

Corporate Management Committee

Thursday 25 February 2021 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.

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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 meeting of the Committee held on 21 January 2021 (attached at Appendix 'A'). As this meeting is being held remotely, the Chairman will ask the Members of the Committee if they approve these Minutes which will then be signed when this is physically possible.

Runnymede Borough CouncilCORPORATE MANAGEMENT COMMITTEE

APPENDIX 'A'

21 January 2021 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, M Cressey, T Gracey, C Howorth, S Lewis, J Olorenshaw, J Sohi and J Wilson also attended.

MINUTES

The Minutes of the meeting held on 17 December 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.

STATEMENT OF ACCOUNTS 2019/20

This report was withdrawn from the agenda as the Council had been advised by its auditors that they had not as yet completed their audit of the Council's accounts for the reasons set out in section 4 of the report.

2021/22 TREASURY MANAGEMENT STRATEGY, ANNUAL INVESTMENT STRATEGY, PRUDENTIAL AND TREASURY MANAGEMENT INDICATORS AND MINIMUM REVENUE PROVISION STATEMENT

The Committee considered a report on the 2021/22 Treasury Management Strategy, Annual Investment Strategy, Prudential and Treasury Management Indicators and Minimum Revenue Provision Statement.

The Council had total investments of £73,121,000 at 30 November 2020. The Council invested its funds prudently and had regard to the security and liquidity of its investments before seeking the highest rate of return, or yield. This approach was inherent in the Council's Treasury Management Strategy which encompassed the Annual Investment Strategy at Appendix 'B' to the agenda for the meeting. Investment returns were likely to remain low during 2021/22 with little increase predicted in the following few years.

The Council's main source of borrowing was the Public Works Loan Board (PWLB). In November 2020, the Government had made it evident that if the Council borrowed for a purpose that was primarily commercial in nature and fell under the category of asset for yield, the PWLB could not be used for borrowing by Councils. However, the regeneration scheme in Egham was not affected by the PWLB lending criteria and the Council would continue to benefit from reduced rates on borrowing to fund that scheme.

A code of practice had been issued relating to money market investments called the UK Money Markets Code which CIPFA had recommended that all Councils should adopt and the Committee agreed to recommend that it be adopted by the Council to strengthen further the Council's treasury governance arrangements. The Committee agreed to recommend the Prudential and Treasury Management Indicators for 2021/22 as set out in Appendix 'C' to the agenda for the meeting. This included a total authorised limit for external borrowing by the Council in 2021/22 of £759,704,000.

One of the recommendations to Council on the budget was to seek permission from the Government to capitalise up to £4 million of transformation and Covid-19 costs to avoid urgent cuts to the budget in early 2021. Officers confirmed that the proposed capitalisation of up to £4 million would be financed from existing cashflows from the money set aside from various sources including the Minimum Revenue Provision.

The Council was required to pay off an element of the accumulated General Fund capital spend each year (the Capital Financing Requirement – CFR) through Minimum Revenue Provision (MRP) which was a charge to revenue in order to have sufficient monies set aside to meet the future repayment of principal on any borrowing undertaken. The Council was required to approve an MRP statement in advance of each year. The Committee was advised that there was no need to amend the Council's current statement and agreed to recommend the Council's MRP statement for 2021/22 as set out in recommendation v) below.

RECOMMEND TO FULL COUNCIL ON 9 FEBRUARY 2021 that -

- i) the proposed Treasury Management Strategy as set out in the report encompassing the Annual Investment Strategy as reported, be approved;**
- ii) the Council adopts the UK Money Markets Code;**
- iii) the Prudential and Treasury Management Indicators for 2021/22, as reported, be approved;**
- iv) the authorised limit for external borrowing by the Council in 2021/22, be set at £759,704,000 (this being the statutory limit determined under Section 3(1) of the Local Government Act 2003); and**
- v) there be no change to the previously adopted Minimum Revenue Provision (MRP) policy as set out below: -**

The Council will use the asset life method as its main method for calculating MRP.

In normal circumstances, MRP will be set aside from the date of acquisition. However, in relation to capital expenditure on property purchases and/or development, we will start setting aside an MRP provision from the date that the asset becomes operational and/or revenue income is generated. Where schemes require interim financing by loan, pending receipt of an alternative source of finance (for example capital receipts) no MRP charge will be applied.

CAPITAL STRATEGY AND CAPITAL PROGRAMME 2021/22 TO 2025/26

The Committee considered a report on a proposed Capital Strategy and General Fund Capital Programme 2021/22 to 2025/26. The main thrust of the Strategy centred on funding the Council's regeneration projects and the provision of assets to deliver services. A large proportion of the capital receipts that the Council could rely on in the next two financial years arose from the Egham and Addlestone regeneration schemes. The current policy of the Council was only to borrow for regeneration schemes where the resultant assets generated sufficient income to cover the interest charge and loan repayment. As the Council's useable general capital receipts were declining, the Committee agreed to recommend to Council that the Corporate Management Committee consider future revisions to the Council's Capital and Treasury Management Strategies to maintain these receipts at a prudent level.

The underlying Capital Strategy remained the same as last year with the exception of a key change this year resulting from the adverse effects of coronavirus which was the proposal to capitalise up to £4 million of net revenue expenditure. In order to class revenue expenditure as capital, the Council would need to receive a specific dispensation from the Government. The benefits of this capitalisation would be to protect services and to avoid revenue balances being depleted to a dangerously low level. This capitalisation would be financed from existing cashflows from the money set aside from various sources including the Minimum Revenue Provision. The Committee agreed to recommend this capitalisation proposal to the Council. The revenue spending items to be capitalised would be approved by the Corporate Management Committee at a single meeting or through its regular meetings.

RECOMMEND TO FULL COUNCIL ON 9 FEBRUARY 2021 that –

- i) the Capital Strategy and the Capital Programme, as reported, be approved;**
- ii) the Council seeks dispensation from the Government to charge up to £4 million of revenue spending to its capital budget with any capitalisation of revenue spending to be approved by the Corporate Management Committee at a single meeting or through its regular meetings to both protect services and avoid revenue balances being depleted to a dangerously low level; and**
- iii) the Corporate Management Committee considers future revisions to the Council's Capital and Treasury Management Strategies to maintain useable capital receipts at a prudent level.**

COUNCIL TAX BASE AND COLLECTION FUND DEFICIT

The Committee considered a report on the 2021/22 Council Tax base and the projected Collection Fund Deficit for the year ending 31 March 2021. The Council was required to undertake a formal calculation of the 2021/22 Council Tax base in accordance with the requirements of the Local Government Finance Act 1992. The precepting authorities had to be provided with details by 31 January 2021 to allow them to set their precept.

