

Corporate Management Committee

Thursday 15 October 2020 at 7.30pm

This meeting will be held remotely via MS Teams with audio access to the public for the Part I items via registered dial-in only

Members of the Committee

Councillors N Prescott (Chairman), J Gracey (Vice-Chairman), A Alderson, I Chaudhri, D Cotty, L Gillham, M Heath, J Hulley, R King, M Maddox, D Whyte and M Willingale.

In accordance with Standing Order 29.1, any Member of the Council may obtain remote access via MS Teams to the meeting of this Committee, but may speak only with the permission of the Chairman of the Committee, if they are not a member of this Committee.

AGENDA

Notes:

- 1) Any report on the Agenda involving confidential information (as defined by section 100A (3) of the Local Government Act 1972) must be discussed in private. Any report involving exempt information (as defined by section 100I of the Local Government Act 1972), whether it appears in Part 1 or Part 2 below, may be discussed in private but only if the Committee so resolves.
- 2) The relevant 'background papers' are listed after each report in Part 1. Enquiries about any of the Agenda reports and background papers should be directed in the first instance to **Mr J Gurmin, Democratic Services Section, Law and Governance Business Centre, Runnymede Civic Centre, Station Road, Addlestone (Tel: Direct Line: 01932 425624). (Email: john.gurmin@runnymede.gov.uk)**.
- 3) Agendas and Minutes are available on a subscription basis. For details, please ring Mr B A Fleckney on 01932 425620. Agendas and Minutes for all the Council's Committees may also be viewed on www.runnymede.gov.uk.

Continued.....

4) You are only permitted to hear the debate on the items listed in Part I of this Agenda, which contains matters in respect of which reports have been made available for public inspection. You will not be able to hear the debate for the items in Part II of this Agenda, which contains matters involving Exempt or Confidential information in respect of which reports have not been made available for public inspection. If you wish to hear the debate for the Part I items on this Agenda by audio via MS Teams you must register by 10.00 am on the day of the meeting with the Democratic Services Team by emailing your name and contact number to be used to dial-in to democratic.services@runnymede.gov.uk

5) **Audio-Recording of Meeting**

As this meeting will be held remotely via MS Teams, you may only record the audio of this meeting. The Council will not be recording any remote meetings.

LIST OF MATTERS FOR CONSIDERATION
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Matters in respect of which reports have been made available for public inspection

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PART II

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

a) Exempt Information

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b) Confidential Information

(No reports to be considered under this heading)

1. **NOTIFICATION OF CHANGES TO COMMITTEE MEMBERSHIP**

2. **MINUTES**

To confirm and sign the Minutes of the meetings of the Committee held on 10 September 2020 (attached at Appendix 'A') and on 24 September 2020 (attached at Appendix 'B'). As this meeting is being held remotely, the Chairman will ask the Members of the Committee if they approve these two sets of Minutes which will then be signed when this is physically possible.

Runnymede Borough CouncilCORPORATE MANAGEMENT COMMITTEE10 September 2020 at 6.30 p.m. via MS Teams

Members of the Committee present: Councillors N Prescott (Chairman), J Gracey (Vice-Chairman), A Alderson, I Chaudhri, D Cotty, L Gillham, M Heath, J Hulley, R King, M Maddox, D Whyte and M Willingale.

Members of the Committee absent: None

Councillors T Burton, D Clarke, M Cressey, M Kusneraitis, S Lewis, J Sohi and S Whyte also attended

MINUTES

The Minutes of the meetings held on 30 July 2020 and 5 August 2020 were confirmed as correct records. As the meeting was being held remotely using MS Teams, the Chairman would sign these two sets of minutes when this was physically possible.

DECLARATION OF INTEREST

Councillor J Gracey declared a non-pecuniary interest in item 11 on the agenda on Addlestone Canoe Club Loan Agreement as her son had used the Club's facilities as a scout. She remained in the meeting, took part in the discussion and voted on this item.

CORONAVIRUS RESPONSE REVIEW

The Committee considered a Coronavirus Debrief Report which had been updated following a series of three meetings of the Overview and Scrutiny Select Committee on 2, 14 and 21 July where that Committee had reviewed the local response to the Coronavirus Pandemic. An updated Pandemic Plan had also been produced and circulated separately to the Committee which contained exempt information. The Committee noted an overview at Appendix 'C' to the agenda of the Council's work in responding to the pandemic from 27 March 2020 to 1 August 2020, which showed outgoing activity, phone calling, business support, communication with the community and new Council Tax Support claims since 27 March 2020. In that time period 41,633 welfare phone calls had been made to vulnerable people, 4,917 vulnerable people had benefitted from welfare calls, there had been 34, 874 incoming coronavirus related calls to Customer Services and 1,079 referrals had been made to the foodbank.

The Overview and Scrutiny Select Committee had found that the local response had been outstanding. The response had benefitted from strong leadership, excellent support from staff and management by the foodbank, remote working had worked well, there had been due regard to health and safety and good communication with the public.

Recommendations for improvements included making minute takers available for panel meetings, where resources allowed identifying deputies for key roles so that key staff could have more rest time, greater support for staff managing welfare calls and enhanced broadband resilience.

Recommendations 4, 6, 12, 20 and 30 in the Debrief Report required expenditure which was not already approved and budget information on these items was provided in paragraph 2.6 of the report. These items would be discussed at a Member Away Day to be held later in September.

The Corporate Management Committee commended the work done by officers, Members, Applied Resilience, volunteers and the foodbank in responding to the pandemic. It was noted that officers were liaising closely with Public Health on the numbers of Covid-19 cases at local level and that the Office for National Statistics also had detailed information on the location of cases. The whole community had shown its ability to come together at a time of crisis. It was agreed that community groups would be consulted about whether they would wish to see a continuance for the Covid-19 online food payment system and that all Members would be advised of the feedback received. It was noted that an officer seminar would be held in October to discuss preparations for any second spike in Covid-19 cases.

RESOLVED that –

- i) the Coronavirus Debrief Report be approved in principle, subject to the required growth later being approved by Members (following discussion at the Member Away Day); and**
- ii) the updated Runnymede Borough Council Pandemic Plan be approved.**

CORPORATE KEY PERFORMANCE INDICATORS – PROPOSED 2020/21 INDICATORS AND TARGETS

The Committee considered the proposed Corporate Key Performance Indicators (CKPI)s and targets for 2020/21. The Committee noted a quarter 4 report for the 2019/20 indicators and targets which provided them with trend data to assist approval decisions.

This report was originally due to be considered by the Corporate Management Committee in March 2020. That meeting had been cancelled because of the coronavirus pandemic. Officers had since been heavily focussed on coordinating the coronavirus response and were now seeking formal approval for the CKPIs at the earliest opportunity for the 2020/21 financial year. The Service and Digital Transformation Member Working Party would then receive the monitoring results, including the results of quarter 1 for 2020/21.

The Committee approved the proposed 2020/21 CKPIs for 2020/21 subject to the addition to the 2020/21 Housing CKPIs of indicator H8: Percentage of stock with a valid fire assessment – full year target – 100%. The Committee noted that stock fire risk assessments would be checked by officers as part of the monitoring of the issues raised by the Housing Regulator but agreed that this should also be one of the CKPIs reported to the Committee.

It was agreed that for recommendations iii), iv) and v) in the report, the decision would be delegated to the officer named in the recommendation in consultation with the Chairman named in the recommendation in each case.

It was suggested that, for kerbside collections, bins should be returned to the position from which they were collected by the recycling team as a Member reported that this did not always happen.

RESOLVED that -

- i) the proposed 2020/21 Corporate Key Performance Indicators descriptions and quarterly/ annual targets as shown in Appendix ‘E’ to the agenda be approved subject to the addition of a Housing Indicator H8: Percentage of stock with a valid fire risk assessment – full year target – 100%;**
- ii) a decision regarding the targets for ES1 be delegated to the Corporate Head of Environmental Services in consultation with the Chairman of the Environment and Sustainability Committee;**

- iii) **a decision regarding the final indicator description and associated targets for ES2 be delegated to the Corporate Head of Environmental Services in consultation with the Chairman of the Environment and Sustainability Committee; and**
- iv) **a decision regarding the final planning enforcement indicator P6 description and targets be delegated to the Corporate Head of Development Management and Building Control in consultation with the Chairman of the Planning Committee.**

PROCESS FORMALISATION AND PROPOSED AMENDMENT FOR PURCHASES UNDER £5,000 SPEND

At its meeting in June 2020, when reviewing the Council's Constitution, in respect of Contract Standing Orders, the Committee had requested that a process be implemented to test "value for money" for spend under £5,000. The Committee noted and approved a report which set out the detail of a proposed amendment to this process.

RESOLVED that –

the process for spend under £5,000 be approved as outlined in the report.

PADD FARM TASK FORCE

The Chairman had agreed that this item be admitted to the Agenda as an item of urgent business for the special circumstances and urgency as set out below: -

Special Circumstances

The report was not able to be completed until after the despatch of the main agenda.

Urgency

To enable the Committee to consider Mr Jonathan Bore's report at the earliest opportunity.

