

Corporate Management Committee

Thursday 24 June 2021 at 7.30pm

**Council Chamber
Runnymede Civic Centre, Addlestone**

Members of the Committee

Councillors N Prescott (Chairman), T Gracey (Vice-Chairman), A Alderson, D Cotty, M Cressey, L Gillham, J Gracey, M Heath, C Howorth, M Maddox, D Whyte and M Willingale.

In accordance with Standing Order 29.1, any Member of the Council may attend 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.
- 4) In the unlikely event of an alarm sounding, members of the public should leave the building immediately, either using the staircase leading from the public gallery or following other instructions as appropriate.

'see overleaf'

5) **Filming, Audio-Recording, Photography, Tweeting and Blogging of Meetings**

Members of the public are permitted to film, audio record, take photographs or make use of social media (tweet/blog) at Council and Committee meetings provided that this does not disturb the business of the meeting. If you wish to film a particular meeting, please liaise with the Council Officer listed on the front of the Agenda prior to the start of the meeting so that the Chairman is aware and those attending the meeting can be made aware of any filming taking place.

Filming should be limited to the formal meeting area and not extend to those in the public seating area.

The Chairman will make the final decision on all matters of dispute in regard to the use of social media, audio-recording, photography and filming in the Committee meeting.

6) The following Measures to comply with current Covid guidelines are in place:

- restricting the number of people that can be in the Council Chamber to 24
- temperature check via the undercroft for Members/Officers and Main Reception for the public
- NHS track and trace register, app scan is next to the temperature check
- masks to be worn when moving around the offices
- masks can be kept on whilst sitting in the Council Chamber if individuals wish
- use of hand sanitisers positioned outside and inside the Council Chamber
- increased ventilation inside the Council Chamber

LIST OF MATTERS FOR CONSIDERATION

PART I

Matters in respect of which reports have been made available for public inspection

	<u>Page</u>
1. FIRE PRECAUTIONS	4
2. NOTIFICATION OF CHANGES TO COMMITTEE MEMBERSHIP	4
3. MINUTES	4
4. APOLOGIES FOR ABSENCE	15
5. DECLARATIONS OF INTEREST	15
6. AGILE WORKING EMPLOYMENT POLICY	15
7. 2023 REVIEW OF PARLIAMENTARY CONSTITUENCIES	28
8. DISESTABLISHMENT OF PROPERTY ACQUISITIONS SUB-COMMITTEE	30
9. EXCLUSION OF PRESS AND PUBLIC	31

PART II

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

a) Exempt Information

10. VOLUNTARY REDUNDANCY SCHEME PROGRAMME	32
11. ADDLESTONE ONE UPDATE (CIRCULATED SEPARATELY)	57
12. BARBARA CLARK HOUSE	57
13. LEASEHOLD SURRENDERS	61
14. RECRUITMENT FOR APPOINTMENT OF NEW ASSISTANT CHIEF EXECUTIVE (RESOURCES)	64
15. SOUTHAMPTON TO LONDON PIPELINE (SLP) RENEWAL PROJECT	68

b) Confidential Information

(No reports to be considered under this heading)

1. **FIRE PRECAUTIONS**

The Chairman will read the Fire Precautions which set out the procedures to be followed in the event of fire or other emergency.

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

3. **MINUTES**

To confirm and sign the Minutes of the meeting of the Committee held on 27 May 2021 (at Appendix 'A').

(To resolve)

Background papers

None

Runnymede Borough CouncilCORPORATE MANAGEMENT COMMITTEE

APPENDIX 'A'

27 May 2021 at 7.30 p.m.

Members of the Committee present: Councillors N Prescott (Chairman), T Gracey (Vice-Chairman), M Adams, A Alderson, D Cotty, M Cressey, L Gillham, J Gracey, M Heath, C Howorth, M Maddox and D Whyte.

Members of the Committee absent: None

Councillors T Burton, R King and S Whyte also attended.

FIRE PRECAUTIONS

The Chairman read out the Fire Precautions.

NOTIFICATION OF CHANGE TO COMMITTEE MEMBERSHIP

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

<u>Group</u>	<u>Remove From Membership</u>	<u>Appoint Instead</u>
Conservative	Councillor M Willingale	Councillor M Adams

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

MINUTES

The Minutes of the meeting held on 15 April 2021 were confirmed and signed as a correct record.

DECLARATION OF INTEREST

As he was the Chairman of Egham Chamber of Commerce, Councillor M Adams declared a disclosable pecuniary interest in item 9 on the agenda on Appointments To Outside Bodies in respect of the appointments of the Council's Member Representative and Deputy Representative for Egham Chamber of Commerce. These two appointments were considered separately by the Committee and Councillor Adams left the meeting for the consideration of these two appointments.

PROPOSED CARERS' POLICY

The Committee considered a report on a revised Carers' Policy attached at Appendix 'B' to the agenda which was an employment policy to support employees who were carers so that employees with caring responsibilities could combine that role more easily with their employment role. The Policy had been revised by the Human Resources (HR) Member Working Party at its meeting in April 2021 after being deferred by the Corporate Management Committee at its meeting on 21 January 2021 so that amendments proposed to the policy by Councillor Robert King could be considered.

Councillor Robert King had suggested that the policy should state that flexible working was offered to all employees. However, flexible working was mainly only available to office workers, because there were some roles such as Refuse Collections and Meals on Wheels, where an employee's hours were governed by the type of service and the role in which they were employed. The HR Member Working Party had recommended that the policy be amended to state that all employees had the right to request flexible working as employees who were not working in an office environment could still request flexible working in a way that was feasible for their particular job.

Councillor Robert King had also suggested that the word "registered" was deleted from the definition of carer as those who were looking after someone outside the family might not be registered as carers. The HR Member Working Party had recommended that the policy be amended to state that a non-registered carer would be covered by the policy, with their manager's discretion, if other more suitable care service was not available.

Councillor Robert King had requested that a review be undertaken of the cost of a line manager being given the discretion to award care vouchers to an employee until a final decision was made in the circumstances where that employee had had a dependant's attendance allowance application initially turned down or delayed and was in the process of reapplying or awaiting an appeal decision for this allowance. However, such a review was not feasible because care vouchers no longer existed.

Councillor Robert King had also requested that an exercise be undertaken, which was described in paragraph 3.6 of the report, where the Head of HR would conduct a costing review over a 6 month period of paying the difference in employer's superannuation contributions where an employee reduced their hours, and therefore salary, on a temporary basis due to caring responsibilities, subject to the employee doing the same in relation to an employee's superannuation contributions, with any further extension to this arrangement to be at the discretion of that employee's line manager. The HR Member Working Party recommended that this costing review be undertaken. The Corporate Management Committee agreed that this costing review be undertaken and that the outcome of the review would be reported to the HR Member Working Party. Depending on the outcome of this review, this element might later be added to the Carers' Policy.