The Council had to make a judgement on the level of Council Tax support and the collection rate. In normal years the number of households claiming Council Tax support had remained fairly constant and over 98% of Council tax had been collected within the financial year. The Committee expressed its appreciation of the very high Council Tax collection rates that had been achieved by officers. However, as a result of the ongoing impact of Covid-19 on the collection rate, the estimated collection rate for 2021/22 had reduced from 98% to 96%. At the same time it had been assumed that there would be no net increase in dwellings due to new build or demolition of properties in the borough.

The increase in Council tax support claimants and the estimated reduced collection rate had reduced the tax base by 2%. Any surplus or deficit on the Collection Fund account had to be paid over or collected by the preceptors in proportion to their precepts set for the year. The Committee noted a table showing the Collection Fund estimated deficit for the year ending 31 March 2021. As there were over three months to go to the end of the financial year and the whole country was currently in lockdown, the table showed a range of estimates for the collection rate. The best estimate from the Council's finance officers was a deficit of £1,527,947. The Committee noted the apportionment of this deficit to Surrey County Council and Surrey Police. £132,774 of this deficit would be apportioned to Runnymede Borough Council. In December 2020, the Government had changed the legislation to require the deficit to be spread. Therefore, the deficit for Runnymede Borough Council would be £44,258 spread over three years from 2021/22 to 2023/24. The Band D equivalent tax base had reduced from 34,099 to 33,404 and the expected Council Tax

income to the Council in 2021/22 was now £49,149 and not £170,496 which had been anticipated originally.

The Committee approved the changes to the Council Tax base and to the estimated deficit on the Collection Fund.

RESOLVED that -

- i) the Council tax base (showing the Band D equivalent dwellings for tax setting purposes for the Borough for the financial year 2021/22) be approved as 33,404; and**
- ii) the estimated deficit on the Collection Fund for 2020/21 be declared at £1,527,947 and split among the precepting authorities as reported and it be noted that Runnymede Borough Council's proportion after the spreading adjustment is £44,258.**

BUDGET AND COUNCIL TAX 2021/22

The Committee considered a report on the Council's Budget and Council Tax for 2021/22. The budget was less strategic than in previous years and was more of a tactical budget to recover from the effects of the coronavirus pandemic. Although taxation was an important part of the Council's budget, most of the money that the Council received was from fees and charges, from services which provided income and from rent from commercial assets, and the levels of income that the Council received in those areas of the budget had reduced as a result of Covid-19.

The outlook for the current financial year had changed considerably since the Council had set its budget in February 2020. The original budget showed a surplus of £500,000 to provide services. Covid-19 had changed this to a projected deficit of £5.6 million by March 2021. As a result, General Fund reserves had been seriously depleted, mainly because of the loss of income which was likely to persist into 2021 and 2022. The Committee noted assumptions made by officers on income shortfalls prior to the third national lockdown. Increased costs and reduced income of at least £11 million over a three year period necessitated measures to bridge the budget gap and protect services.

The Committee agreed to recommend that the Band D Council Tax rate for Runnymede be increased by £5 a year which was the maximum allowed to stay within the Government's referendum limits. However, as the Council was a low tax rate Council, this increase would not cover inflation.

The Medium Term Financial Strategy (MTFS) at Appendix 'F' to the agenda detailed risks faced by the Council over the next two financial years. Covid -19 would have an ongoing impact on the Council's income. The Government's "fair funding review" and business rates retention scheme had been delayed probably until 2023 but it was likely that only those Councils which provided adult social care services would benefit. Capital receipts were reducing with limited scope to replenish them. Council tax and business rates collection were not as certain as in previous years. The Government might not continue its Covid-19 relief schemes indefinitely which might result in increased cost pressures for the Council. The rateable value of office premises was being considered currently by the Government's Valuation Office which might lead to significant reductions in rateable value and potential loss of income to the Council.

In order to bridge the budget gap, the Committee agreed to recommend that the Council seek permission from the Government to capitalise up to £4 million of Covid and transformation costs. This would be funded from cash set aside in previous years to repay debt in 2063 totalling £14 million and would be accounting treatment of capital financing and would not increase the Council's borrowing requirement or the cash balances of the

Council. Using the strength in the Council's balance sheet would be the lowest risk option to resolve the short term problems caused by Covid and would allow time to redefine capital and revenue spending priorities.

Officers were not recommending that more than £4 million was capitalised as the Council's proposals would be scrutinised carefully by the Ministry of Housing, Communities and Local Government and by the Treasury and this was a measure that should be used sparingly arising out of the exceptional circumstances created by Covid-19. Permission to capitalise up to £4 million could not be guaranteed and it was also possible that conditions could be placed upon the capitalisation.

If the Council was able to capitalise up to £4 million of Covid and transformation costs it would still need to find £1 million of efficiency savings in 2021/22 and reduce its base budget by a further £1 million in 2022/23 and the Committee agreed to recommend that proposals to achieve those requirements be produced for the consideration of Members. If the effect of Covid-19 on the budget had been underestimated it might be necessary to make further savings. The Council's earmarked reserves would need to be retained for the purposes originally set by the Council, not to support general revenue spending. These earmarked reserves had been set up to mitigate specific risks. The onset of the pandemic had not removed those risks and instead the likelihood of those risks crystallising was more acute.

It was noted that the budget for 2021/22 made provision for a staff pay award of 2%. At this stage it was envisaged that this 2% pay award would be implemented. Other Surrey districts were awarding their staff no more than a pay increase of 1.3% for this year. However, in view of the need to make savings in 2022/23, it might be necessary to reduce the staff pay award to 1% in that year.

In previous years Members had received a Section 25 report which outlined the risks that the Council faced in preparing its budget. As the report on the budget and the MTFs for this year were concerned to a very large extent with risk management, no separate section 25 report had been produced for this year. The Council's section 151 officer confirmed his view that the Council's budget for 2021/22 was sustainable and robust.

RECOMMEND TO FULL COUNCIL ON 9 FEBRUARY 2021 that -

- i) the Council capitalises up to £4 million of transformation and Covid-19 related costs in 2020/21 and 2021/22, subject to Secretary of State approval;**
- ii) the £4 million is funded from cash set aside in previous years to repay debt in 2063 totalling £14 million which is accounting treatment of capital financing and will not increase the Council's borrowing requirement or the cash balances of the Council;**
- iii) the Medium Term Financial Strategy as reported be approved;**
- iv) the Band D Council Tax rate be increased by £5 a year in line with the Government's referendum limits;**
- v) proposals be produced for the Council to consider which produce £1 million of efficiency savings to be implemented in 2021/22; and**
- vi) plans be produced to reduce the base budget in 2022/23 by a further £1 million.**

RUNNYMEDE CYCLING AND WALKING INFRASTRUCTURE PLANS – STAGE ONE

The Committee considered whether to approve funding for project feasibility work for the proposed Runnymede Local Cycling and Walking Infrastructure Plans (LCWIP)s which were blue-prints of walking and cycling routes within an area that had been assessed as meeting Department of Transport (DFT) standards. They were due to be rolled out for all areas within Surrey. Runnymede Borough Council (RBC) had been invited to participate in the first tranche of studies along with the Elmbridge and Spelthorne local authorities.