The Padd Farm site in Hurst Lane, Egham had for many years been the subject of enforcement action under Planning legislation by the Council. Having acknowledged concerns expressed by local residents in Hurst Lane regarding the approach taken by the Council historically, the Committee had appointed Mr Jonathan Bore in September 2019 to review matters and provide his advice back to the Committee at the end of his work. Mr Bore had completed his report recently. His report contained eleven recommendations and was now submitted to the Committee for consideration.

The Committee commended the diligence and detail provided by Mr Bore in this report. The Committee noted that the Council's Neighbourhood Planning process would provide an opportunity for local communities to engage in and shape local Planning in their localities and that the Council would only be to undertake more Planning enforcement with increased resources. The Council had planned to increase the resources that were available for the Planning enforcement function but it had had to put these growth proposals on hold as a result of the effects of the Covid-19 pandemic. The Council had attempted to gain the support of other agencies in order to tackle the problems at the Padd Farm site, but it had not been able to provide a fully co-ordinated approach from all agencies.

The Committee agreed to accept the report. A Task Force had been established as part of the Council's review of matters relating to Padd Farm. This Task Force was Member led and involved residents of Hurst Lane. The aim of the Task Force was to participate in the

review of the current status of Padd Farm and provide residents with a forum through which their views could be voiced. The Committee noted that the Task Force would be submitting its comments on Mr Bore's report. The Committee agreed to receive a further report at a future meeting which would contain the Task Force's comments and officer views on the report and on the Task Force's comments.

RESOLVED that –

Mr Bore's report be accepted and the recommendations be considered at the earliest opportunity, after due consideration of the Task Force's comments.

EGHAM HOLLOWEGIANS RUGBY FOOTBALL CLUB LEASE

By resolution of the Committee, the press and public were excluded from the meeting during the consideration of this matter under Section 100A (4) of the Local Government Act 1972 on the ground that the discussion would be likely to involve the disclosure of exempt information of the description specified in paragraph 3 of Schedule 12A to Part 1 of the Act.

The Committee considered a report on proposals from the Egham Hollowegians Rugby Football Club, the tenant, for a new lease of the land and clubhouse at Kings Lane Recreation Ground, Englefield Green to be granted to them by the Council as landlord. The Committee considered the Club's proposals, the options available to them, the effects of Covid-19 on landlord/tenant commercial relationships, and whether it would be appropriate to refer the matter to the Community Services Committee for further discussion.

The Committee agreed that it would be appropriate to seek the agreement of the Club to enter into a new lease in accordance with the four resolutions set out below. A key part of the negotiations with the Club for a new lease would centre around the clubhouse and grounds being shared with other clubs/organisations and interaction with the local community. Provided that the Club was prepared to enter in a new lease in accordance with the resolutions below, it was agreed that the rent arrears owed by the Club in the sum reported should be written off. A further report would be submitted to the Committee if the Club sought any further significant write off of rent arrears.

RESOLVED that –

- i) the Corporate Head of Assets and Regeneration seeks the agreement of the Club to enter into a new lease including the terms set out in paragraph 1.8 (B) of the report;**
- ii) if the Club agrees to enter into a new lease in accordance with resolution i) above and resolution iii) below, the rent arrears in the sum reported be written off;**
- iii) in the event that the Club does not agree to enter into a new lease in accordance with resolution i) above, the Corporate Head of Assets and Regeneration be authorised to negotiate further and report back revised terms to the Chairman and Vice-Chairman of the Committee for final approval; and**
- iv) if the Chairman and Vice-Chairman of the Committee are not satisfied with any revised terms proposed in accordance with resolution iii) above, a further report be made to the Committee.**

ADDLESTONE CANOE CLUB LOAN AGREEMENT

By resolution of the Committee, the press and public were excluded from the meeting during the consideration of this matter under Section 100A (4) of the Local Government Act 1972 on the grounds that the discussion would be likely to involve the disclosure of exempt information of the description specified in paragraph 3 of Schedule 12A to Part 1 of the Act.

The Committee considered a draft Loan Facility Agreement with Addlestone Canoe Club (ACC). Addlestone Canoe Club had a project to replace their dilapidated club house which they leased from the Council with a new fit for purpose building. At Full Council in March 2020 it had been agreed that a loan guarantee would be made available to the Club to cover the gap in the project finances should the Club be unable to source any other funds. The Club had subsequently confirmed that they would like to draw down the loan of £150,000 to enable work on the project to start. Full Council had agreed that in the event of a loan being extended the terms of the loan would be agreed by the Corporate Management Committee.

The Committee noted details of the grant funding that ACC had been able to secure. ACC would be putting their own funds into the project but there was still a funding gap as they had not been able to obtain any new grants in view of the more difficult financial climate created by the Covid-19 pandemic. The Committee noted the due diligence/risk review that had been undertaken by officers and the details of the draft Loan Facility Agreement. ACC had agreed to vary the terms of their lease to remove the tenant's break clause which would commit them to continue to occupy their current site. A formal Licence for Alterations would be required to authorise the works.

The Committee approved the draft Loan Facility Agreement subject to the deletion of the final two repayment dates on page 7 of the Agreement. The Committee supported extending the loan noting that the Club played a valuable role in introducing people to Paddle sport and that some of their athletes had gone on to take part in international competition.

RESOLVED that -

- i) the terms of the loan with Addlestone Canoe Club for a loan of £150,000 be agreed as set out in the draft Loan Facility Agreement at Exempt Appendix '2' to the agenda subject to the deletion of the final two repayment dates on page 7 of the Agreement;**
- ii) the Council in its capacity as landlord agrees to enter into a formal licence for Alterations with Addlestone Canoe Club to authorise the proposed works; and**
- iii) the lease be varied to remove the tenant's break clause.**

ADDLESTONE ONE VACANT RETAIL UNITS – PROPOSED WAY FORWARD

By resolution of the Committee, the press and public were excluded from the meeting during the consideration of this matter under Section 100A (4) of the Local Government Act 1972 on the grounds that the discussion would be likely to involve the disclosure of exempt information of the description specified in paragraph 3 of Schedule 12A to Part 1 of the Act.

The Committee considered a proposal to "white box" one or more of the commercial units in the Addlestone One development. Under this proposal the empty unit or units would be fitted out to a concept known as "white boxing" which was a basic fit out to allow flexible use of the unit by the occupier for a variety of purposes. The unit(s) would be converted from a basic shell and core condition to a minimum acceptable lettable standard ready for occupation.

The Committee agreed that this proposal should be pursued as a way to encourage further footfall in the Addlestone One development particularly in view of the more challenging trading conditions created by the Covid-19 pandemic. The Committee approved the use of a sum in the remaining Addlestone One capital budget to facilitate the white boxing of one commercial unit, and, if sufficient funding was available, a further commercial unit. The arrangements for the marketing of the white boxed unit(s) were noted. The Committee agreed to waive Contract Standing Order 2.6 to enable Commercial Services to appoint via direct award an appropriate contractor to undertake any fit out of the unit or units in time for the Christmas trading season. It was agreed that officers would decide which particular commercial unit or units should be white boxed in the Addlestone One development and that the Chairman and Vice-Chairman of the Committee would be kept updated on the progress of this project.

RESOLVED that -

- i) the use of the sum reported of the remaining Addlestone One capital budget be approved to facilitate the white boxing of a commercial unit in the development and, if sufficient funding is available, the white boxing of a second commercial unit in the development;**
- ii) Contract Standing Order 2.6 be waived to enable Commercial Services to appoint via direct award an appropriate contractor to undertake any necessary fit out of the unit or units in time for the Christmas trading season; and**
- iii) the Corporate Head of Assets and Regeneration shall keep the Chairman and Vice-Chairman of the Committee updated on the progress of this project.**

URGENT ACTION – STANDING ORDER 42

By resolution of the Committee, the press and public were excluded from the meeting during the consideration of this matter under Section 100A(4) of the Local Government Act 1972 on the grounds that the discussion would be likely to involve the disclosure of exempt information of the description specified in paragraph 3 of Schedule 12A to Part 1 of the Act.

Proforma 970 detailing action taken after consultation with the Chairman and Vice-Chairman of the Committee was noted by the Committee. The Committee also noted that verbal approval had been given to this urgent action by the Vice-Chairman and a copy of the signed and dated proforma would be forwarded to officers by the Vice-Chairman when this was physically possible.

(The meeting ended at 8.48 p.m.)

Chairman

Runnymede Borough CouncilCORPORATE MANAGEMENT COMMITTEE24 September 2020 at 7.30 p.m. via MS Teams

Members of the Committee present: Councillors N Prescott (Chairman), J Gracey (Vice-Chairman), A Alderson, I Chaudhri, D Cotty, L Gillham, M Heath, J Hulley, M Maddox, A Neathey, D Whyte and M Willingale.

Members of the Committee absent: None

Councillors M Adams, D Clarke, C Howorth, I Mullens, J Olorenshaw, R King, J Sohi and S Whyte also attended.

NOTIFICATION OF CHANGE TO COMMITTEE MEMBERSHIP

The Group mentioned below had notified the Chief Executive of their wish that the change listed below be made to the membership of the Committee. The change was for a fixed period ending on the day after the meeting and thereafter the Councillor removed would be reappointed.