The Committee approved the revised Carers' Policy and commended the work of the HR Member Working Party on the Policy which provided a good example of effective cross party working.

RESOLVED that -

- i) the Carers' Policy at Appendix 'B' to the agenda be approved; and**
- ii) the costing review referred to in paragraph 3.6 of the report be undertaken and the outcome of the review be reported to the HR Member Working Party.**

GENDER PAY GAP

The Committee considered a report on the gender pay gap figures for Runnymede Borough Council. The purpose of the gender pay gap legislation was to encourage employers to close the pay gap between the genders. This gap arose as, in most organisations, male employees earned more than female employees and employers were required to make a series of calculations which showed the extent of the gap.

Data had been gathered, analysed and calculated for Runnymede Borough Council as at the snapshot date of 31 March 2020 as required by the Gender Pay Gap regulations. The mean gender pay gap for Runnymede was 9.06%. This represented a small improvement of 0.22% when compared to the mean gender pay gap as at 31 March 2019. The median

gender pay gap was 0% (i.e. there was no median gender pay gap). 55.05% of male staff and 44.95% of female staff had an hourly pay rate at or below the lower pay quartile. It was the impact of the number of low paid male manual workers which was helping to keep the gender pay gap relatively low for Runnymede Borough Council. Although the majority of the workforce was female, the existence of the mean gender pay gap of 9.06% was primarily due to the fact that the higher earning senior managers in the organisation were predominantly male.

A Member of the Committee considered that, while noting there had been a small reduction in the gender pay gap, priority should be given to seeking to reduce it further. The Committee discussed measures which could be taken. Policies which could be adopted to further the objective of reducing the gender pay gap included increased flexibility for working conditions for women returning to work from maternity leave, mentoring, coaching and confidence building programmes and management training.

The Committee agreed that the implications of the gender pay gap data and the production of a suitable action plan to encourage the gradual reduction of the gender pay gap would be considered by the HR Member Working Party.

RESOLVED that -

the report be noted and a suitable action plan be devised to encourage the gradual reduction in the gender pay gap.

ANNUAL GOVERNANCE STATEMENT 2020/21

The Committee considered the Annual Governance Statement 2020/21 which would form a significant part of the Council's Statement of Accounts for 2020/21. It was noted that the Annual Governance Statement 2020/21 had been considered by the Standards and Audit Committee at its meeting on 26 May 2021.

It was noted that as it was not appropriate for the Council's Chief Financial Officer (the Assistant Chief Executive) to also be the Finance Director of the three companies that the Council had created, the Assistant Chief Executive had resigned as Finance Director of those three companies and had been replaced by Ms E Lyons.

Declarations of executive positions held with organisations that carried out business with the Council (known as third party declarations) had now been received from all 41 Councillors and the Annual Governance Statement 2020/21 would be amended to reflect this.

It was noted that the Council had still not received the audit certificate from its external auditors in respect of the statement of Accounts 2019/20. The Council's Finance officers had expressed their concern at the delay in the production of this certificate. Runnymede was not unusual amongst local authorities in not receiving its audit certificate for 2019/20 as there was a general shortage of external auditors suitably qualified to complete this work.

When the external auditors signed off the Statement for Accounts 2019/20 it was not anticipated that they would raise any matter which might require an amendment of the Annual Governance Statement 2020/21. However, in case the external auditors did wish the Annual Governance Statement 2020/21 to be changed, the Committee agreed to approve the signing of it by the Leader of the Council and the Chief Executive and if it was necessary to change it, a revised statement would be brought to the Committee for approval.

RESOLVED that –

the Annual Governance Statement (AGS) 2020/21, as set out in Appendix ‘C’ to the agenda, be signed by the Leader of the Council and the Chief Executive, subject to the amendment of paragraph 4 on page 47 of the agenda to state that in 2020/21 the Council received third party declarations from all 41 Councillors and in the event of a change, a revised Annual Governance Statement 2020/21 be submitted to the Committee for approval.

APPOINTMENTS TO OUTSIDE BODIES

The Committee considered the Council’s appointments to outside bodies that were presently due for renewal.

It had been the practice of the Council for speeches not to be made by Members in support of particular nominations to outside bodies when considering this item in previous years. The Committee was advised that this practice would be followed for the consideration of this item. Some Members of the Committee did not support this method of considering these nominations as they considered that this did not give Members the opportunity to advise the Committee of the particular skills that they could bring to their appointment to an outside body. It was agreed that the Constitution Member Working Group would consider whether to recommend that persons nominated to represent the Council on an outside body should be required to provide a brief summary of no more than a page in support of their nomination as representatives.

A number of Members considered that there should be greater cross party engagement in making these outside body appointments and took the view that the Council should make appointments of representatives on outside bodies on the basis of the people most suited for that role rather than on a political basis. It was agreed that officers would check on the nominations received for Heathrow Community Noise Forum and advise Councillor Robert King.

Some Members considered that there should be feedback from Council representatives on outside bodies and noted that at present there was no formal means by which those representatives reported back to the Council. It was agreed that the Constitution Member Working Group would consider whether to recommend that the Council’s representatives on outside bodies should be required to report back to the Council on their attendance and on the activity of the outside bodies to which they were appointed by the Council.

RESOLVED that –

the following appointments be made for the Municipal Year 2021/22 or for longer periods where stated:

(1) Addlestone Chamber of Commerce

Member Representative: Councillor J Broadhead

Deputy Representative: Councillor J Furey

(2) Air Training Corps (No 398 Squadron) Management Committee

Representative: Councillor M Adams

(Councillor R King was also nominated as the Council’s representative on this Committee. The nominations of Councillors Adams and R King were put to the vote and Councillor Adams received the greater number of votes and was duly appointed)

(3) Armed Forces Champion

Representative: Councillor S Walsh

(4) Ashford and St Peters NHS Trust (Three Year Term of Office)

Representative: Councillor M Adams

(Councillor S Whyte was also nominated as the Council's representative on this Trust. The nominations of Councillors Adams and S Whyte were put to the vote and Councillor Adams received the greater number of votes and was duly appointed)

(5) Basingstoke Canal JMC

Member Representative: Councillor S Lewis

(Councillor M Harnden was also nominated as the Council's Member representative on this JMC. The nominations of Councillors Harnden and Lewis were put to the vote and Councillor Lewis received the greater number of votes and was duly appointed)

Deputy Representative: Councillor J Gracey

(6) Chertsey Almshouses Charity

Representative: Mr M East
Deputy: Councillor M Nuti

(7) Chertsey Chamber of Commerce

Member Representative: Councillor D Cotty

Deputy Representative: Councillor M Willingale

(8) Chertsey Combined Charity (Four Year Term of Office)

Representative: Councillor S Dennett

The appointment of a representative to serve for one year, preferably from Addlestone wards, was deferred.

