

Runnymede Borough CouncilCORPORATE MANAGEMENT COMMITTEE17 December 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, R King, M Maddox, D Whyte and M Willingale.

Members of the Committee absent: None.

Councillors T Burton, D Clarke, R Edis, J Furey, E Gill, J Olorenshaw, P Snow, J Sohi, P Sohi and J Wilson also attended.

357 MINUTES

The Minutes of the meeting held on 19 November 2020 were confirmed as a correct record. As the meeting was being held remotely using MS Teams, the Chairman would sign these minutes when this was physically possible.

358 MEDIUM TERM FINANCIAL STRATEGY UPDATE

This item was withdrawn from the agenda under the provisions of Standing Order 27.7.

359 DISCRETIONARY GRANT FUNDING: ADDITIONAL RESTRICTIONS GRANT FUNDING POLICY AND PROPOSAL FOR DELEGATED AUTHORITY

The Committee considered a Discretionary Additional Restrictions Grant (ARG) Funding Policy to allocate funding provided from the Government. Runnymede had been allocated £1,788,480 to be used during 2020/21 and 2021/22 to provide support to businesses that were affected by the Covid pandemic. It was agreed that it would be appropriate to allocate £788,480 for the 2020/21 financial year with the balance of £1,000,000 to be allocated to the 2021/22 financial year to ensure that support was ongoing. There were many businesses that did not qualify for any of the other Government Covid support packages for various reasons. They now faced extreme hardship and were unable to meet their day to day business expenses. The ARG funding would be used to assist these businesses. The Committee noted the types of businesses that could apply for this funding which included businesses which did not operate through commercial premises.

The Committee approved the Policy and it was agreed that Members of the Committee would be advised of the grant awards made to businesses under this Policy. The Committee noted the various communications channels that would be used to make businesses aware of this funding. The publicity for the Policy would be undertaken within existing provision and no additional resources would be provided for this publicity.

In view of the number of different grant funding policies produced by the Government in response to the Covid pandemic and in order to ensure an efficient and immediate response by the Council, it was agreed that delegated authority be given to the Assistant Chief Executive (Section 151 Officer) and the Corporate Head of Customer, Digital and Collection Services to implement further Covid related grants in consultation with the Chairman and Vice-Chairman of the Corporate Management Committee.

RESOLVED that -

- i) **Runnymede’s Discretionary Additional Restrictions Grant Funding Policy attached at Appendix ‘C’ to the agenda be approved and officers start administering the scheme as quickly as possible; and**
- ii) **delegated authority be given to the Assistant Chief Executive (Section 151 Officer) and the Corporate Head of Customer, Digital and Collection Services to implement further Covid related grants in consultation with the Chairman and Vice-Chairman of the Corporate Management Committee.**

360 URGENT ACTION - STANDING ORDER 42

Proforma 972 detailing action taken after consultation with the Chairman and Vice-Chairman of the Committee was noted by the Committee. This Urgent Action had been circulated by the Assistant Chief Executive to all Members of the Committee for information and had been discussed informally by officers and Members after the close of the Committee’s meeting on 15 October 2020. It was agreed that blocked out signatures would be provided for any future Part I public Standing Order 42 reports.

The Urgent Action related to approval for two schemes arising out of the Covid pandemic – a Test and Trace Support Payments Scheme and a Test and Trace Discretionary Payments Scheme. The Committee noted that 23 Test and Trace support payments and 20 Test and Trace discretionary payments had been made.

361 COMMUNICATIONS AND MARKETING TEAM STAFF RESTRUCTURE

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 paragraphs 1 and 3 of Schedule 12A to Part 1 of the Act.

The Committee considered a report proposing a staff restructure of the Communications and Marketing Team. It was proposed to delete a Senior Communications Officer post which was currently vacant. Part of this salary had been used to support the Senior Web Content Editor post within Digital Services. It was proposed to use the remainder of this salary to create a new permanent junior Communications Executive post at grade 7-8. It was also proposed to delete the vacant Marketing Officer and Communications and Web Officer posts (both at Grade 9) and create a new manager post at grade MMA. This would create a saving of £8,670 as the cost of one MMA post was less than the cost of two Grade 9 posts. £4,000 of this saving would be used to create a software licences budget for the Team. The remaining saving of £4,670 would be transferred to the Digital Services staff budget to offset the cost of the Senior Digital Content Officer.

