



14 October 2020

Dear Councillor

SUMMONS TO A MEETING OF THE COUNCIL

I hereby summon you to attend the meeting of the Council to be held on **Thursday 22 October, 2020 at 7.30pm.**

This meeting will be held remotely via MS Teams with audio access to the public for the Part 1 items via registered dial-in only.

PAUL TURRELL
Chief Executive
01932 425500
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NOTE:

1) Public speaking or questions are allowed on item 5 only. The time allowed for public speaking or questions is 30 minutes in total. In accordance with Standing Order 12 of the Council's Constitution, any person who wishes to speak or ask a question must make a written request by noon on Thursday 15 October 2020 to the Chief Executive by email to democratic.services@runnymede.gov.uk In light of the current restrictions imposed to address the Covid-19 outbreak, this meeting will be held remotely. As this meeting is being conducted remotely you should inform the Democratic Services Team if you wish to dial in and speak or ask a question at Full Council and also provide a written statement of your question or speech(no more than 2 sides of A4 which is approximately the equivalent of 5 minutes speaking time normally allowed under Standing Order 12.7 of the Council's Constitution) by noon on Thursday 15 October 2020.

2) If you do not wish to exercise your right to ask a question or speak by dialling- in, you can submit your question and speech in writing (no more than 2 sides of A4 which is approximately the equivalent of 5 minutes speaking time normally allowed under Standing Order 12.7 of the Council's Constitution) and this will be read out by the Mayor or an Officer to those Councillors present.

3) If you wish to hear the debate by audio via MS Teams you must register by 10am 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

A G E N D A

1. MAYOR'S ANNOUNCEMENTS

2. MINUTES

To approve and sign, as a correct record, the Minutes of the Meetings of Council held on 16 July and 28 September 2020, as circulated by e-mail on 14 October, 2020. With regard to the Minutes of 28 September 2020, for clarification, it is proposed that the following wording be added to the final paragraph of the preamble to the resolution of the Minute on the Budget Monitoring Report :

"It was made clear to all Members that by authorising the Chief Executive in the way that the resolution is worded in the report, that would not restrict him applying his discretion whether to freeze non-essential expenditure or recruitment where a special case was made".

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 email it to the Democratic Services Manager by 5pm on the day of the meeting. Members are advised to contact the Corporate Head of Law and Governance prior to the meeting if they wish to seek advice on a potential interest.

5. SPEAKING OR QUESTIONS FROM MEMBERS OF PUBLIC UNDER STANDING ORDER 12

6. PETITIONS

To receive any petitions from Members of the Council under Standing Order No 19.

7. QUESTIONS FROM MEMBERS OF THE COUNCIL UNDER STANDING ORDER 13

Any questions received from Members of the Council will be circulated separately with this Summons.

8. RECOMMENDATION FROM CORPORATE MANAGEMENT COMMITTEE – 30 JULY 2020 - TREASURY MANAGEMENT ANNUAL REPORT

To consider the following Minute and recommendation from the Corporate Management Committee held on 30 July 2020. The full agenda report and any associated appendices were circulated with the agenda for that Committee and are available on the website.

The Deputy Chief Executive introduced the Treasury Management Annual Report and performance for the 2019/20 financial year, confirming that the treasury indicators set in February had been obeyed.

RECOMMEND to Full Council on 22 October 2020 that –

the Treasury Management Annual Report 2019/20 be received and noted.

9. RECOMMENDATION FROM CORPORATE MANAGEMENT COMMITTEE -30 JULY 2020- SHARED COST ADDITIONAL VOLUNTARY CONTRIBUTION SCHEME

To consider the following Minute and recommendation from the Corporate Management Committee held on 30 July 2020. The full agenda report and any associated appendices were circulated with the agenda for that Committee and are available on the website.

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 Deputy Chief Executive sought approval to implement a shared cost salary sacrifice additional voluntary contribution (SCAVC) pension arrangement, which he considered was one of the best recruitment and retention benefits that the Council could offer and at no additional cost. He added that gross salary would be reported before any pension scheme.

RECOMMEND to Full Council on 22 October 2020 that –

- i) the implementation of a shared cost salary sacrifice additional voluntary contribution (SCAVC) pension arrangement for members of the Local Government Pension Scheme (LGPS) be approved;
- ii) earnings related payments, such as overtime, pay rises and redundancy are calculated on the notional salary and not the reduced salary sacrifice be approved;
- iii) the inclusion of a new discretion in the Council's Discretionary Pension Policy Statement to authorise shared cost SCAVCs as one of the discretions be approved and that the Discretionary Pension Policy Statement be amended as set out in paragraph 3.2 of the report;
- iv) in line with other salary sacrifice schemes approved by the Council, in the event of any redundancy situation, any redundancy pay should be calculated on the notional pre-sacrifice salary; and
- v) the services of a financial partner, AVC Wise, be contracted to set up, promote and administer the scheme until such time as the Council has the resources to manage the process in-house.

10 RECOMMENDATION FROM STANDARDS AND AUDIT COMMITTEE -22 SEPTEMBER 2020- LOCAL GOVERNMENT ETHICAL STANDARDS – BEST PRACTICE RECOMMENDATIONS

To consider the following Minute and recommendation from the Standards and Audit Committee held on 22 September 2020. The full agenda report and any associated appendices were circulated with the agenda for that Committee and are available on the website.

The Committee's approval was sought to implement a number of recommendations arising from a report issued by the Committee on Standards in Public Life (CSPL) in January 2019.