(9) Chobham Common Liaison Group

Representative: Councillor I Mullens

(10) Community Safety Partnership

Representative: Councillor J Furey

(11) Egham Chamber of Commerce

Member Representative: Councillor A Balkan

(Councillor S Williams was also nominated as the Council's representative on this Committee. The nominations of Councillors Balkan and Williams were put to the vote and Councillor Balkan received the greater number of votes and was duly appointed)

Deputy Representative: Councillor N Prescott

(Councillor R King was also nominated as the Deputy representative on this outside body. The nominations of Councillors Prescott and R King were put to the vote and Councillor Prescott received the greater number of votes and was duly appointed).

(As stated in the Minute on Declaration Of Interest above, Councillor Adams declared an interest and left the room for the consideration of the two Egham Chamber of Commerce appointments).

(12) Egham United Charity (Four Year Term of Office)

Representative: Mrs D Brickell

(13) Fairoaks Airfield Joint Consultative Committee

Member Representative: Councillor J Broadhead

Deputy Representative: Councillor R Edis

(Councillor J Olorenshaw was also nominated as the Deputy representative on this Committee. The nominations of Councillors Edis and Olorenshaw were put to the vote and Councillor Edis received the greater number of votes and was duly appointed)

(14) Frank Muir Memorial Field

Councillors E Gill, L Gillham and M Harnden

(15) Heathrow Community Noise Forum

Member Representative: Councillor C Howorth

Deputy Representative: Councillor J Sohi

(Councillor R King was also nominated as the Council's Deputy representative on this Forum. The nominations of Councillors R King and J Sohi were put to the vote and Councillor Sohi received the greater number of votes and was duly appointed)

Community Representative: Mr P Conway

(16) Joint Committee of the Traffic Penalty Tribunal (Patrol)

Representative: Councillor D Anderson-Bassey

(17) Runnymede Access Liaison Group (RALG)

Representatives: Councillor D Clarke and Councillor M Harnden

(18) Runnymede and Spelthorne Citizens' Advice Bureau Management Committee

Member Representative: Councillor S Dennett

Deputy Representative: Councillor R Bromley

(19) Runnymede Open Awards Centre – Formerly Duke of Edinburgh’s Award

Member Representative: Councillor T Gracey

Deputy Representative: Councillor S Walsh

(20) Sir William Perkins Foundation (Three Year Term Of Office)

Member Representative: Councillor M Harnden

(21) South East England Employers

Member Representative: Councillor M Maddox

Deputy Representative: Councillor L Gillham

(22) South East England Councils

Member Representative : Councillor N Prescott

Deputy Representative: Councillor T Gracey

(23) Staines Shopmobility

Representatives: Councillors M Harnden and R King

(24) Surrey Museums Partnership

Member Representative: Councillor M Harnden

Deputy Representative: Councillor J Wilson

(25) Sustainability and Transformation Plan Stakeholder Reference Group

Member Representative: Councillor T Burton

Deputy Representative: Councillor N King

(26) Thames Basin Heath Special Protection Area Strategic Partnership Board

Member Representative: Councillor M Willingale

Deputy Representative: Councillor P Snow

(27) Voluntary Support North Surrey (Three Year Term of Office)

Representatives: Councillors D Clarke and N Prescott

(Councillor R King was also nominated as a Council representative on this outside body. The nominations of Councillors Clarke, Prescott and R King were put to the vote and Councillors Clarke and Prescott received the greater number of votes and were duly appointed)

(28) Virginia Water Community Association

Member Representatives: Councillors D Coen and J Hulley

URGENT ACTION – STANDING ORDER 42

Proforma 975 detailing action taken after consultation with the Chairman and Vice-Chairman of the Committee at that time was noted by the Committee. Approval by email had been given by the Chairman and Vice-Chairman at that time to the urgent action and a copy of the signed and dated proforma would be forwarded to officers by them when physically possible.

QUARTER 4 2020/21 AND END OF YEAR PROJECT PORTFOLIO REPORTING

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 a report providing them with a progress update on the delivery of the Council's Project Portfolio up until the end of quarter 4 and the year end for 2020/21. The Committee noted project updates for the thirteen grade A and ten grade B projects ranging from the initiation to execution stages, the key project achievements over the fourth quarter of 2020/21, the project execution delays highlighted and the corrective actions in place to address them, the pipeline projects that had been approved in service area business plans for delivery in 2021/22 and a status update on grade C projects. The Committee also noted a Project Portfolio Dashboard which provided a summary of the projects. The Committee noted that project tolerances were different for each project.

The Committee was pleased to note that the project on the new parking system for Runnymede Pleasure Grounds had been delivered and that income levels had increased. Corporate priorities and a new delivery date for the Corporate Business Plan 2021-2025 project were being reconsidered following the impact of the pandemic. A report on the Barbara Clark House project would be submitted to the Committee's June meeting. The implementation of the Community Services partnership with Surrey Heath Borough Council remained on track.

Officers were working on a report on proposals for the Chertsey Depot which it was hoped would be submitted to Members in the summer of 2021 and would report to Members on issues related to traffic management in Egham, the parking of contractors' vehicles and the sale of a site in the area.

RESOLVED that –

- i) project updates for the thirteen grade A and ten grade B projects, ranging through the initiation to execution stages, be noted;**
- ii) key project achievements over the fourth quarter of 2021 be noted;**
- iii) the project execution delays highlighted and the corrective actions in place to address them be noted; and**
- iv) pipeline projects approved in service area business plans for delivery in 2021/22 be noted.**

FUTURE USE OF MODERN.GOV

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

The Committee considered a report proposing that a joint Digital Services/Democratic Services project be undertaken to procure and install Modern.Gov, a paperless meeting app that supported good governance and transparency and delivered streamlined co-ordination of meetings and documents.

Modern.Gov was used by a number of other Surrey local authorities and by a range of other public bodies. Its use in Runnymede would assist in future -proofing the Council in the event of any future local government reorganisation. Feedback had been obtained from neighbouring local authorities who currently used Modern.Gov who reported that it provided good functionality and enabled different strands of work currently recorded in different locations to be centralised into one location, which would improve efficiency. It would be more user friendly for residents accessing the Council's website and provided the ability to easily view and annotate Committee papers, navigate through historic agenda items and easily synchronise future meetings to calendars.

