

**Runnymede Borough Council**

**COUNCIL MEETING – 18 OCTOBER 2018**

**SUPPLEMENTARY SUMMONS**

**AGENDA**

**PART I**

**6. QUESTION FROM MEMBER OF THE PUBLIC UNDER STANDING ORDER 12**

Mr Jim Nichol has registered to ask the following Question:

***‘Since this Council has been led by a person who has now confessed to lack integrity how can we have confidence in ANY decisions taken by this Full Council since he was leading and guiding the dominant party?’***

**10. RECOMMENDATIONS FROM CORPORATE MANAGEMENT COMMITTEE – 18 OCTOBER 2018**

**CALENDAR OF MEETINGS 2019-2020**

The Committee considered the proposed Calendar of meetings for the next Municipal Year which would run from May 2019-May 2020 .The proposed Calendar and diary schedule of the Committee dates, as shown at Appendices ‘A’ and ‘B’ respectively, were recommended to Full Council for approval.

The Calendar largely followed the usual well established pattern.However,Members noted that in May 2020, the Borough Election and Police Commissioner Election would be held on the first Thursday in May as usual, but this resulted in the election being held in the second week of May which was later than normal. This would necessitate Annual Council being held slightly later than normal on 20 May.

The Constitution Member Working Group would also be giving consideration to the suggestion that the annual appointments to external bodies be made at the Corporate Management Committee in May, instead of by the External Appointments Sub- Committee.

The Chief Executive had delegated authority to make ad hoc minor changes to the calendar of meetings in consultation with the respective Leaders of the political groups,and special meetings of Committees could be arranged where circumstances dictate.

**RECOMMEND TO FULL COUNCIL:**

**the calendar of meetings for May 2019-May 2020,as attached, be approved.**

**COMMUNITY DEVELOPMENT REVIEW**

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

The Committee considered a proposal to divide the current Community Development Business Centre into two new business centres and associated changes to staffing, responsibility for functions and budgetary adjustments.

In recent years Community Development had expanded its portfolio of services and further growth was likely, and the Council had also developed a strong working relationship with Surrey Heath Borough Council in the joint provision of services, an arrangement which would be formalised over the coming months and details thereof reported to Committee. In view of this and the pressing need to create more capacity for both the Head of Community Development and the Community Services Manager to achieve key projects and/or embed growing services within the Council, and to secure a better alignment of services and rationalisation of functions, the Chief Executive and Interim Corporate Director of Housing and Community Development had reviewed the current structure and services/functions associated with Community Development.

The current service/function structure of the Community Development Business Centre and Housing Business Centre, and current Community Services management structure were noted

It was proposed that the Community Development Business Centre be divided into two new business centres; namely 'Community Development' and 'Community Services' (specific business centre and job title names might still be subject to change following consultation). The Committee was advised that the extent of services, staffing and responsibility associated with Community Services justified it being an independent business centre and the Head of Community Development needed additional capacity to focus on new areas of work that the Chief Executive had identified as a priority.

The proposed new Community Development and Community Services management structure and reporting lines were outlined.

Under the proposed structure the current Community Services Manager (Independent Living) role would be deleted and a new post of Head of Community Services created. The Committee recommended a supplementary revenue estimate in the sum reported for a part year in 2018/19 be approved by Full Council to cover the difference between the current Community Services Manager post salary and the new Head of Community Services salary at the grade reported, and in the sum reported for a full year from 2019/2020 onwards

The new management structure below the new post of Head of Community Services was noted. This included a new Community Services Manager post which would act as a link between the new Head of Community Services and the operational delivery. The proposed structure below the Operations Manager in Community Services was also noted.