Stage 1 (also known as Phase 1) would have an approximate total cost of £60,000. SCC would contribute £40,000 and Runnymede had been requested to contribute £20,000. The work would commence in 2020/21 with an approximate start date of January or February 2021. The revenue funding would be required in 2021/22. This would produce schemes that had been consulted with stakeholders and high level costings but the specific details required to successfully secure funding for delivery for the plan would be established in stage 2 (also known as Phase 2) of the LCWIPs.

SCC had indicated that the estimated total cost of stage 2 was approximately £300,000 which would be split between SCC and RBC. Given a potential start date of approximately October or November 2021 for Stage 2, RBC's indicative spend in 2021/22 for phase 2 would be approximately up to £160,000. During stage 2 design standards and aspirations set out in the Government's Cycling and Walking Investment Strategy launched in the summer of 2020 would be factored in to the business case to enable the Plan to be ready for RBC and SCC to make a bid for mainly DFT funding to deliver on the schemes identified across the borough. It was likely that if a bid for funding were submitted SCC would request from RBC a 50% contribution to the 25% partner funding that it was anticipated might be required. Other possible funding streams might also be available. The timing of delivery of identified schemes would be dependent on the availability of Government funding and RBC and SCC's ability to provide match funding.

In 2019/20 the Council had set up an earmarked reserve of £100,000 for initial infrastructure feasibility works called the Infrastructure Feasibility Fund. Any funding from this reserve would be matched by SCC in the gearing ratio of 1:0.86 (with RBC contributing £1 and SCC providing £0.86). The initial £20,000 for stage 1 of this project could be drawn from this earmarked reserve. In December 2020, RBC had invoiced SCC for approximately £80,000 to cover historical costs incurred in developing the A320 project, from the HIF grant. The money, together with the £100,000 earmarked reserve was sufficient to cover the cost of the estimated stage 2 payment of £160,000. If the stage 2 payment of £160,000 was drawn from this reserve -once additional contributions had been received – this would fully deplete the reserve placing the Council in the same position as it was when the reserve had been set up. Any allocation of these funds by RBC would be dependent on other partners also making their funding contributions toward the project.

The Committee expressed its strong support for the LCWIPs as they would promote the enhancement of the environment and sustainable forms of travel and would also provide a key element of a future Climate Change Strategy for the Borough. Further to an inquiry from a Member, the Committee noted that there had been positive recent progress regarding the delivery of the River Thames scheme and it was noted that the LCWIPs would link into that scheme.

The Committee approved the revenue funding of £20,000 from the Council's Infrastructure Feasibility Fund for stage 1 of the LCWIPs and agreed that this would be released only when SCC's contribution of £40,000 was confirmed. The Committee also approved match funding of stage 2 of the plan development in principle, but agreed that on completion of stage 1, a report would be brought to Members providing an update on the stage 1 work and seeking approval for the Council to release funds for stage 2 feasibility work.

RESOLVED that -

- i) £20,000 revenue funding be approved as match funding to enable commencement of phase 1 of the Local Cycling and Walking Infrastructure Plan feasibility work for Runnymede Borough Council to commence in the financial year 2020/21 with a withdrawal of funding required in 2021/22;**
- ii) The £20,000 revenue funding referred to at i) above be met from the Council's Infrastructure Feasibility Fund and be released only when Surrey County Council's contribution of £40,000 is confirmed;**
- iii) match funding of stage 2 of the plan development be agreed in principle, but on completion of phase 1 a report be brought to Members to provide an update on the phase 1 work and to seek approval for the Council to release funds for stage 2 feasibility work; and**
- iv) it be noted that the stage 2 payment would fully deplete the earmarked Infrastructure Feasibility Fund Reserve placing the Council in the same position as it was when the Fund was set up and that there would therefore be a requirement to replenish the reserve with a further growth bid before any further schemes could be entertained.**

CARER'S POLICY

The Committee considered a proposed Carer's Policy. As life expectancy had increased, more employees were undertaking caring responsibilities for elderly relatives. Other employees looked after a disabled relative or a child. Runnymede had to consider how it responded to the increased number of employees who were carers and therefore a Carer's Policy had been drafted. The draft Policy had been considered by the Human Resources (HR) Member Working Party and UNISON and some of the amendments proposed by UNISON had been included in the Policy.

Councillor R King proposed a number of amendments to the Policy. The Policy currently stated that an employee who was a registered carer for someone who was not a family member such as a friend or neighbour would also be covered by this Policy (at section 3, paragraph 2). Councillor R King's view was that the word "registered" should be deleted as an employee might be undertaking that role who was not "registered".

The Policy also currently stated that "the organisation offers various types of flexible working" (at section 6, paragraph 2). Councillor R King considered that the words "to all employees" should be added as he considered that flexible working should be made available to all employees.

Councillor R King also proposed that the Corporate Head of Human Resources and Organisational Development undertake a costing review and report back to the Corporate Management Committee within six months on the proposed addition of two further paragraphs to the Policy as set out below:-

- (1) Where an employee's hours, and therefore salary, are reduced on a temporary basis, Runnymede will maintain the previous Superannuation contribution based on their previous salary or hours contribution, providing that the employee continues to make their previous contribution prior to their hours reduction as well. Any further extension to such temporary hours, and so continued original pension contribution by Runnymede, will be at the discretion of their line manager.
- (2) Where an employee has had their dependant's attendance allowance application initially turned down or delayed and is in the process of reapplying or awaiting a

decision of appeal for this allowance, their line manager will have the discretion to award care vouchers to the said employee for the period until a final decision is made. The period or value of such care vouchers will be reviewed on a case by case basis based on Runnymede's care policy and needs of service.

Officers advised that they would need to consider further some aspects of these proposed amendments and report back to the Committee. Some Members of the Committee indicated also that they would wish to have more time to consider the proposed amendments. Accordingly the Committee

RESOLVED that –

the item be deferred so that officers can consider and report further on the amendments to the Policy proposed by Councillor R King.

Councillor R King requested a named vote on the above decision and the voting was as follows: -

For (11) Councillors Prescott, J Gracey, Alderson, Chaudhri, Cotty, Gillham, Heath, Hulley, R King, Maddox and D Whyte
Against (1) Councillor Willingale

PRELIMINARY CONSIDERATION OF MAYORAL SELECTION

The Committee considered candidates for the office of Mayor for the Municipal Year 2021/22 in accordance with Standing Order 7 of the Council's Constitution.