The potential future use of Modern.Gov had been discussed at the Service and Digital Transformation Member Working Party and whilst Members in attendance supported future use of Modern.Gov, queries had been raised about costs and whether the Council should self-host it or it should be cloud hosted.

Regarding the cost of the system, the Capital Programme contained a budget for the purchase and installation of the system and the capital cost could be met from that budget. The Medium Term Financial Strategy included provision for the additional revenue costs associated with the purchase and the shortfall in that revenue provision could be met from anticipated savings from other smaller systems. Officers had considered self-hosting and cloud hosting and had concluded that cloud hosting would be appropriate for the Council's needs and the Committee agreed with that course of action noting that cloud hosting would be more secure from a business continuity perspective.

The Committee noted the anticipated costs of the purchase, implementation and ongoing maintenance of the system. The Committee approved the procurement route, the proposed provider and contract length as set out in the report. The contract would be for five years with the option to exercise two additional 12 month extensions. It was agreed that it would be appropriate to use the Crown Commercial Services Back Office Software Framework (RM6194) for cloud computing services. This framework permitted the direct award of a contract to the provider specified in the report.

It was anticipated that Modern.Gov would lead to wider efficiencies which would generate future savings for the Council. It was compatible with the Council's new website provider and with the current IT equipment supplied to Runnymede Members. A 6 to 9 month lead in time would be required and it was agreed that officers would focus on the project from summer 2021 with a view to its implementation in January 2022.

Modern.Gov training would be provided for Democratic Services officers. Regarding Modern.Gov training for Members, it was agreed that officers would arrange for a demonstration on Modern.Gov to be given to Members if Members considered that company website advice on the use of Modern.Gov did not provide sufficient information. It was also agreed that structured training would be provided for Members on Modern.Gov which would consist of a series of packages.

While no Member could be compelled to receive agenda electronically, the implementation of Modern.Gov would drive the move towards paper-light agenda and would make a positive contribution to the Council's Climate Change Strategy. It was agreed that the Constitution Member Working Party would consider whether to recommend that the part of the Council's Constitution relating to provision of printed copies of the Council's Constitution to certain Members should be amended.

RESOLVED that -

the procurement of Modern.Gov be approved using the Crown Commercial Services RM6194 Back Office Software cloud computing services framework to make a direct award to the provider specified in the report with the implementation project to commence in Summer 2021 ahead of a go-live target date in January 2022.

(The meeting ended at 9.06 p.m.)

Chairman

4. **APOLOGIES FOR ABSENCE**

5. **DECLARATIONS OF INTEREST**

If Members have an interest in an item, please record the interest on the form circulated with this Agenda and hand it to the Legal Representative or Democratic Services Officer at the start of the meeting. A supply of the form will also be available from the Democratic Services Officer at meetings.

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 registrable interest includes their appointment by the Council as the Council's representative to an outside body. Membership of an outside body in their private capacity as a trustee, committee member or in another position of influence thereon should also be declared. Any directorship whether paid or unpaid should be regarded as a disclosable pecuniary interest, and declared.

Members who have previously declared interests which are recorded in the Minutes to be considered at this meeting need not repeat the declaration when attending 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 leave the room if the interest is a disclosable pecuniary interest or other registrable interest and/or the interest could reasonably be regarded as so significant as to prejudice the Member's judgement of the public interest.

6. **AGILE WORKING EMPLOYMENT POLICY
(CORPORATE HEAD OF HUMAN RESOURCES)**

Synopsis of report:

To consider a proposed employment policy on Agile Working.

Recommendations:

1. That the proposed policy attached at Appendix 'B' be approved in principle subject to continuing consultation with UNISON.

2. That the Committee receives further reports on the outcome of the consultation, any further resource and/or legal implications, an Equality Screening/Impact Assessment and a Privacy Impact Assessment.

1. **Introduction**

1.1 An officer project group led by the Corporate Head of HR and the Corporate Head of Customer, Collection and Digital Services has been working on the Council's approach to agile working. This approach encompasses consideration of all aspects of agile working which includes providing a more flexible approach to work location and working style, the ICT implications, particularly telephony, and the potential leasing out of part of the Civic Offices to bring in further income to assist the Council's financial position as well as enhancing joint working with public sector partners.

1.2 The proposed Agile Working Policy is an employment policy developed to provide the policy framework for the employment aspects of agile working. This policy has been considered by SLT, CLT and the HR Member Working Group. Consultations have commenced with UNISON on this proposed policy with the intention that after this Committee's consideration of this policy, consultations will continue with a view

to introducing the policy formally on 1st April, 2022 when the telephony solution for agile working will have been implemented. In the meantime the intention is that an informal trial of agile working will commence from September.

2. Background

2.1 Research was undertaken by HR on best practice in terms of the content of an Agile Working employment policy taking into account a survey on the experience of agile working during the pandemic and considered by the Project Group. Two policy planning workshops were undertaken with SLT split down into two groups to consult them on each aspect of the policy and some amendments were made. The Project Group also considered the need to let out parts of the Civic Building in due course to other public bodies to bring in new income and ensure that any costs attached to Agile Working are covered. This workstream is being led by the Corporate Head of Assets & Regeneration. If letting out part of the building, the layout of the Civic Offices in due course will need to be re-organised to some degree for this purpose and in order to maximise the utilisation of space. This would enable more hot-desking and take into account that post-Covid, many staff will expect to work partially at home and partially in the building. However, this aspect will take time and needs to be factored into the Business Plan of Assets & Regeneration with other key objectives.

3. Why move towards Agile Working?

3.1 There are many benefits to Agile Working. Potential benefits include:-

- Improved work/life balance
- Reduced time spent commuting and reduced pollution from travel
- Improving our attractiveness as an employer for recruitment and retention purposes. (During the pandemic many staff have enjoyed spending some time working from home and would seek flexibility in relation to work location from prospective and current employers)
- Potential improvement to job satisfaction and morale
- Reduced absenteeism

3.2 However, it is important to also build into the policy safeguards to ensure that these benefits are achieved while ensuring that efficiency, quality of service provision and customer service are maintained. It is also important to recognise that in some service areas agile working is not feasible and that not all staff are suited to working from home or at a remote location, therefore any policy needs to consider all these aspects.

4. Key elements of the Policy

4.1. It is recognised within the policy that the availability of agile working is largely determined by the nature of the role the employee occupies. Therefore service heads in liaison with the employees concerned will assess which role category the employee's role will be. The categories are

- Agile Worker
- Fixed Worker
- Mobile Worker

4.2 An **Agile Worker** is an employee who can effectively carry out some/most of their duties from home or at a Council facility up to 3 days per week. However, the recommended level is 2 days (based on research). Corporate Heads will have discretion to agree a third day if they consider this arrangement can be accommodated without detriment to the needs of the service.