In order to thoroughly test the market and give the best chance of filling the MMA post, the Council would advertise for a Marketing Manager, Communications Manager and Social Media Manager with the intention of filling only one post depending on applicants’ skillsets. The person recruited would be able to deputise for the Team’s overall manager when required. It was also proposed to create within the Team’s salary budget a sum of £15, 000 per year to pay for freelance work on specific projects where specialist ad hoc resource was needed. This would not fund agency staff but instead would buy in the time of people not employed by the Council who had particular expertise to carry out a specific piece of work. As another part of the restructure, the Council’s separate Apprenticeship salary fund would be used to create a new apprentice within the Communications and Marketing Team on grade 7.

The current Team structure consisted of the team manager, an apprentice, a part time graphic designer and the vacant posts of Senior Marketing and Communications Officer,

Marketing Officer and Communications and Web Officer. Therefore, the number of permanent posts in the team would be reduced by one under the new structure. The Council's corporate website would be owned and content managed solely in Digital Services and this would allow the restructured Team to focus on other areas of work to benefit the Council.

The new structure would enable a saving to be made and would enhance resilience of the Team by recruiting an experienced officer to the MMA post and developing the skills of junior staff through the creation of a Communications Executive post and a new apprentice post. Specific projects that required specialist skills could be funded through the freelance staff budget.

The Committee expressed its full support for these proposals and commended the Team (which was the smallest unit providing these services amongst Councils in Surrey), for the excellence of its work.

RESOLVED that –

the proposals in the report be accepted and authority be given for the following changes:

- A. the deletion of two grade 9 posts to create a new MMA post with the recruitment for this post to include advertising for a Marketing Manager, Communications Manager and Social Media Manager, with one position to be filled depending on applicants' skillsets;**
- B. the deletion of the Senior Marketing and Communications Officer post and replacement with a Communications Executive post;**
- C. the creation of a £15,000 permanent budget for freelance staff;**
- D. the transfer of £4,000 from the Communications and Marketing salary budget to a new software licences budget; and**
- E. the transfer of £4,670 to the Digital Services staff budget to offset the cost of the Senior Digital Content Officer.**

362 BUSINESS CASE FOR HYBRID MAIL

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.

Hybrid mail had been successfully piloted as a remote mailing solution in the Revenues, Benefits, Customer Services and Housing sections of the Council over the past 19 months. In view of the success of this pilot, the Committee considered a report seeking authority to enter into a Council wide 5 year contract with the provider of the pilot hybrid mail solution and approval for the centralisation of hybrid mail management within the Digital Mail and Business Support Team.

The term "hybrid mail" described the process of printing and posting letters remotely. Hybrid mail enabled officers to send single or multiple letters created on Council computers to an offsite company for production and mailing. The Council had used a hybrid mail supplier procured using the Crown Commercial Services Framework RM 1063 to undertake a hybrid mail pilot across the Revenues, Benefits, Customer Services and Housing business centres of the Council. A direct award of the hybrid mail pilot had been made to this supplier due to the unique features of their solution compared to other suppliers. The

pilot had provided modest cashable savings but significant non cashable benefits in terms of staff productivity and improvements in quality of the letters. Time had been freed up to enable officers to deliver other service tasks, there had been improved management of consumables, greater consolidation of communications, increased ability to send mail remotely, increased quality of correspondence, greater accuracy of postage addresses, reduction in data breach risks, ability to retract correspondence as a result of late changes and more price awareness through cost tracking.

The Council's Project Management Office had managed the implementation of the pilot. It was agreed that it would be appropriate to centralise the hybrid mail function within the Council's Digital Mail and Business Support Team. It was noted that a hybrid mail policy would be developed and implemented as part of the roll out of hybrid mail across the Council. Following the roll out, a review of Civic Centre business centres including evaluation of consumables purchases would take place. It was also agreed that in 2021, when officer Civic Centre occupation rates had reached normal levels after the roll out of the Covid vaccination, the level of usage of Civic Centre Multi Functional Devices (MFD)s would be reviewed and a report would be made to the Committee on whether any change in respect of the MFDs was recommended.