The proposed new services/functions/responsibilities associated with the Community Development Business Centre, the Community Services Business Centre, and the Housing Business Centre were reported. A number of other reporting line changes were proposed to support the revised structure and the rationale for these was reported. The Handyperson and Home Improvement Agency services (excluding maintenance) would be transferred from the Housing Business Centre to the Community Services Business Centre and a new Senior Administrator post established in the Community Services Business Centre utilising the budget for the vacant full time Care and Repair officer for the HIA service, and the Independent Retirement Living (sheltered housing) service would be transferred from the Community Development Business Centre to the Housing Business Centre. Finally, it was also proposed that the Yellow Bus Scheme administration would be transferred from the Planning Business Centre to the Community Services Business Centre.

In order to avoid delay, consultation for this review had been approved under Standing Order 42. The formal consultation period with UNISON and staff took place between 30

July – 14 September .The responses of UNISON thereon were reported. A number of comments had also been received by staff and the Q&A response document which had been shared with the directly and indirectly affected staff, as well as UNISON, was noted.

The Committee fully supported the proposals and the HR Member Working Group would be informed ,as appropriate,of key issues associated with the restructure ,including the TUPE arrangements with Surrey Heath BC.

**RECOMMEND TO FULL COUNCIL:**

**the following changes:**

- i) the Community Development Business Centre be split into two new Business Centres as reported**
- ii) the Independent Retirement Living service be transferred into the Housing Business Centre;**
- iii) the Handy person, Housing Improvement Agency and Yellow Bus Administration be transferred into the new Community Services Business Centre;**
- iv) the budget for the vacant full-time Care & Repair Case Officer post for the Home Improvement Agency service be transferred to create a new Senior Administrator post within the Community Services Business Centre at the earliest opportunity;**
- v) all budgets associated with the services being transferred be transferred to the new business centre's relevant budget code, other than the maintenance budget associated with the Home Improvement Agency service as this would still be carried out by the Housing Business Centre; and**
- vi) a supplementary revenue estimate in the sum reported for a part year in 2018/19 be approved to cover the difference between the current Community Services Manager post salary and the new Head of Community Services salary at the grade reported, and in the sum reported for a full year from 2019/2020 onwards.**

## CALENDAR OF MEETINGS – MUNICIPAL YEAR 2019/2020

### MAY 2019

Mon			<b>BH</b>	13	20	<b>BH</b>
Tue			7	14	21	28
Wed		1	<b>PL</b>	<b>AC</b>	22	<b>PL</b>
Thr		<b>BE</b>	9	16	<b>EA/CM</b>	<b>SA</b>
Fri		3	10	17	24	31
Sat		4	11	18	25	
Sun		5	12	19	26	

### JUNE

Mon		3	10	<b>JC</b>	24	
Tue		4	11	18	<b>LC/RC</b>	
Wed		<b>H</b>	12	<b>PL</b>	<b>EG</b>	
Thr		6	<b>CS</b>	<b>ES</b>	<b>CM</b>	
Fri		7	14	21	28	
Sat	1	8	15	22	29	
Sun	2	9	16	23	30	

### JULY

Mon	1	8	15	22	29	
Tue	<b>2</b>	9	16	<b>SA</b>	30	
Wed	3	<b>PL</b>	17	24	<b>PL</b>	
Thr	<b>OS/C</b>	11	<b>C/CT</b>	<b>CM</b>		
Fri	5	12	19	26		
Sat	6	13	20	27		
Sun	7	14	21	28		

### AUGUST

Mon		5	12	19	<b>BH</b>	
Tue		6	13	20	27	
Wed		7	14	21	28	
Thr	1	8	15	22	29	
Fri	2	9	16	23	30	
Sat	3	10	17	24	31	
Sun	4	11	18	25		

### SEPTEMBER

Mon		2	9	16	<b>JC/30</b>	
Tue		<b>CMLG</b>	10	<b>SA</b>	<b>LC/RC</b>	
Wed		<b>H</b>	<b>PL</b>	18	25	
Thr		<b>CM</b>	<b>CS</b>	<b>CM</b>	<b>ES</b>	
Fri		6	13	20	27	
Sat		7	14	21	28	
Sun	1	8	15	22	29	