The Government in April 2020 had enacted regulations which allowed the continuation in office of any Mayor who had been appointed to office in May 2019. Council P Sohi, who had been appointed as Mayor in May 2019 and was scheduled to leave office in May 2020 had agreed to remain in office to assist the Council and avoid the need to hold an Annual Meeting to appoint a new Mayor at a time when the country was in lockdown. In October 2020, when the use of remote meeting technology had been developed, Councillor Sohi had resigned from office of Mayor. Councillor E Gill had been appointed by Full Council as Mayor until May 2021 and Councillor M Harnden had been appointed to the office of Deputy Mayor for the same period.

Councillors Gill and Harnden had been nominated as Mayor and Deputy Mayor in May 2020 but due to the Covid pandemic had been unable to take up those offices. Members had indicated prior to the Full Council meeting in October 2020 that they would support the nomination of Councillors Gill and Harnden for the offices of Mayor and Deputy Mayor for the Municipal Year 2021/22 in acknowledgement of the fact that due to the impact of coronavirus they were unable to be appointed to those roles in May 2020.

The Committee noted that, under the procedure set out in Standing Order 7, while it considered candidates for the office of Mayor before the end of February in each calendar year, candidates for the office of Deputy Mayor were considered at the March meeting of Council. Accordingly, the Committee nominated Councillor E Gill for the office of Mayor for the Municipal Year 2021/22.

RECOMMEND TO FULL COUNCIL ON 4 MARCH 2021 that –

that Councillor E Gill be nominated for the office of Mayor for the Municipal Year 2021/22 in acknowledgement of the fact that due to the impact of Covid-19 she was unable to take up this office in May 2020.

LETTING OF UNITS AT EGHAM BUSINESS PARK

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 outline heads of terms for the granting of a 12 month licence and a 5 year reversionary lease for one of the units in the Egham Business Park to the Food Bank which had been established in response to the coronavirus pandemic and was located in one of the units in Egham Business Park. At its meeting on 30 July 2020, the Committee had noted that as it was proposed to let the unit which the Food Bank currently occupied to a business, it might be necessary for the Food Bank to move to an alternative location. As terms had now been agreed for the letting of the unit in which the Food Bank was currently located to a business, there was now a need to find alternative accommodation for the Food Bank.

The Committee considered and approved outline terms for the granting of a 12 month licence for another unit in Egham Business Park to the Food Bank and also for a 5 year reversionary lease for that unit, subject to the conditions set out in resolution ii) below. Delegated authority was given to the Chief Executive, Assistant Chief Executive and the Corporate Head of Assets and Regeneration to finalise these terms. The Committee also agreed that as the Food Bank provided an essential service to the borough, highlighted by the key role it had played in supporting residents throughout the Covid pandemic, if officers considered that a break clause should be exercised in respect of either the licence or the lease, the matter would be considered by the Corporate Management Committee rather than the decision being taken by officers under delegated powers. The Committee noted the resource implications and the legal implications of these decisions.

The Committee also noted the updated tenancy schedule for Egham Business Park which showed that the scheme would be fully let by the end of February 2021.

RESOLVED that –

- i) the outline heads of terms for the granting of a 12 month licence for the unit in the Egham Business Park development to the Food Bank as reported, be approved;**
- ii) the outline heads of terms for the granting of a 5 year reversionary lease for the unit in the Egham Business Park to the Food Bank be approved, to be conveyed if and when financial/funding arrangements are put in place by the organisation to the satisfaction of the Council;**
- iii) delegated authority be given to the Chief Executive, Assistant Chief Executive and the Corporate Head of Assets and Regeneration to finalise these terms; and**
- iv) if officers consider that a break clause should be exercised in respect of either the licence or the lease referred to in resolutions i), ii) and iii) above, the matter will be considered by the Corporate Management Committee rather than the decision being taken by officers under delegated powers.**

REFERENCE FROM COMMUNITY SERVICES COMMITTEE – AVIATOR PARK SKATE PARK

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 reference from the Community Services Committee. Aviator Park was a small open space adjacent to a new housing development in Addlestone. It contained a well used skatepark, ball court and youth shelter. Complaints had been received from residents about noise and anti-social behaviour in Aviator Park and although action had been taken those complaints had continued. A statutory noise nuisance case was due to be heard at the Magistrates' Court in the near future.

At its meeting on 7 January 2021, the Community Services Committee had considered various options for further action. That Committee had agreed that the entrance to Aviator Park be fenced off and that the opening hours should be restricted as an interim arrangement, while other options for the relocation of the skate park were considered if required and necessary due to a court order. A further report would be brought back to that Committee with other potential locations and cost for the skatepark.

The cost of the fencing required could be met from existing open space budgets. The Community Services Committee had recommended that a supplementary revenue estimate be approved to cover the opening and closing of Aviator Park daily for an interim period. That Committee had made that recommendation on the basis that it might be necessary to engage the services of a contractor to open and close Aviator Park. In order to reduce the cost to the Council, the Committee noted that since the Community Services Committee had met on 7 January 2021, officers had established that it would be possible to undertake this task without using a contractor. The Committee approved accordingly a supplementary revenue estimate for up to a reduced sum as reported to provide for overtime if required for the daily opening and closing of Aviator Park for the next six months while options for the relocation of the skatepark were considered.

RESOLVED that -

a supplementary revenue estimate of up to the sum reported be approved for the next six months to cover the daily opening and closing of Aviator Park while options for the relocation of the skatepark are considered.

REFERENCE FROM COMMUNITY SERVICES COMMITTEE – INTEGRATED CARE PARTNERSHIP FUNDING AND CHANGES TO STAFF ESTABLISHMENT

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 reference from the Community Services Committee which at its meeting on 7 January 2021 had recommended changes to the Council's staffing establishment in the Community Services Business Centre to facilitate plans to improve the health and social care offer to residents in North West Surrey.

The Council's Corporate Head of Community Services had successfully secured funding from the North West Surrey Integrated Partnership for the collaborative delivery of services related to health and social care by the four borough Councils of North West Surrey (Runnymede, Elmbridge, Spelthorne and Woking). In order to deliver the services it would be necessary to replace a part time Social Prescribing Officer post with a full time Personalised Care Planning Officer post and also to create a new full time post of Homesafe Plus Coordinator.

Budgets for each of the projects would ensure that the delivery of the services and recruitment of staff would not be at the cost of the Council. Whilst these funding bids did not create any surplus for the Council, a contribution of £3,000 per annum in recognition of the support provided by Safer Runnymede to the Homesafe Plus service would be received. The Corporate Management Committee supported these staffing changes noting that they would enable the Council to establish itself as a key partner and provider of services within an integrated health care system. The collaborative delivery of services would allow residents to receive the non-medical support that they required and would provide support to residents that would enable them to live at home.