- 4.3 A **Fixed worker** is one with duties that dictate that their work must be carried out at the Civic Offices or at a Council satellite; or are of such a nature that being an agile worker is not feasible.
- 4.4 A **Mobile Worker** is one where the nature of their duties mean they are out in the field most of the time (e.g. carrying out site or home visits). They may be based at the Civic Centre or other council hub.
- 4.5 Once the role category is determined this will be the expected approach unless reviewed on an individual or Council-wide basis in the future. The Council does however reserve the right to require an employee to come in to either the Civic Offices or a council satellite when required.
- 4.6 Certain categories of employee are excluded from remote working either on a temporary or permanent basis (e.g. staff on probation for training and performance management, those who require temporary close supervision to obtain quantitative or qualitative outcomes etc). These exclusions are set out on page 3 of the policy.
- 4.7 Core hours of 10am-4pm are set out in the policy as the norm during which all employees within the scope of the policy are expected to work and be contactable by customers, their managers or other staff. However, core hours may vary between service areas based on consideration of the specific needs of the service. The overriding principle of the scheme is that service to the customer and efficiency must not suffer as a consequence of agile working.
- 4.8 The policy covers the performance management of staff working in an agile way and how the management style needs to be amended to reflect the special requirements of managing staff remotely. Focussed management training on managing staff remotely will be provided which will include guidance on keeping in touch with staff, considering their emotional welfare and maintaining team cohesion. Guidance for managers will also be produced as well as Q&As for staff. As part of the roll out there will be briefings for managers and staff. A review of parking status linked to role category will also be undertaken as part of the next stage of the Agile Working project.
- 4.9 The policy also covers what IT equipment will be provided to staff working remotely, health and safety risk assessments, insurance aspects and Data Protection and Security.
5. **Resource Implications**
- 5.1 Whilst there are no additional staffing costs attributed to this policy, there may be some costs associated with the ICT or office reconfiguration requirements as a result of implementing this policy. These will be subject to a future Committee report.
6. **Legal Implications**
- 6.1 Adopting the Policy will not amount to a change of the terms and conditions of RBC employees. Further to the proposed consultation with UNISON and further work to scope how the use of Council workplaces will change once the Policy is in use, should it be considered that any such changes are required as a result of implementing this policy, this will be subject to future discussion with the HR Member Working Group and further Committee report.
7. **Other implications**
- 7.1 An Equality Screening/Impact Assessment and a Privacy Impact Assessment will be completed for the policy and will be reported to Members in a further Committee report.

(To resolve)

Background papers

None stated



Agile Working Policy

June 2021

Department	HR/DS/AR
Document name	Agile Working Policy

Introduction

Agile working is becoming increasingly common within the workplace. Runnymede Borough Council recognises the need to develop modern working practices to deliver our services in an innovative way. Advancements in information and communication technology and the recent pandemic have accelerated changes in the way we work and have provided opportunities for a variety of roles to have increased flexibility in the way in which they are performed.

Benefits resulting from adopting an agile working approach can include improved job satisfaction and morale, reduced absenteeism due to sickness, a better work life balance, reduced time spent commuting and potentially improved attractiveness as an employer in terms of recruitment and retention. The Council's intention is that with an added degree of flexibility, employees will be better equipped to respond to and manage the demands of everyday working life alongside any temporary additional demands they may face due to external factors.

Runnymede is an ambitious authority and intends to utilise the Civic Centre space in a more innovative way in the future to generate income. This may include sharing some of the office space with other organisations meaning that 'hot desking' or 'desk zoning' is likely to be introduced. Due to the nature of their duties, some employees will need to have a fixed work location but for other employees there is an expectation that they will be flexible in their work location.

As part of the efficiency program to save costs, the Council is looking to sell office space in the Civic Centre to 'like organisations' such as DWP. This will require reorganisation of the workspace with demarcated zones available for use by client organisations. RBC staff who are required to have a fixed office location will be accommodated. All other staff will be required to 'hot desk'. A report on this matter will be brought to Corporate Management Committee in due course when plans are more developed.

Purpose and Scope

Agile Working is a staff benefit enabled through investment in IT Systems and platforms.

The Council recognises that Agile Working facilitates mutual benefits for staff and the Council.

A fundamental principle of implementing an Agile Working System is that the quality and efficiency of services to the public and the Council will not be negatively impacted.

Staff must be available during core working hours.

Agile Working must be cost effective and must not create additional workload on other members of staff.

The level to which Agile Working will be available will be job/role specific as clearly not all tasks can be carried out away from the Civic Centre.

Flexible working and meeting facilities will be available in the Civic Centre (the Hub) and in satellite premises such as some of the community centres, Orchard Court, etc.

In the addition to the benefits to employees, Agile Working offers the possibility for RBC to use the Civic Centre office space more efficiently and possibly to share facilities with other organisations.

Policy

All roles will be assessed to determine their Role Category taking into account how work needs to be carried out. Role Categories are defined below;

Category	Worker definition & Parameters
Agile Worker	<p>Workers who can effectively carry out some or most of their duties from home or at a Council Facility.</p> <p>RBC Agile workers can be granted up to 3 days a week working from home or at an alternative Council hub. The recommended level is 2 days, but Corporate Heads will have discretion to agree a third day if they consider this arrangement can be accommodated without detriment to the needs of the service. This arrangement will be pro-rata for part-time employees -the details of the arrangement are at the discretion of and subject to the agreement of the manager. The needs of the service must be the overriding concern in making decisions on working arrangements.</p>
Fixed Worker	<p>Workers with duties that dictate that their work must be carried out at the Civic Offices or at a Council satellite (e.g. acting as a receptionist continuously responding to customers from a fixed location); or are of such a nature that being an Agile Worker is not feasible (e.g. Refuse Collection, Meals on Wheels etc).</p> <p>Fixed workers may be based at the Civic Centre or at another appropriate Council Hub. Decisions on this are at the discretion and agreement of the manager and must be subject to the needs of the service.</p>
Mobile Worker	<p>Workers who, due to their duties, are out in the field for most of their time. (e.g. carrying out site or home visits). Please note that this type of worker is usually set up with additional technology/equipment for them to carry out work and communicate whilst away from a Council hub/ site.</p> <p>Mobile workers may be based at the Civic Centre or at another appropriate Council Hub. Decisions on this are at the discretion</p>

	and agreement of the manager and must be subject to the needs of the service.
--	---

Once an employee's role category has been determined under the Agile Working Policy, employees who work under an agile or homeworking arrangement will normally be expected to adopt the parameters set out for that role category until operational requirements are reviewed on an individual or Council- wide basis. Due to efficiency changes, there will be less availability of office accommodation in the future. This means that it may not be possible to allow employees to change to different office working arrangements on an 'ad hoc' basis. However, it is recognised that there may be circumstances or instances where a manager may agree to change a role to office-based working, and these will be assessed on a case-by-case basis in consultation with HR.