Group	Remove from Membership	Appoint Instead
Labour and Co-operative	Councillor R King	Councillor A Neathey

The Chief Executive had given effect to this request in accordance with Section 16(2) of the Local Government and Housing Act 1989.

DECLARATIONS OF INTERESTS

Councillors A Alderson declared a non-pecuniary interest in item 11 on the agenda on Literary Institute, Egham – Proposed Lease as an Egham Ward Councillor and a member of the “@ the Lit” Working Group. He remained in the meeting, took part in the discussion and voted on this item.

Councillor I Mullens declared a non-pecuniary interest in item 5 on the agenda on Proposed Review of Runnymede’s Council Tax Support Scheme, as she was a volunteer for Runnymede and Spelthorne Citizens Advice Bureau. She remained in the meeting and took part in the discussion for this item.

Councillor I Mullens also declared a non-pecuniary interest in item 11 on the agenda on Literary Institute, Egham as an Egham Ward Councillor and a member of the “@ the lit” Working Group. She had advised and supported “@ the Lit” over the past year. She remained in the meeting for this item.

Councillor A Neathey informed the meeting that he was no longer a member of the “@ the Lit” Working Group. He had not been a member since January 2020. He remained in the meeting and took part in the discussion and voted on this item.

BUDGET MONITORING UPDATE 2020

This item was withdrawn from the agenda.

PROPOSED REVIEW OF RUNNYMEDE'S COUNCIL TAX SUPPORT SCHEME

The Committee considered a report reviewing Runnymede's Council Tax Support Scheme to ensure that it was up to date and relevant which sought to avoid an excessive financial burden on the general Council Tax payers and to provide a scheme that was fair and equitable to all sections of the community, kept pace with changes to Universal Credit and Housing Benefit and took into account the effects of the Covid-19 pandemic.

The Committee also considered an Addendum which contained revised recommendations, the comments of the meeting of the Housing Committee that had received the report for information at its meeting on 9 September 2020 and changes made to the report by Officers following that Housing Committee meeting. The report set out four options for the Committee to consider. The Committee agreed that whichever option it chose would apply for a further two years. There would then be a review by the Committee at the end of that two year period.

Option 1 would keep the scheme unchanged, Option 2 would keep the scheme unchanged and create a £50,000 discretionary hardship fund, Option 3 would allow flexibility in the application of the Minimum Income Floor for self-employed customers and Option 4 would re-introduce Council Tax Support for those in Bands F and G. The Government had granted Runnymede Borough Council £337,832 to deal with the impacts of coronavirus. The cost of the £50,000 discretionary hardship fund would be met by using part of this grant.

Officers recommended the adoption of Option 2 in these unprecedented times when there was a need to react quickly to provide support to the most vulnerable. It was noted that some other local authorities in Surrey had set up a hardship fund. At the meeting on 9 September 2020, some Housing Committee Members had preferred options 3 and 4 and had not supported Option 2 as they were concerned that the administration of the hardship fund would be carried out by officers exercising their discretion. However, most Members of the Corporate Management Committee supported Option 2 on the basis that it was the best option available for the next two years although some considered that it might not be a good long-term solution.

The discretionary hardship fund would commence in April 2021 and would be administered over two years and would be used to help those most in need due to the economic impact of coronavirus but were excluded from Council Tax Support or were receiving less than their full liability. It was agreed that when the Council reviewed the Council Tax Support Scheme and the discretionary hardship fund in two years' time it should receive an analysis of the discretionary hardship fund payments, showing which payments were made and which payments were not made and the reasons for these decisions. As the Committee had adopted Option 2, there was no need to undertake consultation with stakeholders on whether they would prefer Option 1, 3 or 4 as the scheme would be maintained in its current form.

It was agreed that Officers would arrange for the link to Council Tax Support on the Council's website to be made more prominent.

RESOLVED that -

- i) Option 2 in the report be adopted;**
- ii) a £50,000 discretionary hardship fund be approved to help those most in need utilising part of the Government grant received for dealing with the impacts of coronavirus; and**
- iii) as it has been decided to adopt Option 2 which means maintaining the scheme in its current form and creating the hardship fund referred to in resolution ii) above, no consultation with stakeholders be undertaken.**

DISCRETIONARY GRANT FUNDING: EMERGENCY ASSISTANCE POLICY

The Committee considered how a sum of £55,447 which had been allocated to Runnymede by Surrey County Council should be used. The Council had been allocated £55,447 by Surrey County Council out of a total of £788, 015 which had been granted by the Government to Surrey County Council to help those who were struggling to afford food and other essentials across the County of Surrey as a result of Covid-19.

The Committee agreed that £50,000 of the Council's allocation from Surrey County Council should be set aside and used as part of a Discretionary Grant Funding Emergency Assistance Policy. The Committee considered and approved a Discretionary Grant Funding Emergency Assistance Policy and agreed that officers should start administering the scheme as quickly as possible. The Committee noted an Equality Screening form. A full Equality Impact Assessment was not considered necessary as it was expected that the Policy would have a positive impact on Runnymede's most vulnerable residents.

The Council already had a Discretionary Housing Payment (DHP) policy and a Council Tax Hardship (CTH) policy that supported residents with housing and Council Tax costs. The Government had also introduced a "new burdens fund" to support working age claimants with a payment of £150 towards their Council Tax. However, there were many families that did not qualify for either Housing Benefit, Universal Credit or Council Tax Support and had also not qualified for any of the other Government support packages. They now faced extreme hardship and were unable to meet their day to day living expenses. The Discretionary Grant funding Emergency Assistance money would be used predominantly to assist those families with the cost of food and other essentials, but it would also supplement both the DHP and CTH policies where it was appropriate to do so.

During the pandemic, Runnymede Foodbank had been very successful in supporting vulnerable families who had been unable to buy food and other essential items. The Committee agreed that the remainder of the Council's grant, £5,447, should be allocated to the Runnymede Foodbank. However, Members reported that the Foodbank had obtained food through donations rather than purchasing the food. Therefore, the Committee agreed that the sum of £5,447 be allocated to the Runnymede Foodbank subject to the requirement that it be used for the purchase of food within 12 months of the allocation being made.

It was noted that one of the main ways in which residents would be informed that they might be eligible for this emergency assistance would be through being advised by Council staff. It was also noted that this emergency assistance would be given a prominent position on the Council's website. It was agreed that officers would provide Members with a briefing that would advise Members how to respond to members of the public who enquired about this discretionary grant funding.

RESOLVED that -

- i) £5,447 of the grant funding from Surrey County Council be allocated to the Runnymede Foodbank subject to the condition at resolution iii) below and the remainder (£50,000) be set aside and used as part of the Policy referred to at resolution ii) below;**
- ii) the Runnymede Borough Council Discretionary Grant Funding : Emergency Assistance Policy attached at Appendix 'F' to the agenda be approved and officers start administering the scheme as quickly as possible; and**
- iii) the sum of £5,447 referred to at resolution i) above be allocated subject to the requirement that it be used for the purchase of food within 12 months of the allocation being made.**

EGHAM GATEWAY WEST – NAMING AND COLOUR BRANDING OF THE RESIDENTIAL BUILDINGS

The Committee agreed to defer this item for further consultation on the naming of the residential buildings and on alternative names for Egham Gateway West. A report would be submitted to the Committee's next meeting.

REOPENING HIGH STREETS SAFELY FUND

The Committee considered an action plan and an application expressing interest in drawing down European Regional Development Fund (ERDF) funding that the Council had submitted to the Government in order to have access to £78,590 of ERDF grant funding. The Council had been allocated £78,590 ERDF grant funding to support the safe reopening of high streets and other commercial areas that had been temporarily closed as a result of the coronavirus pandemic. Delegated authority was sought to allow officers to approve and sign the Grant Funding Agreement and make applications for reimbursement to draw down the ERDF grant.

The Committee welcomed this funding which was subject to strict criteria which set out the purposes for which it could be used and the purposes for which it could not be used. There were no clawback clauses attached to the funding. There was a penalty if Councils did not adhere to the strict requirements but Officers would work closely with the Government's Account Manager for this grant funding in order to stay within the rules. The Council's expenditure would be audited and the grant period ran from June 2020 to March 2021 after which all temporary changes made to high streets had to cease.

It was proposed currently that the Council would spend approximately £15,500 of this grant which was well below the £78,950 total allocated sum to the Council. Current spend to date had been £2,190. It was noted that logos would need to be displayed where appropriate in order for the Council to be able to draw down the grant.

This funding could not be used for Covid-19 enforcement marshals. It was agreed that a Member would be advised whether any funding would be made available to the Council for Covid-19 enforcement marshals.

RESOLVED that –

delegated authority be given to Officers to approve and sign the Grant Funding Agreement and make applications for reimbursement to draw down ERDF grant.

RECRUITMENT OF INDEPENDENT PERSONS – MEMBER CODE OF CONDUCT AND DISCIPLINARY ACTION

The Committee considered a report seeking authority to proceed with the recruitment of individuals to discharge the function of Independent Person in relation to the operation of the Council's Member Code of Conduct and provide assistance in the event that disciplinary action was taken against the Council's three statutory officers.