In view of the benefits provided by the supplier of the hybrid mail pilot, the Committee agreed that the Council should enter into a contract with that supplier to roll out hybrid mail across the entire Council organisation which would be for 3 years plus two annual extensions of one year, both of which would be dependent upon satisfactory performance by the supplier. Prices would be set for the duration of the contract. In order to have a place on the Framework, the supplier had to demonstrate that they had adequate measures to prevent modern slavery occurring as part of their work. Termination of the contract at particular intervals would be possible in the event of default by the supplier.

RESOLVED that -

- i) procurement of a 5 year contract for a Council wide Hybrid Mail solution to be in place by April 2021, be approved;**
- ii) onboarding to Hybrid Mail for the remaining Council areas in Finance and Development and Building Control, Environmental Services, Community Services and Law and Governance, be approved; and**
- iii) centralisation of Hybrid Mail management within the Digital Mail and Business Support Team, be approved.**

363 REVIEW OF DIGITAL SERVICES – FINAL REPORT

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 paragraphs 1 and 3 of Schedule 12A to Part 1 of the Act.

The Committee noted the outcome of consultation which had taken place with staff and UNISON on the proposed restructure of the Council's Digital Services team which had been agreed by the Committee at its meeting on 15 October 2020, subject to that consultation.

As a result of the consultation, there had been minor amendments to job descriptions and clarification of grades, job titles and the requirements for progression to a particular higher job grade. The comments of UNISON and an Equality Screening assessment including comments from the officer Equalities group were noted.

The Committee approved the revised structure and the movement of the review onto the implementation stage, as agreed in the consultation time-line.

RESOLVED that –

the revised structure and the movement of the review onto the implementation stage as agreed in the consultation time-line, be approved.

364 COMMERCIAL SERVICES REVIEW

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 paragraphs 1 and 3 of Schedule 12A to Part 1 of the Act.

The Committee considered a report reviewing the structure of the Council's Commercial Services business unit and proposing a rebranding of the Commercial Services function and a new, more efficient and effective structure. The report also recommended a move to the "Corporate Landlord Model" under which the rebranded business unit would effectively take control of all assets on behalf of the Council. It was noted that an equality impact assessment would be completed as part of the restructure.

The Commercial Services function was responsible for all of the Council's non housing assets. The income generated from the function was vital to the Council's operations. The Commercial Services business unit also consisted of the Building Services Team. In addition, the Corporate Head of Assets and Regeneration had management control of the staff employed by the RBC companies who undertook the day to day running of the Addlestone One scheme.

The Building Services Team had undertaken day to day maintenance of Spelthorne Borough Council operational properties. As Spelthorne had served notice to terminate these services some of the staff within the Building Services Team might be transferred to Spelthorne under the Transfer of Undertakings (Protection of Employment) (TUPE) Regulations. This was likely to happen at the beginning of the next financial year and the Committee agreed delegated authority for this transfer as set out in resolution ii) below.

The Committee agreed that it was appropriate for the Council to adopt the Corporate Landlord model so that there would be one property function which managed assets and asset related budgets which would be a change from the current position where operational teams were involved in property related matters. The Committee agreed that the Council should consider procuring a managing agent as described in paragraph 3.3 of the report who would control the rent roll and service charges of the whole property portfolio. This would be a longer term business objective and a further report would be submitted to the Committee to ensure the viability of this proposal together with a plan showing how this course of action would be pursued.

Under the restructure, the Commercial Services Team would be rebranded to be called the Strategic Land and Property Assets Team. This new team would consist of three business centres – one called Property Portfolio, one called Building and Projects and one called Facilities and Contracts. The range of skills available in the Teams would be increased from the present level. The restructure would bring all project and building related issues affecting the Council's estate under one team and would enable the Teams to work together to ensure a seamless delivery of the property portfolio.