RESOLVED that –

the changes to the staff establishment in Community Services consisting of a full time Personalised Care Planning Officer post to replace the part time Social Prescribing Officer post and a new full time Homesafe Plus Coordinator post be approved.

COMMUNITY ALARM MONITORING SOFTWARE – PROPOSED PROCUREMENT

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 on the current contract position in relation to the Community Alarm software used by Community Services and Safer Runnymede and the need to transition the software from an analogue platform to a digital platform ahead of a wider digitisation programme within the Community Alarm service. The Committee also noted the consideration given to procurement options, the proposed procurement process and the reasons for continuing with the Council's current Telcoms and software providers.

Officers had been in discussions with its current Telecoms provider and software provider to move forward with the required upgrade of its Community Alarm call service platform. The contract with the Council's current software provider expired at the end of March 2021. The current provider could be appointed for five years from April 2021 by means of a direct award process permitted through the PfH Telecare, Telehealth and Associated Services Framework which would enable full procurement compliance. This new contract would require an increase in expenditure which could be met from existing budgetary provision and reallocation of existing budgets.

The Committee also agreed that it would be appropriate to enter into a three year contract with the Council's existing TelComs provider. This new contract would require an increase in expenditure which could be met from a contract with Spelthorne Borough Council as reported. Further migration to a fully digital TelComs environment would be required by 2025 and this TelComs change would be presented to Members during October to December 2023.

RESOLVED that -

- i) the Council enters into a formal procurement process for a new Community Alarm software supplier;**
- ii) the PfH Framework be used to directly award a five year contract to the provider specified in the report;**
- iii) the anticipated value of the contract be noted which can be met from existing budgetary provision and reallocation of existing budgets; and**

- iv) the Council enters into a three year contract with the provider referred to in the report for the provision of Telcoms upgrades and the increased Telcoms costs be met by revenue from a contract with Spelthorne Borough Council as reported.**

ENFORCEMENT OF PROCEEDS OF CRIME ACT 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 paragraphs 1, 3 and 7 of Schedule 12A to Part 1 of the Act.

The Committee considered a report setting out an additional funding commitment to underwrite the Enforcement Receiver's costs in enforcing outstanding orders under the Proceeds of Crime Act 2002 in relation to Padd Farm. The Enforcement Receiver, who had been appointed by the Court, had now incurred costs that outweighed the previous budget allocation by the Council to underwrite her appointment. The Committee noted the reasons for the increase in costs and the current work being undertaken by the Enforcement Receiver who had also given notice that additional legal costs incurred by her in recent months might need to be sought from the Council.

The Committee noted that although it was necessary to increase the total budget set aside in order to underwrite the Enforcement Receiver's fees, the potential resource implications to the Council were limited as explained in paragraphs 1.3, 4.4 and 4.5 of the report. The Committee also agreed to authorise the Corporate Head of Law and Governance, in consultation with the Chief Executive and Assistant Chief Executive, to release funds from the revised budget pursuant to any further requests received from the Enforcement Receiver if it was required to do so, in order to assist with her complying with her duties to the Court.

RESOLVED that -

- i) a supplementary revenue estimate in the sum reported be approved from the General Fund to increase the total budget set aside to underwrite the Enforcement Receiver's fees incurred further to her appointment by the Court in this matter;**
- ii) the revised budget be increased to the sum reported and be carried over into the next financial year should her appointment continue; and**
- iii) the Corporate Head of Law and Governance, in consultation with the Chief Executive and Assistant Chief Executive, be authorised to release funds from the revised budget pursuant to any further requests received from the Enforcement Receiver if it is required to do so, in order to assist with her complying with her duties to the Court.**

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 noted an update on the financial position of Achieve Lifestyle as agreed at its last meeting on 17 December 2020.

It was noted that the Partnership Board which consisted of Members and officers had discussed with Achieve Lifestyle what their financial position would be coming out of the Covid-19 pandemic and after the pandemic. It was not necessary at this stage to release any further tranche from the grant facility for Achieve Lifestyle which had been set up at the Extraordinary Meeting of Full Council on 28 September 2020. The Committee would receive further information on Achieve Lifestyle's financial position at its next meeting.

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.

(The meeting ended at 9.59 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. **ADOPTION OF REVISED EQUALITY POLICY
(LAW AND GOVERNANCE – MARIO LEO)**

Synopsis of report:

To invite the Council to adopt a revised Equality Policy which incorporates definitions of the types of behaviour which are unacceptable in modern society.

Recommendation to Full Council on 4 March 2021:-

That the Equality Policy set out in Appendix 'B' be adopted.

1. **Context of report**

- 1.1 The Equality Act 2010 (the Act) came into force in April 2011. The Act replaced previous antidiscrimination laws relating to race, disability and gender equality. It created a new Public Sector Equality Duty. The Act requires public authorities to demonstrate compliance with the Equality Duty.
- 1.2 In order to meet the obligations imposed by the Act the Council requires a clear policy which sets out what its various obligations are and identifies behaviour which is unacceptable in the modern world.
- 1.3 The Council has taken an opportunity to review its existing Equality Policy following public debate on certain types of discrimination to update its existing policy.

2. **Report and, where applicable, options considered**

- 2.1 Equality and diversity is a term used in the United Kingdom to define and champion equality, diversity, and human rights as defining values of society. It promotes equality of opportunity for all, giving every individual the chance to achieve their potential, free from prejudice and discrimination.

