

**Minutes of a Meeting of the Executive
held at Surrey Heath House on 2
August 2016**

- Cllr Moira Gibson (Chairman)

+ Cllr Richard Brooks	+ Cllr Craig Fennell
+ Cllr Mrs Vivienne Chapman	+ Cllr Josephine Hawkins
+ Cllr Colin Dougan	+ Cllr Charlotte Morley

+ Present

- Apologies for absence presented

Councillor Richard Brooks (Deputy Leader) in the Chair.

In Attendance: Councillors Rodney Bates, Alan McClafferty and Robin Perry.

16/E Minutes

The open minutes of the meeting held on 12 July 2016 were confirmed and signed by the Chairman, after an amendment to Minute 7/E to indicate that Councillor Rodney Bates declared an interest and left the Chamber for the Executive's deliberations thereon.

17/E Five Year Strategy 2016-2021

The Executive considered a report proposing the adoption of an updated Five Year Strategy, introducing an updated Corporate Strategy and putting forward a proposal that it become a five year rolling strategy. The Strategy would replace the previous 10 year strategy, but would continue with the direction of travel.

The Strategy had been refreshed, including four groups of Key Priorities, those being Place, Prosperity, Performance and People. It had been redesigned to be more helpful, succinct and readable.

Members noted a concern that, on Page 4 of the Strategy, under 'People', the 4th bullet point could be misinterpreted in respect of younger people.

The Transformation Portfolio Holder noted that the Strategy already allowed for minor adjustments and agreed that the bullet point should be amended.

Resolved, that the Five Year Strategy 2016 – 2021 as set out in Annex A to the Officer report, with a minor amendment to the People Column, Bullet Point 4, be approved.

18/E Annual Plan 2016/17

The Executive received a report proposing the adoption of an updated Annual Plan for 2016/17, including an overview of the vision and objectives from the Five Year Strategy and indicating the outputs and success measures that would be delivered in 2016/17 for each of the new priorities.

Members noted that the Annual Plan demonstrated how it would link into and work towards achieving the aims of the new Five Year Strategy. It had been simplified and was more succinct, with a more definitive breakdown of what should be achieved and measured. Outcomes would be reviewed against success measures at the 6 month point and at the end of the year.

Resolved, that the Annual Plan for 1 April 2016 to 31 March 2017, as set out in Annex A to the Officer report, be approved.

19/E End of Year Performance Report 2015/16

The Transformation Portfolio Holder presented a report on the Council's performance for 2015/16. This would be the final report in the current format, with the new report reflecting changes agreed to the Annual Plan.

Members welcomed the proposed changes, referring to inconsistencies in interpretation and confusing messages from the Red – Amber – Green report. It was suggested that greater and earlier involvement in the vision and processes would assist Members and it was proposed that, where an issue or target was beyond the Council's control, such as when the action required sat with another Authority, this should be clearly indicated.

In respect of the delay in the report being considered, Members noted that this had partly driven the changes to the format proposed in this and the 5 year/annual plan proposals.

Successes included moves to regenerate Camberley Town Centre, Investment in properties, achieving the 'Gold' level in Investors in People plus the 'Commitment' level of the Workplace Wellbeing Charter and achieving income returns at 20% above the Local Authorities average.

Members queried the current status of the Land East of Knoll Road report, but noted that the target dates had been missed whilst a decision was awaited from Surrey County Council.

Resolved, that the Council's Performance for 2015/16 be noted.

20/E Medium Term Financial Strategy

The Finance Portfolio Holder presented a report setting out the implications and challenges of the Financial Strategy and forecast for the period from 2017/18 to 2020/21.

The financial forecast illustrated the need to make continued savings and increase income if the Council was to achieve financial sustainability going forward. Whilst the Government, in December 2015, had released a 4 year settlement to Councils to enable financial planning, uncertainty around the changes to business rates in 2019/20 and concerns about the percentage that the Council would get in the proposed 100% localisation of business rates created difficulties for financial projections/planning.

The Strategy proposed a number of measures aimed at addressing potential financial challenges and setting the direction of travel rather than authorising specific actions.

The Executive noted Member concerns on possible impacts from leaving the European Union, market fluctuations and the appointment of a new Government. The £100,000 projected saving from the proposed reduction in the number of Members was also queried.

Whilst agreeing on the need to re-assess the projected £100,000 saving, Members noted that the Medium Term Financial Strategy would be monitored, with the impact of the potential uncertainties kept under constant review.

Resolved, that

- (i) the Financial Strategy be noted; and**
- (ii) the adoption of the Medium Term Financial Strategy be recommended to the Council.**

21/E West End Village Design Statement

The Regulatory Portfolio Holder reminded Members that the Executive, in April 2016, had agreed that the Draft West End Village Design Statement Supplementary Planning Document (VDS) be subject to a statutory 6 weeks consultation. Following the completion of the consultation process and some minor adjustments, the report sought the adoption of the West End VDS as a Supplementary Planning Document.

The Executive noted that the VDS was guidance rather than policy. It could not stop development happening, but could provide additional information in respect of design and character and would support policies in the Council's Core Strategy.