Runnymede reserves the right to require that an employee comes into either the Civic Offices or a Council satellite as and when required. This may be for training, performance management meetings, team meetings or any other work-related reason. Where an employee refuses to cooperate, their behaviour could lead to disciplinary action.

Agency workers may be assigned an appropriate worker profile under this policy depending on the nature of the role they are required to perform.

The following employees will normally be excluded from working remotely on either a temporary or ongoing basis:

- Employees who are within their probationary period, for training and performance management purposes.
- Employees who are subject to temporary close supervision to obtain quantitative or qualitative work outputs.
- Employees who are subject to action under the Disciplinary procedure.
- Employees who are subject to action under the Capability procedure.
- Where the home environment is not deemed suitable for working.

Procedure

To ensure that roles are assessed according to the specific duties of the role, the Service Head will be required to complete the Agile Working Suitability Assessment for each of their team members. The assessment should be finalised in liaison with the employee so that an initial discussion takes place, and any concerns can be raised and resolved.

To ensure that work can be undertaken safely without endangering the health of the employee or their family, the employee is responsible for completing the health and safety risk assessment of their working environment using a software module ahead of meeting with their manager again to agree any agile working arrangements. Employees with medical needs will be assessed by a trained workstation assessor and/or by the Council's Occupational Health provider. Please liaise with the HR team to discuss and arrange this.

When the suitability assessment and health and safety assessment has been completed the Service Head should review the outcomes of both assessments and determine what agile working arrangements are appropriate or if the nature of the employee's role is such that they need to be a fixed worker. A second meeting should then take place with the employee to confirm the outcome of the assessments and to agree any agile working arrangements with them. The Service head may set a review date with the employee to ascertain if the agile working arrangements made are suitable and to review if any adjustments are required. The

service and its customers must not suffer. Agile working arrangements may be suspended for short periods for operational reasons, after consultation with the affected employees.

Agile working arrangements will need to be reviewed by the manager if an employee moves to a different role within the Council.

If the employee moves home, a new health and safety risk assessment will need to be carried out. Any changes will be discussed and made in consultation with the employee.

Step one	Agile Working Suitability Assessment to be carried out by the Service Head.
Step two	Assessment to be finalised in conjunction with the employee - Manager and employee discussion takes place.
Step three	Health and Safety self-assessment to be completed by the employee and returned to the Service Head.
Step four	Service Head makes decision on the appropriate agile worker profile and confirms/agrees arrangements with the employee.
Step five	Set agile working reviews as appropriate to ensure that the arrangements are suitable, the service and its customers must not suffer.

Hours of work

Under the Council's existing Flexitime scheme employees may work during a bandwidth of 7am to 7pm to count towards working time under this scheme. However certain hours are classed as 'core hours', (i.e. hours which you are required to work.) Under the Agile Working scheme, if you are full time, you must be available and contactable between the minimum core hours of 10.00am and 4.00pm with an allowance for a lunch break. However, core hours may vary between service areas and will be determined by Corporate Heads based on consideration of the specific needs of the service area concerned,(e.g. customer facing services will need to be available for longer periods e.g. 8.30am – 5.00pm.)

For part-time employees, the line manager and employee will agree the normal daily working hours and pattern, during which period the employee should be contactable by telephone and email in line with their part time working pattern.

All employees have a responsibility to adhere to the Working Time Regulations (WTR) according to weekly working hours and rest breaks. Employees must take a rest break of at least 20 minutes when working more than 6 hours per day. Line managers must monitor the number of hours employees are working flexibly to ensure that WTR are not breached. Hours worked should be recorded on their Flexisheet.

Contact and cover

Managers are responsible for ensuring that there is adequate cover for their service area in relation to the specific needs of their service area and should ensure that their team members are clear on when they are required to be available and contactable for work via telephone and or MS Teams. Normally as a minimum they should be contactable to customers and other staff during core hours. However in some service areas, the period they need to be available may be longer or different. Managers are also responsible for ensuring that their service is providing sufficient physical office cover.

All employees are required to keep their Outlook calendars up to date with their location and times of meetings and make them available to the whole organisation. Employees should also utilise Microsoft Teams to indicate their availability during the working day for the benefit of customers or other staff across the organisation. This should facilitate effective communication across the organisation wherever the employee is based.

Employees who are unable to work due to being unwell should contact their line manager in accordance with the normal Sickness Absence procedure regardless of the location they are working from.

Performance Management

Managers and employees will be provided with support as necessary to ensure that performance and conduct can be managed effectively for all types of workers irrespective of where their employees are based. Managing staff who are working remotely requires an effective 'management by objectives' approach. Additional training for managers will be provided as part of the launch of Agile Working to assist managers to develop the techniques and approaches to ensure they are able to manage staff working remotely in the most effective way.

Managers should continue to use the Council's Performance Review Framework and the Leadership and Staff Competency framework for performance management. Details and related documents can be found on the staff intranet pages, please click here [LINK TO STAFF INTRANET PAGES WILL BE PROVIDED](#). Where possible all formal quarterly and annual reviews should be carried out face to face.

If the line manager has any concerns about the employee's conduct or performance, these should be raised as soon as possible with the employee. The line manager should consider if additional training and or support is required to help them to reach the required standards for their role. Consideration should be given as to whether any Agile Working arrangements for the employee should be suspended or withdrawn after taking advice from HR. Serious concerns about underperformance should be addressed through either the Council's Capability Procedure or, Disciplinary Procedure, (if the behaviour constitutes misconduct.)

The Council appreciates the fact that managing Agile and Mobile workers requires some different management approaches/skills. The effective use of regular communication between the manager and their team becomes more vital. This will help to maintain team cohesion and ensure there is a good flow of two-way communication between managers and their staff and between team members. Managers should ensure that they plan and book out time to carry out team calls, meetings and 1-2-1's with team members. These can be held via the use of MS Teams and could include update sessions and informal virtual 'coffee break' calls.

Managers need to be proactive in creating opportunities for team collaboration, mentoring, and training, where appropriate.