- 2.2 UK legislation requires public authorities to promote equality in everything that they do, also making sure that other organisations meet their legal duties to promote equality while also doing so themselves. In the UK under the Equality Act 2010 there are certain legal requirements under existing legislation to promote equality in the areas of nine protected characteristics. These are often collectively referred to as the general duties to promote equality.
- 2.3 As the independent advocate for equality and human rights in Britain, a Commission of Equality and Human Rights (EHRC) exists that aims to reduce inequality, eliminate discrimination, strengthen good relations between people and promote and protect human rights. EHRC has a duty to challenge prejudice and disadvantage and promote the importance of human rights, enforce equality laws on age, disability, gender, gender reassignment, race, religion or belief and sexual orientation and encourage compliance with the Human Rights Act.
- 2.4 Members may be aware that during the course of 2018 issues arose in respect of acts of antisemitism. This resulted in the Jewish Leadership Council writing to local authorities inviting them to adopt the International Holocaust Remembrance Alliance's (IHRA) working definition of antisemitism. Members asked officers to consider such a course of action. Officers advised that to adopt such a definition in isolation would not achieve a meaningful outcome and could be counter productive because other groups would question why the Council was not adopting definitions of other types of unacceptable behaviour.
- 2.5 Officers used this proposal as an opportunity to review the Council's existing Equality Policy with a view to incorporating the International Holocaust Remembrance Alliance's (IHRA) working definition of antisemitism into a revised Equality Policy which is set out at Appendix 'B' attached. Regrettably, the lack of resources at the Council and the impact of Covid -19 has meant this revision exercise has taken longer than Officers would have ideally wished.
- 2.6 The revised Equality Policy before Members seeks to achieve a number of outcomes.
- It sets out the context for the creation of the Policy.
- It sets out a clear set of definitions of behaviour which is not acceptable (included in this are unacceptable behaviours related to religious beliefs)
- It then sets out the obligations the Council has to comply with in the context of its role as an employer.
- It deals with the Council's obligations as a public sector body and the need to consider equality matters in service delivery.
- Finally, it acknowledges that the Council has a role to play in promoting equality in the community it serves.
- 2.7 It has to be accepted that whilst in its role as an employer and a public sector body the Council leads by example, it is not an enforcement authority and cannot take action against discrimination which occurs in a community setting i.e., prosecute offences. The Council can, however, seek to promote good standards of behaviour by promoting a culture in its community that equalities is something that matters, and that discrimination will not be tolerated.
- 2.8 An Equality Policy is not a solution on its own to these important issues but rather acts as a foundation to be built on through the introduction of other policies and procedures and acts as guide to the local community to what standards should be aimed for.

2.9 The Council currently has a number of policies and procedures which are aimed at ensuring that it complies with its various duties and following the hopeful adoption of this revised Equality Policy those will be kept under review to ensure that there is consistency in the Council's actions.

3. Policy framework implications

3.1 By virtue of the various legal obligations which apply to the Council in its capacity as an employer, service provider and public sector body the adoption of an up-to-date Equality Policy will assist in meeting those various legal obligations. Such a policy will also assist the Council in discharging its role as a community leader by providing clarity as to what acceptable behaviours should be. It will enable the Council to continue its work with other organisations to promote good relations.

4. Resource implications (where applicable)

4.1 The adoption of a revised Equality Policy does not require any additional resources. The work required to deliver the various matters dealt with by the contents of the Equality Policy already form part of the existing work of the various services of the Council.

5. Legal implications

5.1 The legal issues associated with the adoption and operation of the proposed revised Equality Policy are contained within the body of the report and the proposed Equality Policy.

6. Equality implications

6.1 The proposed Policy will form the foundation of the actions required by the Council to meet its various obligations in relation to Equalities matters. The various policies and procedures adopted by the Council implement the framework contained within the Policy.

7. Environmental/Sustainability/Biodiversity implications

7.1 None

8. Other implications (where applicable)

8.1 The adoption of an Equality Policy which clearly sets out the legal obligations imposed on the Council enable it to meet its various legal obligations and promotes community well-being.

9. Conclusions

9.1 The Council operates in a diverse environment and is required to comply with various legal obligations in diverse roles. The adoption of an up-to-date Equality Policy will underpin the Council's compliance with its various legal obligations and enable it to discharge its role in promoting equalities in the wider community.

(To recommend to Full Council on 4 March 2021)

Background Papers

None stated

RUNNYMEDE BOROUGH COUNCIL EQUALITY POLICY

This Policy

The purpose of this policy is to set out the duties and responsibilities that Runnymede Borough Council (the Council) has in relation to Equality Act 2010 (the Act), to identify the types of behaviour which the Council would view as unacceptable under the Act and the actions it will continue to undertake to comply with the Act.

The provisions of the Act seek to address discrimination and unlawful behaviour.

The Council recognises that there are definitions that could be of assistance when considering whether any provisions of the Act have been breached.

The Council has included the following definitions of unacceptable behaviour within this Policy but accepts that there may be other definitions that could have equal value when addressing unlawful behaviour covered by the Act. The definitions stated below are not considered to be a definitive list.

- Age Discrimination: Occurs when someone is treated differently because of their age. (Equality and Human Rights Commission: <https://www.equalityhumanrights.com/en/advice-and-guidance/age-discrimination>)
- Race Discrimination: where someone is treated differently because of their race (Equality and Human Rights Commission: <https://www.equalityhumanrights.com/en/advice-and-guidance/race-discrimination>)
- Sexism: Any act, gesture, visual representation, spoken or written words, practice or behaviour based upon the idea that a person or a group of persons is inferior because of their sex, which occurs in the public or private sphere, whether online or offline, with the purpose or effect of:
i. violating the inherent dignity or rights of a person or a group of persons; or
ii. resulting in physical, sexual, psychological or socio-economic harm or suffering to a person or a group of persons; or
iii. creating an intimidating, hostile, degrading, humiliating or offensive environment; or
iv. constituting a barrier to the autonomy and full realisation of human rights by a person or a group of persons; or
v. maintaining and reinforcing gender stereotypes.
- Antisemitism: "Antisemitism is a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities." (International Holocaust Remembrance Alliance www.holocaustremembrance.co.uk/wporking-definition-antisemitism)
- Islamophobia: Islamophobia is any distinction, exclusion, or restriction towards, or preference against, Muslims (or those perceived to be Muslims) that has the purpose or effect of nullifying or impairing the recognition, enjoyment or exercise, on an equal footing, of human rights and fundamental freedoms in the political, economic, social, cultural or any other field of public life. (<https://www.runnymedetrust.org/uploads/Islamophobia%20Report%202018%20FINAL.pdf>):

- Disability
Discrimination: Where a person is treated less well or put at a disadvantage for a reason that relates to their disability in one of the situations covered by the Equality Act 2010 (Equality and Human Rights Commission <https://www.equalityhumanrights.com/en/advice-and-guidance/disability-discrimination>)

- Gender
Re-assignment: A person is treated differently because they identify as someone who is Transsexual.
(Equality and Human Rights Commission <https://www.equalityhumanrights.com/en/advice-and-guidance/gender-reassignment-discrimination>).

- Sexual Orientation: Discrimination occurs where due to the person's sexual orientation they are treated less favourably than someone who does not share that sexual orientation.

- Marriage and Civil Partnership: where a person because they are married or in a civil partnership is treated differently to someone who is single, engaged or is engaged to be married.

- Pregnancy and Maternity: Discrimination here can occur during labour and while on maternity leave (or as a result of being in labour or on maternity leave where the person against whom the discrimination occurred has since returned to work) and as an example could be include a situation where a woman is not given the opportunity to return to the job she held prior to going on maternity leave.

The Equality Act 2010

The Equality Act 2010 (the Act) came in to force on 8th April 2010, and brought together a number of enactments in force at that time relating to Discrimination, including, the Disability Discrimination Act 1995 the Race Relations Act 1976 and the Sex Discrimination Act 1975 and the Equality Act 2006 and Regulations that addressed equality in employment.