Where possible, permanent members of staff would be brought into the Strategic Land and Property Assets team so that the costs arising from the numbers of agency staff which were currently used would be reduced. It was agreed that the Commercial Services Assistant

Director role be removed in the new structure and be replaced by a Property Portfolio Manager post. A junior Graduate Property Surveyor post would be included in the new structure to provide succession planning and a residential property administrator role would be introduced in the new structure to manage residential lettings and arrears.

It was noted that there were two roles which undertook letting and sales functions referred to in paragraph 4.8 of the report who were employed by RBCI Limited. In view of the current lack of work for these roles it was agreed that these two posts be made redundant subject to the agreement of the RBCI Board and that the position be reviewed when the Magna Square development residential flats became available.

The Committee noted the implications of the restructure for the RBC companies, the costs of the new structure and the potential savings to the Council which would result as set out in the financial implications in the report. The Committee approved the new arrangements which would provide an efficient and effective structure for the Council going forward. The Committee agreed to delegate authority to the Chief Executive, Corporate Head of Human Resources and Organisational Development and Corporate Head of Assets and Regeneration to conduct a formal consultation process with UNISON and the staff affected and to implement the new arrangements.

RESOLVED that -

- i) the new structure for Commercial Services be approved, and delegated authority be given to the Chief Executive, Corporate Head of Human Resources and Organisational Development and the Corporate Head of Assets and Regeneration to conduct a formal consultation process with UNISON and the staff affected and to implement the new arrangements;**
- ii) delegated authority be given to the Chief Executive, Corporate Head of Human Resources and Organisational Development and the Corporate Head of Assets and Regeneration to approve the TUPE of staff from the Building Services Team to Spelthorne Borough Council;**
- iii) a rebranding be approved so that Commercial Services will become the Strategic Land and Property Assets business unit;**
- iv) the two redundancies as outlined in paragraph 4.8 of the report be approved subject to RBCI Limited Board approval, as these individuals are employees of the company RBCI Limited;**
- v) the financial implications be noted;**
- vi) the savings which will be potentially received as illustrated in the financial implications in the report be noted; and**
- vi) it be noted that a further report will be submitted to the Committee in due course regarding the potential for the appointment of an external managing agent as set out in paragraph 3.3 of the report.**

365 CONTRACTS FOR MECHANICAL AND ELECTRICAL INSTALLATION MAINTENANCE SERVICES, GENERAL BUILDING REACTIVE WORKS AND LEGIONELLA CONTROL MANAGEMENT SERVICES

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 changes to the procurement of various contracts. It was proposed that the three existing separate contracts for heating and ventilation systems maintenance, electrical installation maintenance and automatic rooflight and window systems maintenance be merged to form a single mechanical and electrical installation maintenance services contract to be let to a single specialist contractor. It was also proposed that the existing contract for the provision of general building reactive works be let to a single contractor on a longer contract term. It was also proposed that the existing two separate contracts for Legionella Control Management services for Housing properties and non Housing operational buildings be merged into one contract to be let to a single specialist contractor. The anticipated values of the various new contracts, the proposed contract lengths and the procurement processes required were agreed by the Committee.

It was noted that, with regard to the proposed new general building reactive works contract, key performance indicators would be written in to the specification and tenderers would have to provide references. It was unlikely that the contracts would have TUPE implications and if they did, the tenderer would have to notify the Council of this in their bid.

The Committee approved the changes to the procurement of these contracts, noting that this would provide greater value for money and budget and efficiency savings. The new contracts would be more cost effective and would reduce the Council's risks. The Council would also benefit from economies of scale.

RESOLVED that -

- i) the contract lengths, anticipated contract values and procurement processes of the following contracts be approved: -**
 - a) Mechanical and Electrical Installation Maintenance Services – contract with an anticipated value as reported, for an initial period of three years with the option for possible mutually agreed extension on an annual basis by a further four years up to a maximum contract term of seven years in total;**
 - b) General Building Reactive Works – contract with an anticipated value as reported, for an initial period of three years with the option for possible mutually agreed extension on an annual basis by a further four years up to a maximum contract term of seven years in total;**
 - c) Legionella Control Management Services – contract with an anticipated value as reported, for an initial period of two years with the option for possible mutually agreed extension on an annual basis by a further two years up to a maximum contract term of four years in total; and**
- ii) the contract duration(s) within the respective maximum contract periods at resolution i) above will be based on the event that the contract(s) prove to be successful and there are no pressing reasons to terminate the contract(s).**

366 REDUCING THE COSTS OF AGENCY STAFF

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 a method of reducing the costs to the Council of agency staff.