Independent persons were needed in respect of Member conduct matters and employment issues for senior officers. The involvement of such external persons brought a degree of impartiality to the two processes. In 2012 the Council had appointed two people to act as Independent Persons. In May 2019 one of these people had stood down from the role as they were becoming more involved in local politics. The Committee agreed that it would be appropriate to undertake a recruitment exercise to seek to recruit three people (2 Independent Persons and 1 Reserve Independent Person) which would increase the

number of Independent Persons the Council would have available to discharge this function.

The Committee approved the recruitment process set out in the report. The current allowance paid for an Independent Person was the same that the Council would pay if it had any co-opted members (currently £471 per annum) and the Committee agreed to retain the allowance at this level. In the event that the Council was successful in recruiting three people for these roles the cost would be approximately £1,500 per annum which would be met from existing resources.

RESOLVED that –

- i) the Monitoring Officer be authorised to advertise a vacancy for the appointment of 2 Independent Persons and 1 Reserve Independent Person;**
- ii) a panel comprising the Chairman and three other Members of the Standards and Audit Committee be set up to short-list and interview candidates, and to make a recommendation to Full Council for the appointment of 2 Independent Persons and 1 Reserve Independent Person; and**
- iii) the allowance to be paid for acting as an Independent Person be the same as the Council would pay a co-opted Member of the Council.**

LITERARY INSTITUTE, EGHAM – PROPOSED LEASE

By resolution of the Committee, the press and public were excluded from the meeting during the consideration of this matter under Section 100A (4) of the Local Government Act 1972 on the grounds that the discussion would be likely to involve the disclosure of exempt information of the description specified in paragraph 3 of Schedule 12A to Part 1 of the Act.

The Committee considered a report proposing that the “@ the Lit” Trust, a Trusteeship to be formed, be granted a short term lease of a large part of the Literary Institute building in Egham to provide a centre for local community events, exhibitions, shows and any other use that promoted Egham as a destination. It was also proposed that “@the Lit” would work with Runnymede Borough Council and Surrey County Council to accommodate Egham Library within the building.

The Committee welcomed these proposals and considered that “@ the Lit” would provide a valuable addition to the facilities available in Egham town centre by creating a space for the local community to reconnect after long periods of isolation caused by Covid-19 and act as a centre for learning and engagement. Furthermore, “@ the Lit” would host exhibitions and workshops which would attract not only residents but also visitors to the town and increase the town’s tourism potential and Egham Library relocation would deliver an enhanced “community hub” provision for Egham town centre.

The Council had previously received offers for the rental of the whole of the ground floor of the building and the Committee noted the levels of rent that had been offered previously. Unfortunately with the current pandemic and a depression in the property market, this level of rent was no longer achievable. The Committee noted the financial implications of granting a lease to “@ the Lit” and agreed that the open market rental value associated with the lease in the sum reported be offset by the provision of 100% Rent Grant Aid and be accounted for accordingly in the Council’s budgets.

The Committee was satisfied that granting a lease to “@ the Lit” met the criteria for disposal of land for less than the best consideration that could reasonably be obtained as it would help it to secure the promotion or improvement of the economic, social and environmental wellbeing of its area. The break clause in the lease would allow the Council to make a periodic review of “@ the Lit” and either continue with the lease or terminate it as appropriate. The relocation of Egham Library would be the subject of discussion between the Leaders of Runnymede Borough Council and Surrey County Council and senior officers of both Councils. It was agreed that terms for the lease for the occupation of Egham Library be delegated to the Chief Executive and Assistant Chief Executive in consultation with the Chairman and Vice-Chairman of the Committee.

RESOLVED that –

- i) the Trustees of “@ the Lit” be granted an internal repairing lease of the demise as set out in paragraph 4.2 of the report for a period of five years, subject to a mutual option allowing either party to end the lease at any time on 6 months’ notice on terms to be agreed by the Corporate Head of Law and Governance including the provisions set out in paragraph 4.2 of the report and resolution ii) below;**
- ii) “@ the Lit” to be responsible for the internal repairs of the premises and the Council to be responsible for ensuring that the building is wind and watertight and the engineering plant and services are maintained to a reasonable condition;**
- iii) the open market rental value associated with the lease in the sum reported be offset by the provision of 100% Rent Grant Aid and be accounted for accordingly in the Council’s budgets;**
- iv) “@ the Lit” work with Runnymede Borough Council and Surrey County Council Officers to accommodate the Egham library provision within the building to deliver an enhanced “community hub” provision for Egham town centre; and**
- v) terms for the lease for the occupation of Egham Library be delegated to the Chief Executive and Assistant Chief Executive in consultation with the Chairman and Vice-Chairman of the Committee.**

BARBARA CLARK HOUSE REGENERATION PROJECT

By resolution of the Committee, the press and public were excluded from the meeting during the consideration of this matter under Section 100A (4) of the Local Government Act 1972 on the grounds that the discussion would be likely to involve the disclosure of exempt information of the description specified in paragraph 3 of Schedule 12A to Part 1 of the Act.

The Committee considered a report containing details of the tendering process for the Barbara Clark House regeneration project on the former Ashdene site in Englefield Green.

It had been necessary to retender for the construction of the project for the reason outlined in the report. Following this second tender exercise, a preferred contractor had been identified and it was now proposed to proceed with the construction and appoint the preferred contractor. The estimated spend for the project and the risks associated with the project were noted. Having considered the information in the report, the Committee agreed that officers proceed with the construction of Barbara Clark House and appoint the preferred contractor.

It was agreed that further detail would be provided to a Member regarding the first tender for the project.

RESOLVED that -

Officers proceed with the construction of Barbara Clark House and appoint the preferred contractor following the tender exercise of the scheme.

(The meeting ended at 9.20 p.m.)

Chairman

3. **APOLOGIES FOR ABSENCE**

4. **DECLARATIONS OF INTEREST**

If Members have an interest in an item, please record the interest on the form circulated with this Agenda and e-mail it to the Legal Representative or Democratic Services Officer by 5.00 p.m. on the day of the meeting. **Members are advised to contact the Council's Legal section prior to the meeting if they wish to seek advice on a potential interest.**

Members are reminded that a non-pecuniary interest includes their appointment by the Council as the Council's representative to an outside body and that this should be declared. Membership of an outside body in their private capacity as a director, trustee, committee member or in another position of influence thereon **should be regarded as a disclosable pecuniary interest, as should an appointment to an outside body by the Council as a trustee.**

Members who have previously declared interests which are recorded in the Minutes to be considered at this meeting need not repeat the declaration when obtaining remote access to the meeting. Members need take no further action unless the item in which they have an interest becomes the subject of debate, in which event the Member must withdraw from the meeting if the interest is a disclosable pecuniary interest or if the interest could reasonably be regarded as so significant as to prejudice the Member's judgement of the public interest.

5. **EGHAM GATEWAY WEST – NAMING AND COLOUR BRANDING OF THE RESIDENTIAL BUILDINGS AND SCHEME NAME (ASSETS AND REGENERATION – ALEX WILLIAMS)**

At its meeting on 24 September 2020, the Committee considered the report at Appendix 'C' attached. The Committee agreed to defer the item for further consultation on the naming of the residential buildings and on alternative names for Egham Gateway West. Members of the Committee have been invited to put forward any other suggestions for names for the residential buildings and for a new name for the Egham Gateway West development scheme. The suggestions which have been received will be reported to this Committee and a recommendation will be put forward for the Committee's consideration.

REPORT TO CORPORATE MANAGEMENT COMMITTEE – 24 SEPTEMBER 2020**EGHAM GATEWAY WEST - NAMING AND COLOUR BRANDING OF THE RESIDENTIAL BUILDINGS (ASSETS AND REGENERATION – ALEX WILLIAMS)****Synopsis of report:**

The Egham Gateway West development comprises a mixture of commercial buildings and four residential blocks, one of which is intended for student use. This report relates to the naming and colour branding of the residential buildings in the development. To give the development an appropriate identity, the four building entrances in each accommodation block will be individually named and colour coded.

The local community have been involved which included groups of residents, Egham Museum, Ward Councillors, Royal Holloway, University of London, Egham Residents Association and the Chamber of Commerce. The report presents the best selection of names for consideration by the Committee.

Recommendation:

Members are recommended to select Group 1 from the list below to use as names for the four blocks in the development known currently as Egham Gateway West.

1. Context of Report

- 1.1. Work to construct the new buildings which will form Egham Gateway West is now in the early stages and to aid marketing and for ease of description, the buildings need to be named.
- 1.2. A process was undertaken whereby residents and stakeholder groups were asked for their opinions on the appropriate names which would be relevant to the town.
- 1.3. An initial report was laid before the Assets and Regeneration Member Working Group which recommended that names based on barons who were signatories to the Magna Carta be selected.