### OCTOBER

Mon			7	14	21	28
Tue		1	8	15	22	<b>EG</b>
Wed		<b>PL</b>	9	16	<b>PL</b>	30
Thr		<b>OS/CD</b>	<b>CM</b>	<b>C</b>	24	<b>31</b>
Fri		4	11	18	25	
Sat		5	12	19	26	
Sun		6	13	20	27	

### NOVEMBER

Mon		4	11	18	<b>JC</b>	
Tue		5	<b>LC/RC</b>	19	<b>SA</b>	
Wed		<b>H</b>	<b>PL</b>	20	27	
Thr		<b>CS</b>	<b>CM</b>	<b>ES</b>	<b>OS</b>	
Fri	1	8	15	22	29	
Sat	2	9	16	23	30	
Sun	3	10	17	24		

### DECEMBER

Mon		2	9	16	23/30	
Tue		3	10	17	24/31	
Wed		<b>PL</b>	11	18	<b>BH</b>	
Thr		<b>C</b>	<b>CM</b>	19	<b>BH</b>	
Fri		6	13	20	27	
Sat		7	14	21	28	
Sun	1	8	15	22	29	

### JANUARY 2020

Mon			6	13	20	27
Tue			7	14	21	<b>SA</b>
Wed		<b>BH</b>	<b>H</b>	<b>LC/RC</b>	<b>PL</b>	29
Thr		2	<b>CS/CT</b>	<b>ES</b>	<b>CM</b>	<b>30</b>
Fri		3	10	17	24	31
Sat		4	11	18	25	
Sun		5	12	19	26	

### FEBRUARY

Mon		3	10	17	24	
Tue		4	<b>C</b>	18	<b>CMLG</b>	
Wed		5	<b>PL</b>	19	<b>EG</b>	
Thr		<b>OS/CD</b>	13	20	<b>CM</b>	
Fri		7	14	21	28	
Sat	1	8	15	22	29	
Sun	2	9	16	23		

### MARCH

Mon		2	<b>JC</b>	16	23/30	
Tue		3	10	17	24/31	
Wed		<b>PL</b>	<b>H</b>	<b>LC/RC</b>	<b>PL</b>	
Thr		<b>C</b>	<b>CS</b>	<b>ES</b>	<b>CM</b>	
Fri		6	13	20	27	
Sat		7	14	21	28	
Sun	1	8	15	22	29	

### APRIL

Mon			6	<b>BH</b>	20/27	
Tue			7	14	21/28	
Wed		1	8	<b>PL</b>	22/29	
Thr		<b>OS/CD</b>	9	<b>CM</b>	<b>C/30</b>	
Fri		3	<b>BH</b>	<b>17</b>	24	
Sat		4	11	18	25	
Sun		5	12	19	26	

### MAY

Mon		<b>BH</b>	11	18	<b>BH</b>	
Tue		5	12	19	26	
Wed		6	<b>PL</b>	<b>AC</b>	<b>SA</b>	
Thr		<b>BE/PE</b>	14	21	<b>EA/CM</b>	
Fri	1	8	15	22	29	
Sat	2	9	16	23	30	
Sun	3	10	17	24	31	

### LEGEND

<b>AC</b>	-	Annual Council
<b>BE</b>	-	Borough Election
<b>CT</b>	-	Cabrera Trust Management Committee (2.30pm)
<b>CMLG</b>	-	Chertsey Meads Management Liaison Group
<b>C</b>	-	Council
<b>CD</b>	-	Crime and Disorder Committee
<b>CM</b>	-	Corporate Management Committee
<b>CS</b>	-	Community Services Committee
<b>EA</b>	-	External Appointments Sub-Committee (6.45pm)
<b>EG</b>	-	Englefield Green (at Jurgen Centre)
<b>ES</b>	-	Environment and Sustainability Committee
<b>H</b>	-	Housing Committee
<b>JC</b>	-	Runnymede and Surrey Joint Committee
<b>LC</b>	-	Licensing Committee
<b>OS</b>	-	Overview & Scrutiny Select Committee
<b>PE</b>	-	Police Commissioner Election
<b>PL</b>	-	Planning Committee
<b>RC</b>	-	Regulatory Committee
<b>SA</b>	-	Standards and Audit Committee
<b>BH</b>	-	Bank Holiday