The report proposed two ways of reducing agency staff costs. One of those ways was to revise the internal governance arrangements of the Council as set out in paragraph 3 of the report to ensure that managers followed a particular process to obtain agency staff and to ensure adequate monitoring and peer challenge of agency usage. The Committee approved those arrangements.

The other way of reducing agency staff costs that was proposed was for the Council to enter into a single agency contract for the whole authority. The Committee noted the differences between master vendor and neutral vendor single agency contracts and agreed that a neutral vendor contract was appropriate for the Council's needs and approved the procurement route, proposed provider and contract length as set out in the report. The proposed provider had whole authority contracts with a number of other local authorities.

The contract would be for two years with the option to exercise two additional 12 month extensions. Runnymede would move to a whole authority agency contract in two stages. In the first stage the contract would apply to all areas of Runnymede Borough Council except for the Direct Services Organisation (DSO). If the provider proved to be successful, at the end of the DSO's current agency contracts in May 2021, DSO agency provision would be incorporated into a single contract.

The Committee noted the estimated savings that could be achieved by the Council by entering into this contract. The more the Council used the proposed provider, the more the cost to the Council of the agency staff would reduce. The rate of commission or margin charged by the proposed provider was set within the ESPO M STAR 3 Framework and could not be altered. This Framework permitted the direct award of a call-off contract for a Managed Service Provider under Lot 1A Neutral Vendor service provision.

RESOLVED that -

- i) a vendor neutral contract to procure agency staff be approved;**
- ii) the ESPO M STAR 3 Framework be used to directly award a 2 year plus 1 year plus 1 year call-off contract to the provider specified in the report using a Lot 1A: Neutral Vendor Service provision; and**
- iii) the proposed governance arrangements as set out in paragraph 3 of the report be approved.**

367 PADD FARM TASK FORCE

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.

Further to its previous consideration of this matter at its meeting on 10 September 2020, the Committee considered a report on the comments of the Padd Farm Task Force on the report of Mr Jonathan Bore on the effectiveness of Enforcement action by the Council regarding the Padd Farm site in Hurst Lane, Egham and future options for the Hurst Lane area. The Committee also considered the comments of a group of Hurst Lane residents on that report which were separate to the Task Force's comments. Mr Bore had found the Council's approach to Planning Enforcement to be competent and that it had ultimately led to the successful clearance of unauthorised activity from the Padd Farm site. Mr Bore had made eleven service enhancement recommendations.

The Committee also considered the advice of officers on Mr Bore's report and recommendations and on the comments of the Task Force and on the comments of a group of Hurst Lane residents. This advice was contained within the report and was also given verbally at the meeting. Having considered all of these matters, the Committee considered a list of recommended actions set out by officers in the report. These actions had been formulated in response to each service enhancement recommendation. The Committee noted the background to its consideration of this matter.

In respect of the comments of a group of Hurst Lane residents, officers advised the Committee that the desire of the Council had only ever been to address the Planning breaches at Padd Farm. The Council had not promised a legal review. The Council was clear that Mr Bore was sufficiently experienced to deal with the subject matter but that if he considered he needed legal support he could approach the Council. As Mr Bore did not seek such support this confirmed that he had the necessary skills and experience to undertake his task.

The Committee noted the response of officers to claims made by the group of Hurst Lane residents in respect of the way in which officers had dealt with enforcement cases for the area. While the resident views on these cases were noted by the Committee, the Committee noted that there was no evidence of this or fault identified in Mr Bore's report and that he had found the action had been competent and successful. A number of Members took the time to comment on the quality and hard work of the Enforcement Team.

One suggestion that had also been made by the group of Hurst Lane residents was that a form of Committee be created to consider matters relating to the area. Officers advised that such a Committee would not be the most appropriate vehicle as there might be an assumption that such a body would have more powers than it could be given and ultimately Planning decisions had to rest with the Planning Committee and not some other body. Some Members considered that this would also risk a disproportionate focus of enforcement resources to the scale of issues to the detriment of other areas of the Borough who had also had Planning enforcement needs.