2. Report on the process undertaken for naming each block of accommodation

- 2.1. The Egham Gateway development has required careful consideration about the way it was designed and also the appropriateness of a new development in a historical town like Egham. This has resulted in many elements of the design drawing from existing buildings in the Town but also whilst using modern building techniques. The resulting four residential buildings each require to be named and for the naming to contribute to a theme that is consistent across the development. Other factors that influence the choice of names are to select names that are relevant for modern accommodation, have no conflicts with the names of other buildings in the area, do not promote or support the interests of an individual, company, etc and where individual names are concerned, the named person is no longer alive. Whilst not essential, it is helpful for naming the buildings to be the subject of community and stakeholder involvement.
- 2.2. The choice of name is required to inform the development of several aspects of the project that include: the specification for colours and the building naming in the building contract, utilities connections which are becoming urgent and the

nomenclature used in the accommodation schedule and the contracts with the registered provider of the affordable housing, RBCI, private purchasers or residential units, etc. It will also inform the branding to be used in the residential sales marketing brochure to support off plan and completed sales. The Assets and Regeneration Member Working Group has overseen the further evolution of the Egham Gateway West development. It agreed that it would be helpful to engage with the local community through stakeholder groups and individuals, including ward members to generate ideas for names, but it was made clear that the Council would retain the right to select the final naming.

- 2.3 Stakeholders contacted included: Ward Councillors, Council officers, Egham-by-Runnymede Historical Society, Egham Museum volunteers and Trustees, Royal Holloway University and student groups in the Town, Egham Residents Association, the Chamber of Commerce, and individual residents who expressed an interest.
- 2.4 Resident feedback was limited, and after taking into consideration commercial attractiveness, risk associated with using names of living or recently deceased residents and the Runnymede 'brand', officers shortlisted three alternative groups:

Group 1 (Historic Local Buildings):

Block A: Corn Merchant House;
Block B: Parish Hall
Block C: Gem House;
Block D: Holloway View

Group 2 (Magna Carta Barons):

Block A: Hardel House;
Block B: Mandeville House;
Block C: Fitzwalter House;
Block D: Magna Carta Hall.

Group 3 (UK Saints):

Block A: St Patrick's House;
Block B: St David's House;
Block C: St Andrew's House;
Block D: St George's Hall.

- 2.5 The Assets and Regeneration Member Working Group meeting on the 11 March 2020 after considering all of the suggestions, recommended Group 2 – where all the names selected were Magna Carta derivatives as it was felt it would strengthen the Runnymede brand, the shields of the Barons would provide a colour-theme for the blocks and it would be sympathetic to Runnymede's historical past.
- 2.6 The selection of the actual names requires checking with the Post Office to ensure there were no naming conflicts that could create postal confusion. Unfortunately, Mandeville House was deemed inappropriate due to Mandeville Court already being used in the same postcode area of Egham. Therefore, Mowbray House is proposed as an alternative.
- 2.7 With the passage of time, new senior officers have now become involved in this matter (Corporate Head of Assets and Regeneration, Communications and Marketing Manager). Officers believe it is important to highlight to this Committee a reputational risk associated with Group 2.
- 2.8 It has not been possible to carry out detailed historical research into the lives, actions, character or interests of the barons listed in Group B. Officers' concern is that acceptable religious or business activity in the 12th century may not be

appropriate in the 21st century.

- 2.9 Attempts have been made to ascertain the activities of the three named barons but the Council does not have the resources to carry out in depth historical research. Requests to external people or bodies with experience in this area did not yield useful results.
- 2.10 The risk of choosing this group is that while the Council may not be fully aware of their background, other people in future may carry out research which shows an unpalatable aspect of their lives and which would then affect the Council's reputation by association.
- 2.11 Taking on board the above, Officers would like to recommend that Group 1 using Egham's previous history would be an appropriate option. It will enable us to give a clear identity to each of the blocks and use this within our marketing material.
- 2.12 An appropriate colour scheme will be put together for each block and if agreed by Members we can develop further visuals with architects to create appropriate colour branding to use in the development.
- 2.13 It is essential that we get agreement on the naming of the blocks for this development to enable us to inform the utilities companies and commence the marketing of the Student Block C which is done one year prior to occupation.

3 Policy framework implications

- 3.1 At its meeting on 15 December 2016, this Committee recommended a revised Property Investment Strategy 2016/17 to 2020/21 which was agreed by full Council on 9 February 2017. The Strategy prefers the Council to optimise value through the acquisition and management of commercial property assets.

4 Resource implications

- 4.1 There are no specific resource implications arising from this report.

5 Legal implications

- 5.1 There are no specific legal implications arising from this report.

6 Equality implications

- 6.1 There are no specific equality implications arising from this report.

7 Biodiversity/Environmental/ Sustainability/ implications

- 7.1 There are no specific biodiversity, environmental or sustainability implications arising from this report.

(To resolve)

Background papers

None stated

6. **VOLUNTARY REDUNDANCY SCHEME (HUMAN RESOURCES – FIONA SKENE)**

This report will follow separately.

7. **CALENDAR OF MEETINGS 2021/2022
(LAW AND GOVERNANCE – BERNARD FLECKNEY)**

Synopsis of report:

To consider the calendar of meetings for the next Municipal Year.

RECOMMEND TO FULL COUNCIL on 22 October 2020 that:

The calendar of meetings for May 2021-May 2022 be approved.

1. **Report**

- 1.1 The Committee is asked to consider and recommend to full Council the proposed Calendar of meetings for the next Municipal Year which runs from May 2021-May 2022 as shown at Appendix 'D' attached.
- 1.2 The schedule of meetings largely follows the usual well established pattern. As per last year, wherever possible, the opportunity has been taken to try and avoid meetings of Committees, other than Planning Committee, during school holiday periods.
- 1.3 Members are asked to note that in May 2021, the Borough Election, County election and Police Commissioner Election will all be held on the first Thursday in May as usual.
- 1.4 For ease of reference, a diary schedule of the Committee dates is also attached at Appendix 'E'.
- 1.5 The Chief Executive has delegated authority to make ad hoc minor changes to the calendar of meetings in consultation with the respective Leaders of the political groups. Special meetings of Committees can be held where circumstances dictate.

(To recommend to Full Council on 22 October 2020)

Background papers

None

CALENDAR OF MEETINGS – MUNICIPAL YEAR 2021/2022

MAY 2021

Mon		BH	10	17	24	BH
Tue		4	11	18	25	
Wed		5	PL	AC	SA	
Thr		BCE	13	20	CM	
Fri		7	14	21	28	
Sat	1	8	15	22	29	
Sun	2	9	16	23	30	

JUNE

Mon		7	14	21	28	
Tue	1	8	15	EG	LC/RC	
Wed	PL	H	16	PL	30	
Thr	3	ES	CS	CM		
Fri	4	11	18	25		
Sat	5	12	19	26		
Sun	6	13	20	27		

JULY

Mon		5	12	19	26	
Tue		6	13	SA	27	
Wed		7	PL	21	28	
Thr	1	OS/CD	C/CT	CM	29	
Fri	2	9	16	23	30	
Sat	3	10	17	24	31	
Sun	4	11	18	25		

AUGUST

Mon		2	9	16	23	BH
Tue		3	10	17	24	CM LG
Wed		4	11	18	25	
Thr		5	12	19	26	
Fri		6	13	20	27	
Sat		7	14	21	28	
Sun	1	8	15	22	29	

SEPTEMBER

Mon		6	13	20	27	
Tue		7	14	SA	LC/RC	
Wed	PL	H	15	PL	ES	
Thr	2	CM	CS	CM	30	
Fri	3	10	17	24		
Sat	4	11	18	25		
Sun	5	12	19	26		

OCTOBER

Mon		4	11	18	25	
Tue		5	12	EG	26	
Wed		6	PL	20	27	
Thr		OS/CD	CM	C	28	
Fri	1	8	15	22	29	
Sat	2	9	16	23	30	
Sun	3	10	17	24	31	

NOVEMBER

Mon	1	8	15	22	29	
Tue	2	LC/RC	16	SA	30	
Wed	PL	H	ES	PL		
Thr	4	11	CS	CM		
Fri	5	12	19	26		
Sat	6	13	20	27		
Sun	7	14	21	28		

DECEMBER

Mon		6	13	20	BH	
Tue		7	14	21	BH	
Wed	1	8	PL	22	29	
Thr	OS	C	CM	23	30	
Fri	3	10	17	24	31	
Sat	4	11	18	25		
Sun	5	12	19	26		

JANUARY 2022

Mon		BH	10	17	24/ 31	
Tue		4	11	18	SA	
Wed		LC/RC	H	PL	26	
Thr		CS/CT	ES	CM	27	
Fri		7	14	21	28	
Sat	1	8	15	22	29	
Sun	2	9	16	23	30	

FEBRUARY

Mon		7	14	21	28	
Tue	1	8	15	EG		
Wed	2	PL	16	23		
Thr	OS/CD	C	17	CM		
Fri	4	11	18	25		
Sat	5	12	19	26		
Sun	6	13	20	27		

MARCH

Mon		7	14	21	28	
Tue	CMLG	8	15	22	29	
Wed	PL	H	LC/RC	PL	30	
Thr	C	ES	CS	CM	OS/CD	
Fri	4	11	18	25		
Sat	5	12	19	26		
Sun	6	13	20	27		

APRIL

Mon		4	11	BH	25	
Tue		5	12	19	26	
Wed		6	PL	20	27	
Thr		7	14	CM	C	
Fri	1	8	BH	22	29	
Sat	2	9	16	23	30	
Sun	3	10	17	24		

MAY

Mon		BH	9	16	23	BH
Tue		3	10	17	24	3 1
Wed		4	PL	AC	SA	
Thr		BE	12	19	CM	
Fri		6	13	20	27	
Sat		7	14	21	28	
Sun	1	8	15	22	29	

LEGEND

AC	-	Annual Council
BCE	-	Borough Election/County Election/Police Election
CT	-	Cabrera Trust Management Committee (2.30pm)
CMLG	-	Chertsey Meads Management Liaison Group
C	-	Council
CD	-	Crime and Disorder Committee
CM	-	Corporate Management Committee
CS	-	Community Services Committee
EG	-	Englefield Green (at Jurgen Centre)
ES	-	Environment and Sustainability Committee
H	-	Housing Committee
JC	-	Runnymede and Surrey Joint Committee
LC	-	Licensing Committee
OS	-	Overview & Scrutiny Select Committee
PL	-	Planning Committee
RC	-	Regulatory Committee
SA	-	Standards and Audit Committee
BH	-	Bank Holiday

- All meetings of Council and Committees commence at 7.30 p.m. and are held in the Council Chamber at the Civic Centre, Addlestone, unless otherwise stated.
- The Council Meeting on 10 February 2022 is held primarily to approve the Council Tax.