Since the Act came into force, a number of requirements have been placed on public bodies which include workforce monitoring and publishing data regarding the Gender Pay Gap. [Please Click on this Link to see the Council's most recent Gender Pay Gap Reports Link to web page]

The Act makes it illegal to discriminate against another person based on that person's' age, disability, sex, race (which includes a person's colour, ethnicity or nationality), religion or beliefs and sexual orientation. In addition, it is illegal to discriminate on the basis that a person is married or in a civil partnership, is pregnant or on maternity leave or has undergone or

seeking to undergo gender reassignment. Discrimination under the Act includes both direct and indirect discrimination.

Direct Discrimination exists where one person with a protected characteristic is treated less favourably than another person who does not share that protected characteristic, and that unfavourable treatment is based on the protected characteristic they have.

Indirect Discrimination occurs when either actions of a person or body or the implementation of policy has an unintended or indirect consequence of treating someone with a protected characteristic less favourably than someone who does not share that protected characteristic.

There are situations where both direct and indirect discrimination are not considered to be unlawful under the Act. Less favourable treatment may be undertaken where it can be objectively justified that treating a person with a protected characteristic less favourably than someone without a protected characteristic is a proportionate means of achieving a legitimate aim.

The Act identifies certain qualities or features individuals may have and states that it is unlawful to discriminate against a person if they have one of these qualities or features. The nine qualities or features referred to are known under the Act as the “Protected Characteristics” and different consideration may apply to each Characteristic concerned.

For example, where the protected characteristic of disability is engaged, the body/organisation to which the duty applies, must consider whether reasonable adjustments are required to be made in order to mitigate any inequality that exists. Reasonable adjustments may take the form of widening a doorway to allow for wheelchair access, or the provision of a ramp where the only access to a building is via stairs.

Guidance has been published by the Government to assist in interpreting the Act including guidance relating to the Public Sector Equality Duty. The guidance can be accessed on the Equalities and Human Rights Commission’s Website; <https://www.equalityhumanrights.com>

The Public Sector Equality Duties

The Act also imposes a ‘general duty’ and two ‘specific duties’ upon all public authorities, including the Council.

The general duty requires that wherever the Council exercises any of its public functions, it must have due regard to the need to:

- Eliminate unlawful discrimination;
- Advance equality of opportunity; and
- Foster good relations between people of different backgrounds.

In order to ensure that it properly adheres to this general duty, the Council and its various business centres have adopted a practice of carrying out equality screening and/or equality impact assessments prior to the relevant service department undertaking any particular action or decision which will potentially have a disproportionate impact on a particular group or sector of the community or employees of the Council. Accordingly, the Council has incorporated its

duties under the Act into its relevant services areas and will continue to ensure it discharges its duties in accordance with the Act.

The Council's document templates for the equality screening and equality impact assessment exercises can be viewed on the Council's website here: [LINK HERE](#)

The specific duties require the Council to:

- (i) publish equality data/statistics relating to both, its employees and the people it serves (residents of the Borough of Runnymede); and
- (ii) publish 'Equality Objectives'.

The Council's published statistics of its staff and residents can be viewed here:

[Include a link. This may involve including the data on a separate webpage]

The Council's current Equality Objectives can be viewed here:

[INSERT LINK]

Vision and Review

The Council is conscious that individuals and groups can experience a range of barriers or disadvantages that prevent them from enjoying the same quality of life as others. The Council is committed to ensuring that its services are available to and accessible by, all members and sectors of the community and its employees.

The Council will continue to monitor its conformity with the Act and performance generally in respect of equality issues on an ongoing basis through the following measures:

- by measuring its success in meeting its published Equality Objectives;
- through feedback, comments and complaints received by its residents / service users; and
- by endeavouring to undertake its own regular reviews of its services.

The Council's Duty under the Act also extends to its employees. The Council will;

- promote equal opportunities in employment which will include an equal opportunity approach to recruitment and retention of staff.
- have fairness in the interview and selection process, including selection for promotion, redundancy and other changes to employment status.
- have a commitment to remuneration of staff based on equal pay/ equal pay for work of equal value

- ensure the working environment is free from harassment and bullying and everyone is treated with dignity.
- make reasonable adjustments where required.
- where members of staff interact with the public, put measures in place to ensure staff are not harassed, bullied or treated unfairly when providing the service on behalf of the Council.

The Protected Characteristics in more detail.

Each protected characteristic is defined within the Act and may require a different action or consideration based on the function the Council is exercising at that time.

The nine protected characteristics (including a brief explanation) are;

1. Sex- which relates to either a man or a woman or someone who identifies as non-binary.
2. Disability- under the Act disability includes both mental and physical impairment. However, it does require that the impairment is substantial and long term and must affect that person's ability to carry out normal day to day functions. "Substantial" is interpreted as meaning not trivial or minor in its effect. "Long term" is interpreted as lasting either 12 months or longer or is likely to last for 12 months or longer. Reasonable Adjustments may be made in order to facilitate access to Council facilities for anyone who has a disability, or to ensure employees are able to carry out their duties.
3. Race and Ethnicity- the Act makes clear that discrimination relating to this protected characteristic does not just relate to colour and relates to nationality and ethnic or national background. Any discrimination would relate to a person belonging to an ethnic group. Romany Gypsies and Irish Travellers are considered ethnic groups under the Act as would someone because of their Country of birth.
4. Religion and Belief- includes someone who has a religious belief and someone who does not have a religious belief. Belief is defined as a religion or a philosophy. Therefore, atheism is a "belief" for the purposes of the Act.
5. Sexual Orientation- refers to someone's sexual orientation to a person of the same sex or of the opposite sex or both sexes.
6. Age- refers to someone who is within a particular age group which may be of school age, 5 to 17, young adults of between 18 to 25 or the elderly from 65 onwards. The relevant age group that applies will depend on the policy or function concerned.
7. Gender Reassignment- refers to a person who identifies as a transsexual person and who is proposing to, has or is undergoing "a process for the purpose of reassigning that person's sex".
8. Marriage or Civil Partnership relates to someone who is married or in a civil partnership.
9. Pregnancy and Maternity is a protected characteristic for the period where a person is pregnant or considered to be on maternity leave, which is taken to start from childbirth.

Discrimination here relates both to someone who is pregnant and where that discrimination relates to the time that person was pregnant.

A person may have more than one protected characteristic and an act of discrimination may affect one or more protected characteristics.

The Council also aims to address harassment and victimisation through its policies and actions.

The Council recognises that its duties under the Act are ongoing and evolving.

In order to ensure it continues to comply with its duties under the Act the Council will continue to monitor and update its policies in line with its equality duty and where possible liaise with appropriate groups to ensure any relevant feedback is taken into account.