Officers were pleased that the group of Hurst Lane residents looked forward to constructive relationships with the Council. Officers looked forward to building this relationship.

The Committee expressed its appreciation of the work of Councillor Hulley who had been the Member link with the Task Force and of the work of Mr Bore.

The Committee noted the actions that officers had proposed in response to Mr Bore's service enhancement recommendations. The Committee decided to adopt all the Actions A to H as recommended by officers in the report with the exception of Action B which was amended to read as set out in Appendix '1' attached to these Minutes, to include the Chairman of the Planning Committee in the action. Appendix '1' contains all of the Actions which were agreed by the Committee.

It was noted that there would be no special priority given to Padd Farm or Hurst Lane when Planning officers were considering enforcement cases. Action H related to officers taking relevant opportunities to seek to engage with the Government and other parties to strengthen Planning enforcement powers and legislation. The Committee suggested that these discussions should include the questions of whether any proposals could be put forward regarding repeat offenders and criminal sanctions.

RESOLVED that -

- i) Mr Bore's recommendations be considered after due consideration of the Task Force's comments, the comments of a group of Hurst Lane residents and the advice of Officers; and**

- ii) **the list of recommended actions set out by officers in the report in response to Mr Bore's recommendations, the Task Force's comments and the comments of a group of Hurst Lane residents be adopted subject to the amendment to Action B as set out in Appendix '1' attached to these Minutes which contains all of the Actions agreed by the Committee.**

368 ENFORCEMENT OF PROCEEDS OF CRIME ORDERS – PADD FARM

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.

This item was withdrawn from the agenda under the provisions of Standing Order 27.7.

369 PROPOSED SALE OF A LONG LEASEHOLD INTEREST IN A PROPERTY

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 seeking approval for the sale of the long leasehold interest in a block of residential units in the Addlestone One development in accordance with the Heads or Terms outlined within the report.

The Committee noted the reasons for the difficulties which had been encountered in selling any of the units within this block. Officers had considered various options which were the sale of the whole block on the open market, the sale of the whole block as shared ownership and the sale of the whole block for affordable rent. The conclusion reached was that the best option available was the sale of the whole block for affordable rent. Negotiations had taken place with a registered provider and Heads of Terms had been drawn up which were noted by the Committee and which would be subject to approval by the Board of the registered provider in the New Year.

The Committee noted the financial and legal implications of the sale and approved the sale, noting that a capital receipt would be generated for the Council from the sale. This capital receipt would assist the Council in funding its Capital Programme and the sale would also provide further affordable rental units for the Borough.

It was agreed that a Member of the Committee would be advised regarding the further details that they requested on the financial implications of the sale.

RESOLVED that –

the sale of the units in the block of residential units in the Addlestone One development as reported by way of a lease for the time period as reported to the registered provider specified in the report be approved in accordance with the Heads of Terms outlined within the report.

370 ACHIEVE LIFESTYLE GRANT FACILITY – FURTHER RELEASE OF FUNDS

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 the proposed release of a further tranche of grant to Achieve Lifestyle from the previously approved provision, following further enforced closedown of their facilities.

At its Extraordinary Meeting on 28 September 2020, Full Council had been informed that due to the coronavirus lockdown, Achieve Lifestyle had not been able to open for four months which had adversely affected their income at short notice. Full Council had agreed to provide a grant facility to Achieve Lifestyle to ensure that they could continue in business and keep the Egham Orbit leisure facility in the borough running as a preventative measure to avoid much larger costs in the longer term. Full Council had agreed to release an initial £150,000 from this grant facility and had also agreed that the release of any further tranches of the grant facility would be subject to the approval of Corporate Management Committee to ensure that Members were given the opportunity to scrutinise the expenditure and ensure that appropriate controls were in place.