COUNCIL & COMMITTEE MEETINGS MAY 2021– MAY 2022**May 2021**

- 6 Borough/County/Police Commissioner Elections
- 12 Planning Committee
- 19 Annual Council
- 26 Standards and Audit
- 27 Corporate Management Committee

June 2021

- 2 Planning Committee
- 9 Housing Committee
- 10 Environment and Sustainability Committee
- 17 Community Services Committee
- 22 Englefield Green Committee
- 23 Planning Committee
- 24 Corporate Management Committee
- 29 Licensing Committee
- 29 Regulatory Committee

July 2021

- 8 Overview and Scrutiny Select Committee
- 8 Crime and Disorder Committee
- 14 Planning Committee
- 15 Council
- 15 Cabrera Trust Management Committee
- 20 Standards and Audit Committee
- 22 Corporate Management Committee

August 2021

- 31 Chertsey Meads Management Liaison Group

September 2021

- 1 Planning Committee
- 8 Housing Committee
- 9 Corporate Management Committee
- 16 Community Services Committee
- 21 Standards and Audit Committee
- 22 Planning Committee
- 23 Corporate Management Committee
- 28 Licensing Committee
- 28 Regulatory Committee
- 29 Environment and Sustainability Committee

October 2021

- 7 Overview and Scrutiny Select Committee
- 7 Crime and Disorder Committee

- 13 Planning Committee
- 14 Corporate Management Committee
- 19 Englefield Green Committee
- 21 Council

November 2021

- 3 Planning Committee
- 9 Licensing Committee
- 9 Regulatory Committee
- 10 Housing Committee
- 17 Environment and Sustainability Committee
- 18 Community Services Committee
- 23 Standards and Audit Committee
- 24 Planning Committee
- 25 Corporate Management Committee

December 2021

- 2 Overview and Scrutiny Select Committee
- 9 Council
- 15 Planning Committee
- 16 Corporate Management Committee

January 2022

- 5 Licensing Committee
- 5 Regulatory Committee
- 6 Community Services Committee
- 6 Cabrera Trust Management Committee
- 12 Housing
- 13 Environment and Sustainability Committee
- 19 Planning Committee
- 20 Corporate Management Committee
- 25 Standards and Audit Committee

February 2022

- 3 Overview and Scrutiny Select Committee
- 3 Crime and Disorder Committee
- 9 Planning Committee
- 10 Council
- 22 Englefield Green Committee
- 24 Corporate Management Committee

March 2022

- 1 Chertsey Meads Management Liaison Group
- 2 Planning
- 3 Council
- 9 Housing Committee
- 10 Environment and Sustainability Committee
- 16 Licensing Committee

- 16 Regulatory Committee
- 17 Community Services Committee
- 23 Planning Committee
- 24 Corporate Management Committee
- 31 Overview and Scrutiny Select Committee
- 31 Crime and Disorder Committee

April 2022

- 13 Planning Committee
- 21 Corporate Management Committee
- 28 Council

May 2022

- 5 Borough Election
- 11 Planning Committee
- 18 Annual Council
- 25 Standards and Audit
- 26 Corporate Management Committee

8. **THE FINANCIAL MANAGEMENT CODE
(FINANCIAL SERVICES – PAUL FRENCH)**

Synopsis of report:

To set out the requirements of the Chartered Institute of Public Finance (CIPFA) Financial Management Code which is designed to identify an authority’s risk to financial sustainability and introduces an over arching framework of assurance which builds on existing financial management good practice.

Recommendation:

For information

1. Context of report

1.1 The Chartered Institute of Public Finance (CIPFA) Financial Management Code (“the FM Code”) was published in October 2019. It is intended to support good financial management and stability and applies to all local authorities, including police, fire and other bodies.

1.2 The FM Code is based on a series of principles and standards to provide the foundation for authorities to manage their short, medium and long-term finances, maintain resilience to meet demands and manage unexpected financial shocks. It does this by aiming to:

- Support self-regulation in the local authority sector, by setting out a non-prescriptive framework within which Councils can operate;
- To promote a move away from short-termism, to longer term strategic financial planning;
- To reinforce the role of the whole leadership team in ensuring financial sustainability and good governance.

1.3 Authorities must apply the requirements of the FM Code with effect from 1 April 2020 although CIPFA consider 2020/21 will be a “shadow year” towards full implementation. The first full year of compliance will therefore be 2021/22, but early adoption is encouraged.

2. Report

The FM Code

2.1 In establishing the FM Code, CIPFA places previous codes and guidance into an overall framework of financial management, setting out how these combine to support local authorities to be able to achieve and demonstrate their financial sustainability. The previous guidance documents which are referred to as necessary to follow for overall compliance with the new Code are:

- CIPFA Statement on the Role of the Chief Financial Officer;
- CIPFA/Solace Delivering Good Governance in Local Government: Framework;
- CIPFA Prudential Code for Capital Finance in Local Authorities;
- Code of Practice on Local Authority Accounting in the United Kingdom.

2.2 The FM Code follows what CIPFA term a “principles-based approach”, rather than a prescriptive structure. The intention is that financial management standards are

guided by proportionality and based on an acceptance that different financial management approaches will apply depending on value/risk.

2.3 The FM Code sets out 6 principles and 17 standards for good financial management in local government. The principles have been designed to focus on an approach that will assist in determining whether, in applying standards of financial management, a local authority is financially sustainable. The 6 principles are:

- Organisational **Leadership** – demonstrating a clear strategic direction based on a vision in which financial management is embedded into organisational culture.
- **Accountability** based on medium term financial planning that drive the annual budget process supported by effective risk management, quality supporting data and whole life costs.
- Financial management is undertaken with **transparency** at its core, using consistent, meaningful and understandable data, reported frequently with evidence of periodic officer action and elected member decision making.
- Adherence to professional **standards** is promoted by the leadership team and evidenced.
- Sources of assurance are recognised as an effective tool mainstreamed into financial management, including political scrutiny and the results of external audit, internal audit and inspection.
- The long-term **sustainability** of local services is at the heart of all financial management processes and is evidenced by prudent use of public resources.

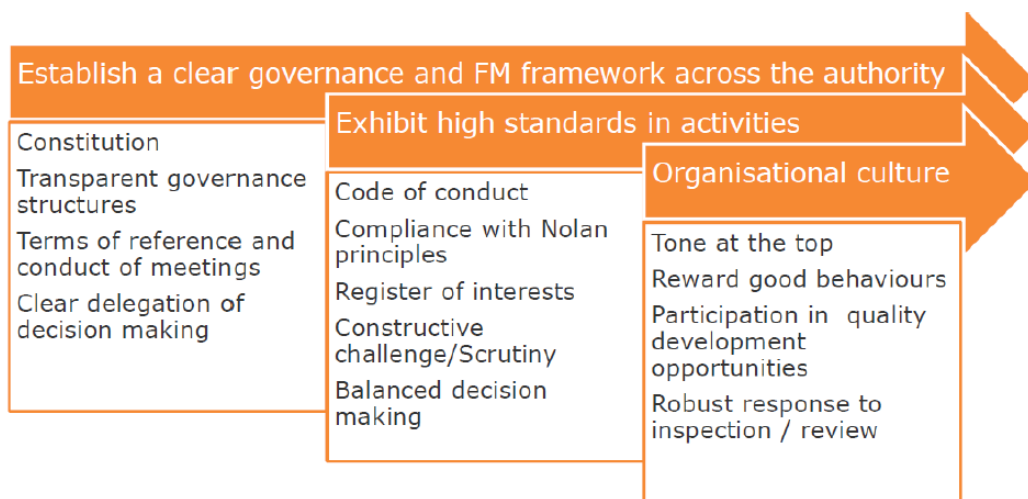
2.4 CIPFA’s expectation is that authorities will have to comply with all 17 of the financial management standards if they are to demonstrate compliance with the FM Code. These are set out in Appendix ‘F’ attached.

Compliance with the FM Code

2.4 Whilst compliance with the Code is not a statutory responsibility, CIPFA has made it clear that in its opinion these are minimum standards, and therefore compliance with them is obligatory if a local authority is to meet its statutory responsibility for sound financial administration.