Resolved, that the West End Village Design Statement be adopted as a Supplementary Planning Document (SPD).

22/E Response to Runnymede Borough's Issues and Options and Preferred Option Local Plan consultation

The Executive considered a report on the publication by Runnymede Borough Council of its Local Plan Issues and Options and Preferred Approaches Document and the consultation thereon which would run until 17 August 2016.

The document was the first stage of the production of the Runnymede Local Plan and set out the approach to allocating sites for housing in Runnymede borough to 2035. This includes the DERA north and south sites in Longcross and proposals for their removal from the Green Belt.

Although not objecting in principle to the proposed development of the DERA sites, this Council had previously submitted an objection to the proposed

development due to concerns over the need to address both local and strategic transport implications.

Members noted a proposed response to the consultation document, including a requirement to address transport issues, improvements to the A320 and discussions with Highways England regarding the possible provision of a restricted access Junction (2a) from the M3 motorway, to allow separate entry and exit to local traffic to and from the West at the B386 Longcross Road over bridge. The response also referred to the requirements of the Duty to Cooperate.

Resolved, that the response set out in the letter at Annex 1 to the Officer report be submitted as Surrey Heath Borough Council's formal representations to the Runnymede Borough Council's Local Plan Issues and Options and Preferred Approaches document.

23/E Family Support Team Progress in 2015/16

The Regulatory Portfolio Holder presented a report setting out the tracked progress of families worked with in the previous year under the Troubled Families Initiative, to ascertain whether or not improvements achieved had been sustained in the 9 months following intensive support work with the Family Support Team.

The purpose of the troubled families' initiative was to change the repeating generational patterns of poor parenting, abuse, violence, drug use, anti-social behaviour and crime in the most troubled families in the UK.

Since its inception in 2013, the joint Runnymede/Surrey Heath project had worked with 230 families, providing intensive support and been awarded £654,815, in total funding for set up and payment by results. This represented an average cost of £2,847 per family worked with.

The scheme worked in two parts with families receiving intensive support for a period of around 12 weeks through the Team around the Family (TAF) and then support through a lead organisation for the following 9 months (post TAF).

27 Surrey Heath families had been assisted in 2015/16, out of 54 families supported by the Team. 8 of the 54 families had been found to have circumstances that warranted more serious interventions. Of the remaining 46, all had shown improvement in at least one of the criteria covered by the initiative.

One criterion, Domestic Violence/Abuse had proved more difficult to address, with 8 out of 11 families showing no improvement after intensive support. However, Members noted that, in this most challenging measure, an improvement with 3 out of 11 families was actually, in itself, a considerable achievement.

The report highlighted one weakness of the scheme, that being the lack of an agreed approach to monitoring progress of families in the post TAF period or resourcing for this. Partly in response to this concern, a restructuring of the Family Support team within Runnymede/Surrey Heath had introduced 2 senior posts with responsibility for post TAF tracking.

Surrey County Council was now introducing a 2nd phase of the initiative, in which a more refined approach would be adopted to assessing and tracking of families across the 12 months, to make claiming of Payment by Results easier, as well as monitoring of the improvements achieved to see whether these have been sustained.

Whilst the Team had sought to assess outcomes for the 54 families worked with over 2015/16, it had proved difficult to track families once they had left intensive support and to monitor progress against DCLG criteria. This would be the subject of further work with partners.

Resolved, that the report be noted

24/E Food Safety Service Plan 2016/17

The Community Portfolio Holder presented a report seeking approval of a Food Safety Service Plan for the period 2016 to 2017, which would ensure that the Council was compliant with the requirements of the Food Standards Agency and the Framework Agreement on Local Authority Food Law Enforcement.

Council Officers had carried out 380 food safety inspections in 2015/16, with 50 new businesses included in the inspections, and had established that 97% of food businesses in the Borough were 'Broadly Compliant' with food hygiene law.

In 2016/17, officers intended to build on the success of the Food Hygiene Rating System and to maintain the proportion of food businesses which were "Broadly Compliant" with food hygiene laws to at or above 95%.

Officers had done a significant amount of work with the non-broadly compliant businesses to achieve the necessary improvements. Over the next year, the focus would be on sustaining the improvements in the businesses and continuing to take action in noncompliant businesses.

Resolved, that the Food Safety Service Plan 2016/17 attached at Annex A to the Officer report, be approved.

25/E Exclusion of Press and Public

In accordance with Section 100(A)(4) of the Local Government Act 1972, the press and public were excluded from the meeting for the following items of business on the ground that they involved the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A of the Act as set out below:

Minute	Paragraph(s)
26/E	3
27/E	3

Note: Minutes 26/E and 27/E are summaries of matters considered in Part II of the agenda, the minutes of which it is considered should remain confidential at the present time.

26/E Exempt Minutes

The exempt minutes of the meeting held on 12 July 2016 were confirmed and signed by the Chairman.

27/E Review of Exempt Items

The Executive reviewed the minutes which had been considered at the meeting following the exclusion of members of the press and public, as these involved the likely disclosure of exempt information.

Resolved, that the minutes remain exempt until the completion of the lease negotiations.

Chairman