Officers had examined each of the 15 best practice recommendations and made an assessment of what the Council did already and what could be done to improve, or if the recommendation was not relevant if it only applied to parish councils for example, which applied to two of the recommendations. It was anticipated that a response on progress would be requested by the CSPL in the autumn.

Officers advised that of the 13 remaining recommendations, 4 had either been complied with or were in hand to do so. There were a further 6 where we partly complied but which could be improved, for example, in future publishing the agendas, minutes and annual reports of RBCI, RBCS and the RBC Heat Company. There were 3 new recommendations, which would need to be discussed to decide how best to implement them in practice, if approved by full Council.

Members queried whether there was an appeals process for Councillors with regard to the Code of Conduct. Officers confirmed that it had been suggested that the Local Government Ombudsman might be involved. However, when asked informally, the Ombudsman considered that a matter, if referred to them, would not be a rehearing but would only look at the procedure

followed by an authority; they would not be able to examine the alleged conduct itself nor the outcome.

The Committee was content with all the recommendations but felt that the new Model Code of Conduct needed to be more robust to deal with potential breaches as the ability to suspend an elected member had not been reinstated. Therefore, Officers agreed to draft a letter to central Government regarding the need to reinstate meaningful sanctions in the Model Code of Conduct and circulate to the Committee for comment to be signed by the Chairman and Leader of the Council.

Members also noted a response to the Model Code issued by the Centre for Public Scrutiny, attached to the agenda.

RECOMMEND to Full Council on 22 October 2020 that –

the steps taken be endorsed and the proposed further actions be taken and changes be made to comply with best practice issued by the Committee on Standards in Public Life as set out below:

- i) **Best Practice 1: the definition of bullying and harassment as set out in the report be added to the Code of Conduct, along with examples of such behaviour;**
- ii) **Best Practice 2: Councillors will be required to comply with any formal standards investigation;**
- iii) **Best Practice 3: when reviewing the Code of Conduct for elected Councillors regularly seeks, where possible, the views of the public, community organisations and neighbouring authorities;**
- iv) **Best Practice 5: the register of gifts and hospitality for elected Councillors be published on the Council's website in an accessible Format;**
- v) **Best Practice 6: the Council introduces a public interest test that complaints would be treated on a case by case basis and would be considered if the public interest outweighs that of taking no further action;**
- vi) **Best Practice 10: the Council publishes straightforward and accessible guidance on its website on how to make a complaint under the Code of Conduct, the process for handling complaints, and estimated timescales for investigations and outcomes;**
- vii) **Best Practice 13: the Council's Scheme of Delegation be amended to facilitate an informal arrangement with another local authority for the investigation of complaints should a conflict of interest arise for the Monitoring Officer; and**
- viii) **Best Practice 15: to formalise the current arrangements, standards issues be added as a standing item on the agendas for the Chief Executive and senior Officers regular meetings with political group leaders**

11. RECOMMENDATIONS FROM CORPORATE MANAGEMENT COMMITTEE - 15 OCTOBER 2020

To consider the recommendation on the matter listed below from the Corporate Management Committee held on 15 October, 2020. The recommendation will be included on the Supplementary Summons which will be circulated in due course. The full Agenda report and appendices associated with this recommendation were circulated to all Members with the Agenda for that Committee meeting and are available on the website.

- a) **Calendar of Meetings 2021/2022**

12. NOTICES OF MOTION FROM MEMBERS OF THE COUNCIL UNDER STANDING ORDER 15

To receive and consider any Notices of Motion from Members of the Council under Standing Order 15. Any Motions received will be circulated separately with this Summons.

13. ENGLEFIELD GREEN COMMITTEE

Following the death of Mr Andrew Panter, who had served as one of the Residents Representatives on Englefield Green Committee for many years, it is necessary to appoint a replacement to fill the vacancy. Mr Nigel Bromilow is the other current Residents Representative and will continue until the Annual Council meeting in May next year when he will be considered for re-election along with any other nominations.

The lease provides that the Members of the Committee are to be the Councillors representing the two Englefield Green Wards, together with 'two other persons to be selected by the lessees [i.e. the Council] from amongst the occupying tenants of the several houses round the Green set out in the Schedule hereto and of such other houses (if any) around the Green as may from time to time be fixed or appointed by the lessor [i.e. the Crown Estate] but in making such selections the lessees shall have regard to the wishes of the general body of such occupying tenants which may be conveyed to the lessees in writing or be ascertained by the lessees in such way as they may consider expedient'.

As regards the Residents Representatives, for many years the Council's practice has been to write to all the 'qualifying tenants' identifying whether the existing appointees are willing to continue to serve and inviting any other nominations. The process for ascertaining residents' wishes is not a vote. If 'the general body' of qualifying residents expresses wishes, the Council must take those wishes into account. This means that it must fairly and properly consider the wishes. Having done so, it must use its judgment to make its own decision.

As a result of the current vacancy, 'qualifying tenants' have been canvassed to ascertain their wishes. Mr Alistair Buchanan has allowed his name to go forward for consideration in order to fill the current vacancy. The candidate's submission is circulated with this Summons for Members' information (pink page). There have been no other nominations.

Once the Council has considered this information it will require formal nomination and seconding of the candidate before Members can vote for him.

RECOMMENDATION:

To consider appointment of Mr Alistair Buchanan as the second local Residents' Representative on Englefield Green Committee.

(To resolve)

Background papers - Crown Lease for Englefield Green

14. MINORITY GROUP PRIORITY BUSINESS

To consider any item of Minority Group Priority business registered under Standing Order 23. Any item of such business will be circulated separately with this Summons.

15. PRESS AND PUBLIC TO BE EXCLUDED BY RESOLUTION

To consider any items so resolved at the meeting.