2.5 Whilst the FM Code sets out the minimum required principles and financial management standards to be assessed, it does not fully define how compliance will be demonstrated, the scope of disclosures needed or quantify how these are to be reported to Members. These were to be demonstrated in guidance which was due out at the end of January 2020 but was not published until late June.

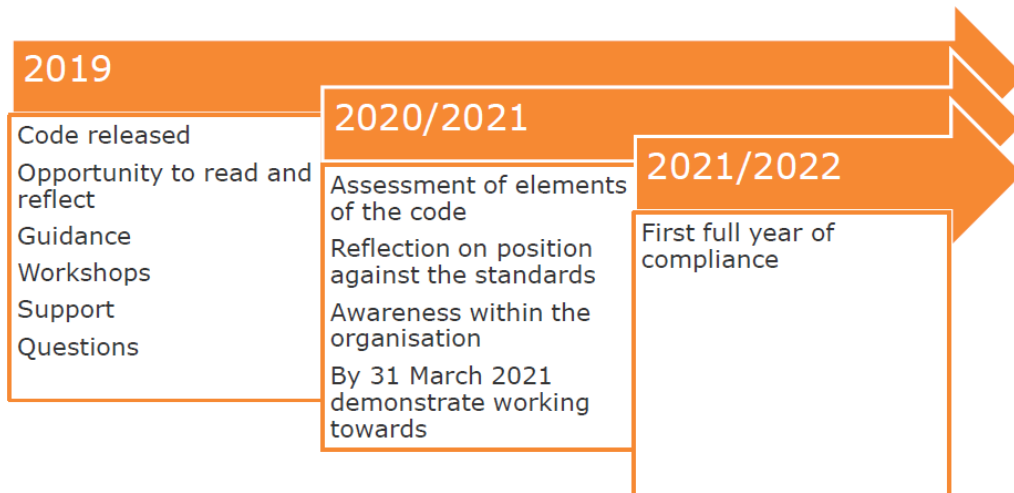
2.6 The diagram below sets out CIPFA’s summary on what compliance looks like.



2.7 CIPFA state that “Demonstrating this compliance is a collective responsibility of elected members, the chief finance officer (CFO) and their professional colleagues in the leadership team. It is for all the senior management team to work with elected members in ensuring compliance with the FM Code and so demonstrate the standard of financial management to be expected of a local authority. In doing this the statutory role of the section 151 officer will not just be recognised but also supported to achieve the combination of leadership roles essential for good financial management”.

Next steps

2.8 CIPFA’s original vision of progressing the code is set out below.



2.9 The full supporting guidance was originally due out in late January 2020. However, this was not published until late June. The method and timing of the workshops, originally planned for 2019, is not yet known. When finally delivered, these will enable officers to complete a detailed assessment of compliance against the code.

2.10 Whilst the guidance notes and training were delayed, the implementation date for compliance has not been changed, despite Councils struggling to deal with the consequences of the coronavirus pandemic.

2.11 The code is not prescriptive about what these elements should look like; therefore officers will need to develop how any gaps will be addressed in a way that works for the Council as a whole. The key questions to be answered under each of the financial management standards are set out in Appendix ‘G’ attached.

2.12 As well as purchasing the FM Code and Guidance Notes, officers have signed up to a CIPFA organised financial management conference and a series of webinars on the Code. This should place us in a good position to fulfil the requirements by March 2021.

3. Resource implications (where applicable)

3.1 Compliance with the code will further enhance financial management arrangements within the authority

4. Legal implications

4.1 The FM Code requirement for sound financial management is supported by Section 151 of the Local Government Act 1972 which requires that every local authority in England and Wales should “... make arrangements for the proper administration of their financial affairs and shall secure that one of their officers has responsibility for

the administration of those affairs”.

4.2 Whilst compliance with the code is not a statutory duty in itself, failure to comply could be viewed as not meeting existing statutory duties.

5. **Corporate Business Plan / Business Centre Plans**

5.1 The Code focuses on the Council’s ability to deliver value for its residents and as such will enable the Council to meet the following Corporate Values and Corporate Goals:

- Delivering excellent value for money
- Transparent
- Deliver cost effective services
- Effectively manage our finances.
- Have sound leadership and decision making processes

6. **Risk management**

6.1 Compliance with the code should enhance the management of financial risks over the longer term.

7. **Conclusions**

7.1 It is for the leadership team of each authority (Members downwards) to ensure that an authority’s governance arrangements and style of financial management promote financial sustainability. The FM Code is designed to identify the risks to financial sustainability and provide assurance of good governance and financial management.

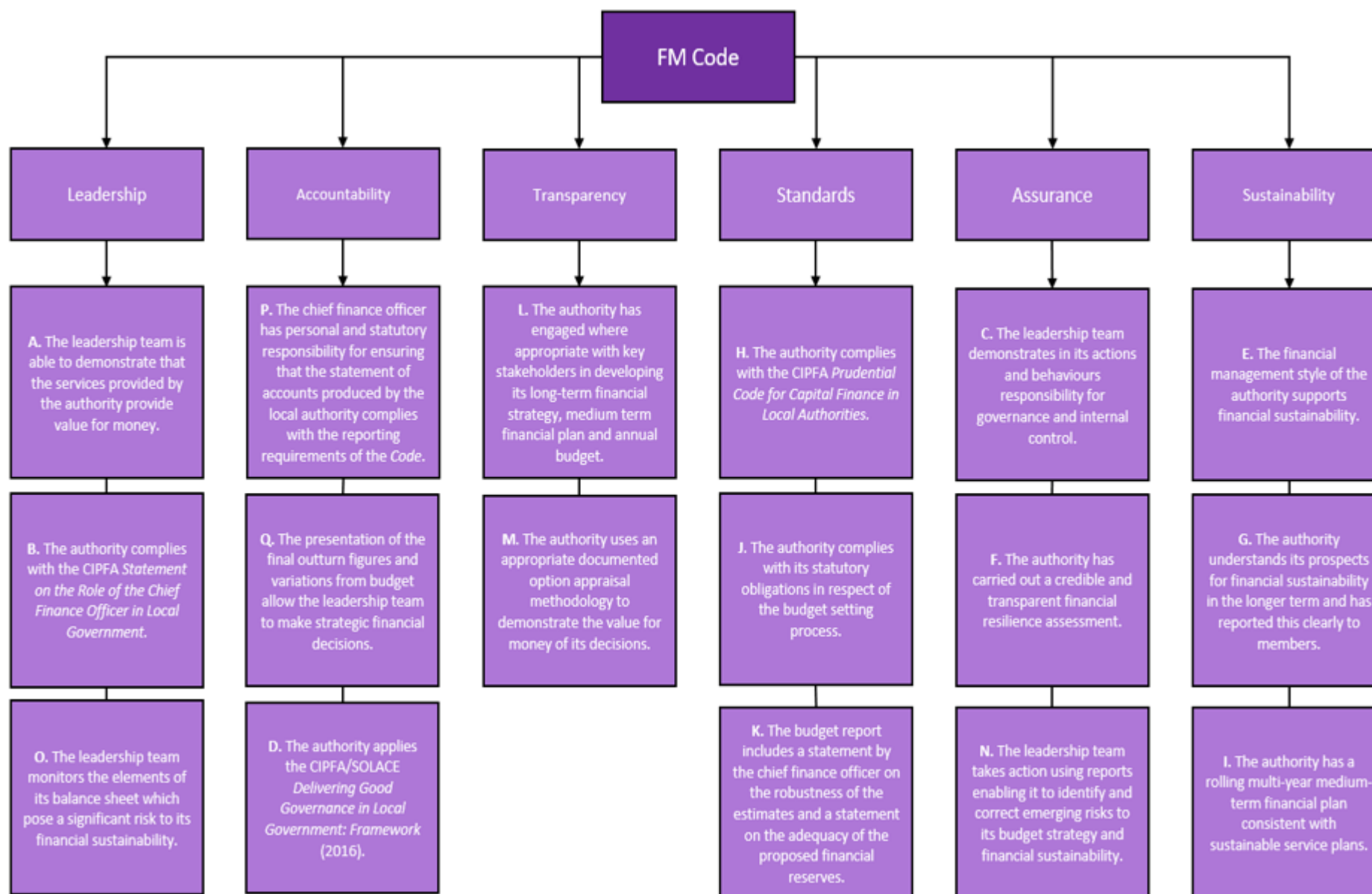
7.2 Officers are currently working through the FM Code guidance and will report back to Members with a report on where we currently meet the criteria and what we are doing to ensure that any gaps in compliance are addressed.

(For information)

Background papers

CIPFA Financial Management Code 2019

CIPFA Finance Management Code Guidance 2020



Meeting the criteria of the Financial Management Code

Key questions to address

Section 1: The responsibilities of the chief finance officer and leadership team

- A. The leadership team is able to demonstrate that the services provided by the authority provide value for money

Key questions to address

Does the authority have a clear and consistent understanding of what value for money means to it and to its leadership team?

Does the authority have suitable mechanisms in place to promote value for money at a corporate level and at the level of individual services?