- All meetings of Council and Committees commence at 7.30 p.m. and are held in the Council Chamber at the Civic Centre, Addlestone, unless otherwise stated.
- The Council Meeting on 11 February 2020 is held primarily to approve the Council Tax.

## APPENDIX 'B'

### COUNCIL & COMMITTEE MEETINGS MAY 2019– MAY 2020

#### May 2019

2	Borough Elections
8	Planning Committee
15	Annual Council
23	Corporate Management Committee
23	External Appointments Sub-Committee
29	Planning Committee
30	Standards and Audit

#### June 2019

5	Housing Committee
13	Community Services Committee
17	Runnymede & Surrey Joint Committee
19	Planning Committee
20	Environment and Sustainability Committee
25	Licensing Committee
25	Regulatory Committee
26	Englefield Green Committee
27	Corporate Management Committee

#### July 2019

4	Overview and Scrutiny Select Committee
4	Crime and Disorder Committee
10	Planning Committee
18	Council
18	Cabrera Trust Management Committee
23	Standards and Audit Committee
25	Corporate Management Committee
31	Planning Committee

#### August 2019

No meetings scheduled

#### September 2019

3	Chertsey Meads Management Liaison Group
4	Housing Committee
5	Corporate Management Committee
11	Planning Committee
12	Community Services Committee
17	Standards and Audit Committee
19	Corporate Management Committee
23	Runnymede & Surrey Joint Committee
24	Licensing Committee
24	Regulatory Committee

26 Environment and Sustainability Committee

### **October 2019**

2 Planning Committee  
3 Overview and Scrutiny Select Committee  
3 Crime and Disorder Committee  
10 Corporate Management Committee  
17 Council  
23 Planning Committee  
29 Englefield Green

### **November 2019**

6 Housing Committee  
7 Community Services Committee  
12 Licensing Committee  
12 Regulatory Committee  
13 Planning Committee  
14 Corporate Management Committee  
21 Environment and Sustainability Committee  
25 Runnymede & Surrey Joint Committee  
26 Standards and Audit Committee  
28 Overview and Scrutiny Select Committee

### **December 2019**

4 Planning Committee  
5 Council  
12 Corporate Management Committee

### **January 2020**

8 Housing  
9 Community Services Committee  
9 Cabrera Trust Management Committee  
15 Licensing Committee  
15 Regulatory Committee  
16 Environment and Sustainability Committee  
22 Planning Committee  
23 Corporate Management Committee  
28 Standards and Audit Committee

## **February 2020**

6	Overview and Scrutiny Select Committee
6	Crime and Disorder Committee
11	Council
12	Planning Committee
25	Chertsey Meads Management Liaison Group
26	Englefield Green Committee
27	Corporate Management Committee

## **March 2020**

4	Planning
5	Council
9	Runnymede & Surrey Joint Committee
11	Housing Committee
12	Community Services Committee
18	Licensing Committee
18	Regulatory Committee
19	Environment and Sustainability Committee
25	Planning Committee
26	Corporate Management Committee

## **April 2020**

2	Overview and Scrutiny Select Committee
2	Crime and Disorder Committee
15	Planning Committee
16	Corporate Management Committee
23	Council

## **May 2020**

7	Borough/Police Commissioner Elections
13	Planning Committee
20	Annual Council
27	Standards and Audit
28	Corporate Management Committee
28	External Appointments Sub-Committee