executive on 12 December 2006 were reported and noted.

BUSINESS IMPROVEMENT PROGRAMME BEST VALUE REVIEW PANEL

The Committee recommended approval of the action plans and charging for Planning advice, to Executive following its consideration of the report of the Best Value Review Panel on the Business Improvement Programme [BIP] for Planning and Housing Strategy.

TASK GROUP MEETINGS

The Committee noted a schedule of meetings undertaken and planned for Task Groups and other groups appointed by this Committee.

REPORTS FROM TASK GROUPS:

1. Housing Strategy

The Committee noted a report on the work of this Task Group

2. Outline Budget Strategy

The Committee noted a report on the work of this Task Group and agreed that it should continue its work after the May elections.

It also recommended Executive that the Strategic Director (Support) be asked to look at the necessity for topping up the pension deficit and report back to a future meeting and that the Conquest research and presentation reported to the Task Group be given to Members at a Seminar.

3. Waste Management

The Committee noted a report on the work of this Task Group.

4. Environmental/Street Scene Enforcement

The Committee noted that a meeting of the Environmental/Street Scene Enforcement Task Group had been arranged for 1 February 2007.

5. Leisure and Culture Strategy

The Committee noted that a further meeting of this Group had been arranged for 21 February 2007.

WORK PROGRAMME 2006/07

The Committee agreed its Work Programme for the remainder of 2006/2007.

Councillor John Packman

Chairman of the Improvement and Development Committee

22 February 2007

REPORT OF THE CHAIRMAN OF THE LICENSING COMMITTEE

The Licensing Committee met on 14 February and a Licensing Sub-Committee met on 21 February 2007 and considered the following items of business:

LICENSING COMMITTEE 14 FEBRUARY 2007

Gaming Act 1968, Section 34 (5e) Application for Two Permits for the use of All Cash Machines and Amusements with Prizes Machines – Quicksilver, 109 High Street Staines

The Licensing Committee considered and granted an application from RAL Ltd for two Section 34 Permits to offer 43 AWP machines in total at Quicksilver, 109 High Street, Staines.

LICENSING SUB-COMMITTEE - 21 FEBRUARY 2007

Application for a personal licence

The Sub-Committee considered an exempt item and rejected an application for a Personal License.

Councillor Robin Sider
Chairman of the Licensing Committee

22 February 2007

REPORT OF THE CHAIRMAN ON THE WORK OF THE PLANNING COMMITTEE

The Planning Committee has met three times since the previous report was prepared for the Council meeting. This report therefore gives an overview of the key applications considered by the Planning Committee at its meetings on 6 December 2006, 3 January 2007 and 31 January 2007.

1. The Planning Committee meeting on **6 December 2006** dealt with 6 items in total (including an enforcement report).

Public speaking took place on one item with two people taking the opportunity to address the Committee.

The most notable items on the agenda were:

- (a) approval for the erection of a single storey rear extension at the restaurant between Lords Bridge Court and Parkside, Staines
- (b) erection of a two storey building incorporating five flats at 9 Green Lane, Shepperton
- (c) serving of a breach of condition notice to remove various windows overlooking adjoining properties at 20 Langley Road, Staines as well as removing the tarmac hardstanding in the rear garden and ensuring the provision of refuse facilities.

2. The Planning Committee meeting on **3 January 2007** dealt with 7 items in total (including two enforcement reports and one tree preservation order). Public speaking took place on three items with five people taking the opportunity to address the Committee.

3. The Planning Committee meeting on **31 January 2007** dealt with 3 items, plus one tree preservation order. Public speaking took place on one item with one person taking the opportunity to address the Committee.

The most notable item on the agenda was:

- (a) approval for the erection of a new pavilion and changing rooms at Shepperton Cricket Club, subject to no material comments being received by the end of the consultation period on 9th February 2007.

4. **Other matters of interest**

- (a) Performance figures for speed of determining planning applications:

	Major applications (BVPI Target) (60% in 13 wks)	Minor applications (BVPI Target) (65% in 8 wks)	Other applications (BVPI Target) (85% in 8 wks)
2006			
January	None	68%	75%

	Major applications (BVPI Target) (60% in 13 wks)	Minor applications (BVPI Target) (65% in 8 wks)	Other applications (BVPI Target) (85% in 8 wks)
2006			
February	33%	62%	91%
March	50%	87%	87%
April	100%	80%	86%
May	100%	78%	86%
June	100%	71%	84%
July	0%	73%	89%
August	50%	81%	83%
September	71%	46%	84%
October	100%	71%	86%
November	80%	77%	86%
December	100%	71%	90%
2007			
January	100%	65%	80%

- (b) The Planning and Housing Strategy service is part way through implementing its Business Process Improvement Plan. The four projects in the overall plan cover customer services, validation, charging and ICT. This phase will take up to six months to implement in full, and should be completed by end of May 2007. The aim is to provide efficiency savings of up to £50k as well as maintain/improve the customer experience.

A key milestone will be the transfer of straightforward calls to the customer services team to deal with. This is due to take place in last February 2007. A decision will also be made by the Executive in March 2007 with regard to the level of charges for pre-application advice.

Councillor John O'Hara
Chairman of the Planning Committee

22 February 2007