Induction and staff training are key areas where staff may need to spend more time in the office at an early stage of their development before working more remotely. It is important for

managers to do effective forward planning when inducting new staff members into the team. They need to ensure that they make adequate arrangements for introducing new team members into their service area, including their socialisation into the team. Introductions should preferably take place face-to-face.

Regular contact with members of staff and collaborative working contributes positively to good emotional and mental wellbeing. This is an area where particular attention needs to be paid where staff are agile or mobile workers to ensure that they have sufficient social contact with their manager and team to contribute positively to their mental health. If home working is having a negative effect on their mental health, consideration should be given, in consultation with the employee, to alter their working pattern to reduce the time spent at home or, if needed, to return them to working in the office. If additional support is needed, please contact the HR team for advice. The Council has a counselling provision for staff, other useful contacts for mental health support, are available on the staff intranet pages.

IT Equipment

All equipment and software supplied by the Council remains the property of Runnymede Borough Council and should be used for business use only. The Council's IT equipment is insured by the Council. Employees are not required to extend home insurance policies to cover to these devices.

Runnymede Borough Council does not pay expenses for broadband, wi-fi boosters and additional IT equipment. This does not form part of the Council's standard employee IT tech kit.

Digital Services are responsible for purchasing, building and supporting Council devices and systems. Employees are responsible for reporting lost, damaged and stolen devices to the service desk as soon as possible. Employees can alert Digital Services by completing a ticket within the service desk portal.

Council employees will be provided with a standard IT kit which includes:

- Laptop
- Softphone
- Headset
- Rucksack

All items within the standard IT kit will be assigned to individual employees who are responsible for equipment.

Where an employee does not have one or more items within the toolkit, they should log a ticket with the Digital Service Desk who will address this.

Printers will not be provided for employees to use at home. The Council's Hybrid Mail solution must be used for sending letters whilst working remotely.

Mobile phones will only be assigned to those roles with a business need. All Council employees will have access to softphones which will provide staff with the tools to access their phone on their laptop or mobile device.

Microsoft Teams will continue to be the Council's preferred communication tool for internal calls, instant messaging and facilitating virtual meetings internally and externally with our partners and suppliers.

Managers are responsible for the retrieval of IT equipment once an employee has either moved into another role or left the Council.

Expenses and Allowances

Employees will not be entitled to any allowances or reimbursement for utility bills for working from home. Employees may be able to claim tax relief for any household expenses incurred because of working from home, provided the expenses are solely work related. To see the Government's guide on claiming tax relief for your job expenses please [Click here](#).

The employee should tell their mortgage provider or landlord and home insurer of their intention to work from home to check what they are covered for.

Mileage is not payable when the employee attends their designated office base. Any other mileage incurred for business use will be paid at the relevant mileage rate. This excludes the miles incurred from the employee's home address to the work base.

Office stationery supplies should be minimal. Any requests should continue to be made and collected from the Council's Civic Centre for all roles as normal. The Council will not reimburse any expenses for stationery personally purchased by an employee.

Health and Safety Risk Assessments

Managers are responsible for ensuring that their employees complete the health and safety self-assessment process and meet the mandatory requirements prior to approving agile working arrangements to ensure that the work can be undertaken safely without endangering the health of the employee or their family. An employee is responsible for undertaking a self-assessment of their working environment ahead of discussing and agreeing any arrangements in conjunction with their manager.

Employees with medical needs will be assessed by a trained workstation assessor and or by the Council's Occupational Health provider. Recommendations may be made about specific equipment needed (e.g., special computer mouse). Where approved, appropriate equipment will be provided for the employee to use at their main work base location. If the main work base is the office, the cost of providing additional and or specialist equipment for working at home will be considered. However if this cost is judged unacceptable, the Council may determine that the worker should be required to work from their main work base only. Prior to making this decision the line manager should seek advice from Human Resources.

Employees working with Display Screen Equipment (DSE) (whether supplied by the Council or their own) must also carry out a DSE self-assessment.

Employees must not have meetings in their home with clients, customers, or Officers from other agencies, or disclose their home address or telephone number to them.

Where employees are visiting clients and or sites, they must ensure they make frequent contact with their colleagues, usually after each visit. More information regarding Lone Working and to access a template risk assessment form, please click here [LINK TO STAFF INTRANET PAGES WILL BE PROVIDED](#).

Any accidents whether they occur at a work base, whilst working from home or on a visit should be reported to the line manager as normal and recorded on an accident report form.

Employees must never use handheld mobile phones or mobile devices whilst driving. Employees should be stationary when making or receiving telephone calls whilst driving.

If the line manager determines that a new employee cannot work safely at home, they must work in one of the Council's office bases, as appropriate for the role.

Data protection and security

All information and equipment must be always kept secure. Managers must be satisfied that adequate precautions are in place to maintain confidentiality of material in accordance with the Data Protection law and RBC's Data Protection Policy. Documentation containing personal data should only be taken off-site with the express approval a senior manager.

Employees must keep all information confidential and secure. Any potential breaches of personal, confidential or commercially or otherwise sensitive data must be reported to the Council's Data Protection Officer and their line manager as soon as possible via email or other appropriate means e.g., a break in or attempted break in. If the incident involves the loss or theft of IT equipment such as a laptop or mobile phone this must also be reported to Digital Services.

Employees must not share any Council information with any members of their family or visitors to the household. Employees must work in such a way to ensure that the confidentiality of information whilst working from home and at any Council work base is maintained at all times.

It is important that confidential waste be returned to the Council to be shredded and disposed of securely. Under no circumstances should Council documentation be disposed of at an employee's personal address. Additional Guidance on Data Protection and Agile Working can be found on Staff pages on the Agile Working Policy.

Insurance Implications

It is vital that employees and managers adhere to this Agile Working Policy and associated guidelines, to maintain the validity of the Council's insurance provision.

Employer Liability insurance is a mandatory insurance that covers the Council should an employee become ill, such as stress or injured as a result of the work they do for us. An employee under our insurance is defined as a paid employee (permanent or casual), an elected member or a volunteer. In order to be able to mitigate any claims the Council needs to ensure that it has not been negligent, and all adequate procedures are in place. This insurance will operate in respect of employees who are working at home or remotely with the knowledge and consent of their manager, subject to the appropriate risk, health and safety assessments and training and support being in place.

Personal accident insurance will apply to employees working at home including whilst travelling on Council business. This cover ensures that both the Council and its employees are protected where a claim concludes that neither party are liable.

Property insurance cover applies to all items provided for use by the employee working at home or remotely with the knowledge and consent of their manager. This insurance covers for accidental damage and theft. The employee has a duty and responsibility to take care of Council property and report any issue to the Digital Service Desk as soon as possible.