Is the authority able to demonstrate the action that it has taken to promote value for money and what it has achieved?

- B. The authority complies with the CIPFA Statement on the Role of the Chief Finance Officer (CFO) in Local Government

Key questions to address

Is the authority's CFO a key member of the leadership team, involved in, and able to bring influence to bear on, all material business decisions?

Does the CFO lead and champion the promotion and delivery of good financial management across the authority?

Is the CFO suitably qualified and experienced?

Is the finance team suitably resourced and fit for purpose?

Section 2: Governance and financial management style

- C. The leadership team demonstrates in its actions and behaviours responsibility for governance and internal control

Key questions to address

Does the authority have in place an effective framework of financial accountability?

Is the authority committed to continuous improvement in terms of the economy, efficiency, effectiveness and equity of its services?

Does the authority's finance team have appropriate input into the development of strategic and operational plans?

Do managers across the authority possess sufficient financial literacy to deliver services cost-effectively and to be held accountable for doing so?

Has the authority sought an external view on its financial style, for example through a process of peer review?

Do individuals with governance and financial management responsibilities have suitable delegated powers and appropriate skills and training to fulfil these responsibilities?

Does the leadership team espouse the Nolan principles?

Does the authority have in place a clear framework for governance and internal control?

Has the leadership put in place effective arrangements for assurance, internal audit and internal accountability?

Does the leadership team espouse high standards of governance and internal control?

Does the leadership team nurture a culture of effective governance and robust internal control across the authority?

- D. The authority applies the CIPFA/SOLACE Delivering Good Governance in Local Government: Framework (2016)

Key questions to address

Has the authority sought to apply the principles, behaviour and actions set out in the framework to its own governance arrangements?
Does the authority have in place a suitable local code of governance?
Does the authority have a robust assurance process to support its AGS?

- E. The financial management style of the authority supports financial sustainability

Key questions to address

Does the authority have in place an effective framework of financial accountability?
Is the authority committed to continuous improvement in terms of the economy, efficiency, effectiveness and equity of its services?
Does the authority's finance team have appropriate input into the development of strategic and operational plans?
Do managers across the authority possess sufficient financial literacy to deliver services cost-effectively and to be held accountable for doing so?
Has the authority sought an external view on its financial style, for example through a process of peer review?
Do individuals with governance and financial management responsibilities have suitable delegated powers and appropriate skills and training to fulfil these responsibilities?

Section 3: Long to medium-term financial management

- F. The authority has carried out a credible and transparent financial resilience assessment

Key questions to address

Has the authority undertaken a financial resilience assessment?
Has the assessment tested the resilience of the authority's financial plans to a broad range of alternative scenarios?
Has the authority taken appropriate action to address any risks identified as part of the assessment?

- G. The authority understands its prospects for financial sustainability in the longer term and has reported this clearly to members

Key questions to address

Does the authority have a sufficiently robust understanding of the risks to its financial sustainability?
Does the authority have a strategic plan and long-term financial strategy that adequately address these risks?
Has the authority sought to understand the impact on its future financial sustainability of the strategic, operational and financial challenges that it might face (eg using a technique such as scenario planning)?
Has the authority reported effectively to the leadership team and to members its prospects for long-term financial sustainability, the associated risks and the impact of these for short and medium-term decision making?

- H. The authority complies with the CIPFA Prudential Code for Capital Finance in Local Authorities

Key questions to address

Has the authority prepared a suitable capital strategy?
Has the authority set prudential indicators in line with the Prudential Code?
Does the authority have in place suitable mechanisms for monitoring its performance against the prudential indicators that it has set?

- I. The authority has a rolling multi-year medium-term financial plan consistent with sustainable service plans

Key questions to address

Does the authority have in place an agreed medium-term financial plan?

Is the medium-term financial plan consistent with and integrated into relevant service plans and its capital strategy?

Has the medium-term financial plan been prepared on the basis of a robust assessment of relevant drivers of cost and demand?

Has the medium-term financial plan been tested for resilience against realistic potential variations in key drivers of cost and demand?

Does the authority have in place a suitable asset management plan that seeks to ensure that its property, plant and equipment including infrastructure assets contribute effectively to the delivery of services and to the achievement of the authority's strategic aims?

Section 4: The annual budget

- J. The authority complies with its statutory obligations in respect of the budget setting process

Key questions to address

Is the authority aware of its statutory obligations in respect of the budget-setting process?

Has the authority set a balanced budget for the current year?

Is the authority aware of the circumstances under which it should issue a Section 114 notice and how it would go about doing so?

- K. The budget report includes a statement by the chief finance officer on the robustness of the estimates and a statement on the adequacy of the proposed financial reserves

Key questions to address

Does the authority's most recent budget report include a statement by the CFO on the robustness of the estimates and a statement of the adequacy of the proposed financial reserves?

Does this report accurately identify and consider the most significant estimates used to prepare the budget, the potential for these estimates being incorrect and the impact should this be the case?

Does the authority have sufficient reserves to ensure its financial sustainability for the foreseeable future?

Does the report set out the current level of the authority's reserves, whether these are sufficient to ensure the authority's ongoing financial sustainability and the action that the authority is to take to address any shortfall?

Section 5: Stakeholder engagement and business plans

- L. The authority has engaged where appropriate with key stakeholders in developing its long-term financial strategy, medium-term financial plan and annual budget

Key questions to address

How has the authority sought to engage with key stakeholders in developing its long-term financial strategy, its medium-term financial plan and its annual budget?

How effective has this engagement been?

What action does the authority plan to take to improve its engagement with key stakeholders?

- M. The authority uses an appropriate documented option appraisal methodology to demonstrate the value for money of its decisions

Key questions to address

Does the authority have a documented option appraisal methodology that is consistent with the guidance set out in IFAC/PAIB publication *Project and Investment Appraisal for Sustainable Value Creation: Principles in Project and Investment Appraisal*?

Does the authority offer guidance to officers as to when an option appraisal should be undertaken?

Does the authority's approach to option appraisal include appropriate techniques for the qualitative and quantitative assessment of options?

Does the authority's approach to option appraisal include suitable mechanisms to address risk and uncertainty?

Does the authority report the results of option appraisals in a clear, robust and informative manner that gives clear recommendations and outlines the risk associated with any preferred option(s)?

Section 6: Monitoring financial performance

- N. The leadership team takes action using reports enabling it to identify and correct emerging risks to its budget strategy and financial sustainability

Key questions to address

Does the authority provide the leadership team with an appropriate suite of reports that allow it to identify and to correct emerging risks to its budget strategy and financial sustainability?

Do the reports cover both forward and backward-looking information in respect of financial and operational performance?

Are there mechanisms in place to report the performance of the authority's significant delivery partnerships such a contract monitoring data?

Are the reports provided to the leadership team in a timely manner and in a suitable format?

Is the leadership team happy with the reports that it receives and with its ability to use these reports to take appropriate action?

- O. The leadership team monitors the elements of its balance sheet that pose a significant risk to its financial sustainability

Key questions to address

Has the authority identified the elements of its balance sheet that are most critical to its financial sustainability?

Has the authority put in place suitable mechanisms to monitor the risk associated with these critical elements of its balance sheet?

Is the authority taking action to mitigate any risks identified?

Does the authority report unplanned use of its reserves to the leadership team in a timely manner?

Is the monitoring of balance sheet risks integrated into the authority's management accounts reporting processes?

Section 7: External financial reporting

- P. The chief finance officer has personal and statutory responsibility for ensuring that the statement of accounts produced by the local authority complies with the reporting requirements of the Code of Practice on Local Authority Accounting in the United Kingdom

Key questions to address

Is the authority's CFO aware of their responsibilities in terms of the preparation of the annual financial statements?

Are these responsibilities included in the CFO's role description, personal objectives and other relevant performance management mechanisms?

Have the authority's financial statements hitherto been prepared on time and in accordance with the requirements of the *Code of Practice on Local Authority Accounting in the United Kingdom*?

- Q. The presentation of the final outturn figures and variations from budget allows the leadership team to make strategic financial decisions

Key questions to address

Is the authority's leadership team provided with a suitable suite of reports on the authority's financial outturn and on significant variations from budget?

Is the information in these reports presented effectively?

Are these reports focused on information that is of interest and relevance to the leadership team?

Does the leadership team feel that the reports support it in making strategic financial decisions?

9. **EXCLUSION OF PRESS AND PUBLIC**

OFFICERS' RECOMMENDATION that –

the press and public be excluded from the meeting during discussion of the following reports under Section 100A(4) of the Local Government Act 1972 on the grounds that the reports in question would be likely to involve disclosure of exempt information of the description specified in paragraphs 1 and 3 of Part 1 of Schedule 12A of the Act.

(To resolve)

PART II

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

<u>Exempt Information</u>	<u>Paras</u>
10. QUARTER 2 2020/2021 – PROJECT PORTFOLIO REPORTING	3
11. PROPOSED REVIEW OF DIGITAL SERVICES	1 and 3
12. CHERTSEY BUSINESS PARK – LETTINGS	3
13. TRAVELODGE, EGHAM – UPDATE FOLLOWING OUTCOME OF CVA (TO FOLLOW)	3

Confidential Information

(No reports to be considered under this heading)