The Council is committed to creating cohesive communities that are strong, fair and inclusive. The Council wants Runnymede to be a place where people have equal access to opportunities and where inequality is actively tackled. The Council recognises that it can only do this by working with its partners to advance equality, promote good community relations and tackle discrimination.

The Council knows the diversity of Runnymede's communities is one of its greatest strengths and assets. The Council value the strength that comes with difference and the positive contribution that diversity brings to the community. The Council will build upon this by working with its partners to provide accessible and responsive services that enable everyone to take part in the social, cultural and economic wealth of the borough. The Council is committed to using its leadership role to understand and meet the needs of the community.

The Council recognise and accept that discrimination means some people may have not had equal access to services or employment or fair chances in life. Therefore, the Council supports the view that it may be necessary to develop or create some services or opportunities to specifically meet different needs. The Council knows that discrimination can be institutionalised and are committed to combating any unintended institutional discrimination by developing an anti-discriminatory culture, placing equality at the centre of everything it does.

6. **ANNUAL PAY POLICY STATEMENT 2021/22 (HUMAN RESOURCES – FIONA SKENE)**

To follow.

7. **CORPORATE PROPERTY STRATEGIC MAINTENANCE PROGRAMME
(ASSETS AND REGENERATION – ALEX WILLIAMS)**

Synopsis of report:

1. To present the results of a detailed survey of the corporate property stock.
2. To report on the financial implications of the survey.
3. To recommend a 5-year programme of work.

Recommendation:

That the Committee approves the 5-year strategic maintenance programme of work and associated budgets as set out in Table 3 at paragraph 3.3 of this report.

1. **Context of report**

- 1.1 As part of the asset management of Runnymede Borough Council (RBC) corporate properties, a full condition survey of all operational corporate properties is carried out on a 5-year basis. The purpose of the survey is to identify the condition of the elements in each property, estimate the cost of the works identified and generate a 5-year strategic programme of implementation. This report does not identify assets relating to Parks play equipment etc., nor works that Service Heads may identify to improve the efficiency of the service nor does this report relate to the Council housing stock.
- 1.2 The current strategic maintenance 5-year plan for RBC corporate properties expires on 31st March 2021.

2. **Report**

- 2.1 Condition surveys have now been undertaken on all RBC corporate operational properties. The buildings were found to be in a reasonably good condition having recently been decorated and with all appropriate service contracts in place.
- 2.2 A new 5-year programme of works has been produced from the data obtained. The works have been divided into 2 categories, Planned and Reactive Maintenance.

Planned maintenance consists of 2 elements,

- a) service contracts for specialist items e.g. lifts, to ensure equipment complies with the necessary legislation and to maximise reliability and component life; and
 - b) decorations and replacement of components that have reached the end of their life span such as roof coverings and floor finishes.
- 2.3 **Reactive maintenance** is to make safe and repair components that have become damaged or have broken down. These repairs are required on regular basis but sometimes there are emergency reactive repairs which are budgeted for so therefore it is essential that we cover this element within the budget provision. These are regularly reviewed by the Team.

2.4 From the 5-year planned maintenance schedule the budgets required to complete the programme of work have been developed and are shown below.

3. Resource implications

3.1 The Medium Term Financial Strategy (MTFS) approved by Council on 9 February 2021 makes the following provision for the Council's 5-year maintenance plan over its lifetime for General Fund properties. See Table 1 below.

	Year 1 2021/22	Year 2 2022/23	Year 3 2023/24	Year 4 2024/25	Year 5 2025/26	Total
	£	£	£	£	£	£
Maintenance provision	353,000	415,000	396,000	396,000	396,000	1,956,000

3.2 The budget for the maintenance programme over the next 5 years, based on the recent condition survey of the properties and historical information, is shown in Table 2 below.

	Year 1 2021/22	Year 2 2022/23	Year 3 2023/24	Year 4 2024/25	Year 5 2025/26	Total
	£	£	£	£	£	£
Planned maintenance	279,764	313,641	282,072	320,672	242,171	1,438,320
Reactive maintenance	139,420	139,420	139,420	139,420	139,420	697,100
	£419,184	£453,061	£421,492	£460,092	£381,591	£2,135,420

3.3 Due to the Council's current financial situation, it has become necessary for the Council to reduce expenditure wherever possible. Officers have therefore reviewed the budgets in Table 1 and removed some non-essential maintenance work such as decorations and floor covering replacement but have left in all statutory health and safety routine servicing of the reduced budgets which are shown in Table 3 below.

	Year 1 2021/22	Year 2 2022/23	Year 3 2023/24	Year 4 2024/25	Year 5 2025/26	Total
	£	£	£	£	£	£
Planned maintenance	218,337	180,939	182,282	169,322	131,251	882,131
Reactive maintenance	139,420	139,420	139,420	139,420	139,420	697,100
	£357,757	£320,359	£321,702	£308,742	£270,671	£1,579,231

3.4 Comparing the figures in Table 3 with the provision in the MTFS produces the following variations.

	Year 1 2021/22	Year 2 2022/23	Year 3 2023/24	Year 4 2024/25	Year 5 2025/26	Total
	£	£	£	£	£	£
Additional cost/(savings)	5,000	(95,000)	(74,000)	(87,000)	(126,000)	(377,000)

These savings will go towards the Council's current savings targets as set out in the MTFS.

4. **Legal implications**

- 4.1 The Council is legally required to ensure that all its properties are in a safe condition and comply with its obligations under Health and Safety legislation and its obligations as an occupier of property that is fit for purpose.

5. **Equality implications**

- 5.1 Contractors working for the Council will be expected to demonstrate their commitment to equal opportunities and practice through good personnel practices. Officers can advise that the management of the tender process and ongoing contract management will fully meet the Council's Equality duty.

6. **Conclusions**

- 6.1 Officers recommend that the 5-year strategic maintenance programme be approved together with the associated reduced budgets shown in Table 3.

(To resolve)

Background papers

None stated

8. **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>
9. QUARTER 3 2020/21 – PROJECT PORTFOLIO REPORTING	3
10. GROUNDS MAINTENANCE OPTIONS APPRAISAL	3
11. ADDLESTONE ONE - LETTINGS	3
12. PROPOSED PROCUREMENT OF WATER AND WASTEWATER PROVIDER	3
13. LEGAL SERVICES – BUDGET ADJUSTMENT FOR 2020/21 AND 2021/22	1 & 3
14. ACHIEVE LIFESTYLE GRANT FACILITY – FURTHER RELEASE OF FUNDS	3

15. RECRUITMENT PROCESS FOR APPOINTMENT OF NEW ASSISTANT CHIEF EXECUTIVE (RESOURCES) (TO FOLLOW)

1 &3

Confidential Information

(No reports to be considered under this heading)