Agile Working Arrangement Reviews

Runnymede Borough Council reserves the right to review or withdraw Agile Working arrangements across the organisation. This may occur should the Council undertake a reorganisation of the work area or if the Council should find that Agile Working ceases to meet the business needs of the organisation or wider public.

7. **2023 PARLIAMENTARY CONSTITUENCY REVIEW
(ELECTORAL SERVICES – KATH RICHARDS)**

Synopsis of report:

To inform the Committee of a consultation being undertaken by the Boundary Commission for England on proposed revised Parliamentary Constituencies.

Recommendation:

The Committee considers whether a submission should be made on behalf of the Council to the Boundary Commission for England on the proposed revised Parliamentary Constituencies.

1. Context of report

1.1 The Boundary Commission for England (BCE) has published its proposals for the redrawing of the new Parliamentary constituencies which will come into effect in 2023. As part of this process the Council has an opportunity to make a submission to the BCE. This report invites this Committee to consider whether a submission should be made on behalf of the Council.

2. Report and, where applicable, options considered

2.1 The BCE notified the Council on 8 June of the proposals to redraw the Parliamentary constituencies. The electoral map of England is being redrawn to reflect population change and the Government's aim that all Parliamentary constituencies contain roughly the same number of electors. The consultation is being undertaken and residents are encouraged to give their views on the proposals.

How will the review affect Runnymede?

2.2 Currently there is one parliamentary constituency in the borough, Runnymede and Weybridge.

2.3 The new proposals set out one constituency as follows containing the wards below in the tables, with an amended description for Runnymede and Weybridge to Weybridge and Chertsey. In addition, part of Runnymede will be added to the new Windsor constituency which will come under Windsor and Maidenhead Royal Borough.

New proposals

1. Weybridge and Chertsey (see wards in the table below)
2. Egham Hythe and Egham Town wards form part of Windsor

Ward	Local authority
Addlestone North	Runnymede
Addlestone South	Runnymede
Chertsey Riverside	Runnymede
Chertsey St Ann's	Runnymede
Cobham and Downside	Elmbridge
Englefield Green East	Runnymede

Englefield Green West	Runnymede
Longcross, Lyne and Chertsey South	Runnymede
New Haw	Runnymede
Outland and Burwood	Elmbridge
Ottershaw	Runnymede
Thorpe	Runnymede
Weybridge Riverside	Elmbridge
Weybridge St Georges	Elmbridge
Virginia Water	Runnymede
Woodham and Rowtown	Runnymede

The two wards Egham Hythe and Egham Town would be adopted by Windsor and Maidenhead as part of a constituency called Windsor.

2.4 **Timetable of Boundary Commission Review**

Listed below is the timetable of the review.

5 Jan 2021

Publication of headline electorate figures by Office of National Statistics (ONS), Boundary Commission for England (BCE) begin development of initial proposals.

24 March 2021

Publication of complete ward-level electorate figures (i.e. including 'prospective' wards).

10 May 2021

Publication of 'Guide to the 2023 Review'.

8 June 2021

Publication of the initial proposals and conduct eight-week written consultation.

Early 2022

Publication of the responses to initial proposals and conduct six-week 'secondary consultation', including between two and five public hearings in each region.

Late 2022

Publication of the revised proposals and conduct four-week written consultation.

June 2023

Submit and publish final report and recommendations.

3. **Policy framework implications**

- 3.1 One of the themes in the Corporate Business Plan is Supporting Local People. That theme involves improving the quality of people's lives through developing healthier and safer communities, improving life chances, as well as listening to and representing local people. The outcome of the electoral review will deliver the 'representing local people' aspect of this theme.

4. **Resource implications (where applicable)**

- 4.1 There are no resource implications

5. **Legal implications**

- 5.1 As indicated in the body of the report the BCE are legally required to undertake Parliamentary reviews when certain criteria are met. As part of that process, the Council is able to make a submission. The BCE will have regard to any such proposal when formulating their final proposals.

6. **Equality implications**

- 6.1 Securing equality of representation and reflecting the identities and interests of local communities are key aspects of an electoral review

7. **Environmental/Sustainability/Biodiversity implications**

- 7.1 This report has been reviewed to determine whether are any staffing, planning, crime and disorder, health and safety and environmental implications arising from its contents. It has been concluded that there are no identified implications that will arise.

8. **Conclusion**

- 8.1 Taking into account the material set out in this report, the Committee is requested to decide whether a submission should be made to BCE on behalf of the Council on the proposed future Parliamentary Constituencies.

(To resolve)

Background papers

None stated

8. **DISESTABLISHMENT OF PROPERTY ACQUISITIONS SUB-COMMITTEE
(LAW AND GOVERNANCE – JOHN GURMIN)**

Synopsis of report:

To seek authority to disestablish the Property Acquisitions Sub-Committee.

Recommendation:

That the Property Acquisitions Sub-Committee be disestablished.

1. At the Annual Council meeting held on 19 May 2021, Council received nominations to existing Sub-Committees from the Political Groups. Council noted that a report would be made to this meeting seeking authority to disestablish the Property Acquisitions Sub-Committee, as any future acquisitions for less than £10M, which was the limit for that Sub-Committee, would be decided by the Corporate Management Committee. The Property Acquisitions Sub-Committee is a Sub-Committee of the Corporate Management Committee.
2. The function of the Property Acquisitions Sub-Committee, as set out on page 33 of the May 2021 Constitution of the Council, is to consider and approve property acquisitions up to a value of £10M.
3. Standing Order 36.3 of the Constitution states that every Sub-Committee set up by a Committee shall continue to discharge the functions committed to it until the Committee resolves otherwise.

4. As any future property acquisitions with a value of less than £10M will be considered and approved by this Committee, the Property Acquisitions Sub-Committee no longer has a function and therefore the Committee is recommended to resolve that it be disestablished.

(To resolve)

Background Papers

None

9. **EXCLUSION OF PRESS AND PUBLIC**

OFFICERS' RECOMMENDATION that –

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

(To resolve)

PART II

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

	<u>Exempt Information</u>	<u>Paras</u>
10.	VOLUNTARY REDUNDANCY SCHEME PROGRAMME	1 and 3
11.	ADDLESTONE ONE UPDATE (CIRCULATED SEPARATELY)	3
12.	BARBARA CLARK HOUSE	3
13.	LEASEHOLD SURRENDERS	3
14.	RECRUITMENT FOR APPOINTMENT OF NEW ASSISTANT CHIEF EXECUTIVE (RESOURCES)	1 and 3
15.	SOUTHAMPTON TO LONDON PIPELINE (SLP) RENEWAL PROJECT	3

Confidential Information

(No reports to be considered under this heading)