It had been hoped that, barring any further lockdowns, the release of £150,000 from the grant facility agreed at the Extraordinary Council meeting on 28 September 2020 would enable Achieve Lifestyle to remain in business through to the end of March 2021. However, on 31 October 2020, the Prime Minister had announced a second national lockdown for England which meant that leisure and entertainment venues had to close their doors for a month until 2 December 2020. Furthermore, Runnymede was currently under Tier 4 Covid restrictions. The Committee noted Achieve Lifestyle's latest cash flow forecast. Covid had had a devastating impact on the income of Achieve Lifestyle and officers now recommended releasing a further tranche of £150,000 from the grant facility.

The Committee noted that the Council had the legal power to provide a grant facility to Achieve Lifestyle and that the financial support was in accordance with the Government and Local Government Association advice on support measures from Councils to leisure providers to mitigate the impact of Covid. The grant facility was purely to offset the losses incurred by Achieve Lifestyle during the pandemic. It was not a loan facility, nor was it intended to offset any losses or debts incurred by Achieve Lifestyle before the pandemic.

Officers were currently working with Achieve Lifestyle to ascertain what their financial position would be coming out of the pandemic and after the pandemic. A number of Members of the Committee were concerned that the financial information currently available was limited. It was noted that Council officers would be assisting Achieve Lifestyle in providing more financial information and that the Council could not direct Achieve Lifestyle in the way that Achieve Lifestyle operated. Officers would report to the Committee's meeting on 21 January 2021 on progress made regarding the provision of further information on Achieve Lifestyle's financial position.

The Committee noted the need for further funding by Achieve Lifestyle. In order to protect the Council's investment in Egham Orbit Centre, to avoid much larger costs in the longer term and to enable Achieve Lifestyle to remain in business, the Committee agreed to release the further tranche of funding of £150,000 as recommended by officers.

The Committee also noted the immediate need for grant funding by Achieve Lifestyle and agreed to resolve that the decision to release the further tranche of funding be not called-in. This course of action had been agreed by the Chairman of the Overview and Scrutiny Select Committee.

It was also agreed that an update would be provided to Corporate Management Committee Members on progress in attempting to establish the social value provided by Achieve Lifestyle, as agreed at the Extraordinary Meeting of Full Council on 28 September 2020.

RESOLVED that -

- i) a further sum of £150,000 from the previously approved grant facility be released to Achieve Lifestyle with immediate effect; and**
- ii) in accordance with Standing Order 27.8 b) and with the agreement of the Chairman of the Overview and Scrutiny Select Committee, no request for call-in of this decision will be effective as the interests of the Council and the Borough would be prejudiced by delay in implementing the decision at resolution i) above in view of the immediate need for grant funding by Achieve Lifestyle.**

371 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 5 of Schedule 12A to Part 1 of the Act.

Proforma 973 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 10.19 p.m.)

Chairman

<p>Actions agreed by the Corporate Management Committee at its meeting on 17 December 2020 in respect of the agenda item on Padd Farm Task Force.</p>	
A)	That the Corporate Head of Development Management and Building Control (CHDMBC) consider, in conjunction with other Green Belt authorities, how to work closer together with regards Planning Enforcement, share knowledge and consider if there are options available to work in partnership and supporting each other on difficult or complex sites.
B)	That the Chief Executive, in conjunction with the CHDMBC and the Chairman of the Planning Committee or the Chairman of the Planning Committee’s nominee, gives consideration on how to increase Enforcement resource within the Runnymede Borough Council Development Management Service as budgets permit.
C)	That the CHDMBC consider what if any Enforcement policy or procedure documents should be updated/developed and when.
D)	That the CHDMBC should explore ways to deliver closer working relationships with residents of Hurst Lane with regular meetings.
E)	That an email be sent to Members and Planning Service officers with regards recommendations 6 and 7 of Mr Jonathan Bore’s report.
F)	That the Chief Executive should give further consideration to recommendation 8 of Mr Jonathan Bore’s report and consider if there are any possible or appropriate ways to assist with the future options of the site.
G)	That the officers in the Planning Policy Service should continue meeting with the Virginia Water Neighbourhood Forum and providing relevant assistance as appropriate.
H)	That the Chief Executive and CHDMBC take relevant opportunities to seek to engage with Government and other parties to strengthen Enforcement powers/legislation.