

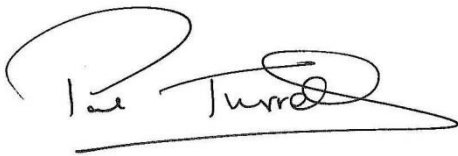
2 December 2020

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 10 December, 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
Email: paul.turrell@runnymede.gov.uk

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 3 December 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 3 December 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 on a toll-free number 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 Meeting of Council held on 22 October 2020, as circulated by e-mail on 2 December, 2020.

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 LICENSING COMMITTEE – 10 NOVEMBER 2020 - LICENSING ACT 2003 – STATEMENT OF LICENSING POLICY 2021 – 2026**

To consider the following Minute and recommendation from the Licensing Committee held on 10 November 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 for an updated Statement of Licensing Policy to address all matters under the remit of the Licensing Act 2003. (The Policy is circulated electronically with this Summons) This had been admitted as an urgent item by the Chairman owing to the timing of the consultation closing and the date of the Committee.

The changes to the policy were noted and approved. These included:

- An Equalities Act statement at section 5.2;
- Expectation of Planning permission at 17.9
- Expectation of procedure for prevention of underage sales for alcohol delivery services
- Expectations concerning large scale events at section 23

Officers confirmed that no responses to the Consultation had been received.

In respect of Covid, Officers would monitor how this might affect the policy and advise the Committee accordingly if any changes were needed at a later date.

Officers reported that they would submit any comments from the Equalities Group on the revised EQIA as part of the report to full Council seeking its adoption. **(NB: subsequent to the meeting, the EQ Group confirmed that the inclusion of an equalities statement in the policy**

and the licensing objectives themselves promote equalities with regard to age in the protection of children from harm).

The Committee thanked Officers for their work on the policy, noting that it was working well particularly in respect of pro-active work to attach appropriate and enforceable licensing conditions.

RECOMMEND that –

this Committee approves the amended Statement of Licensing Policy and recommends to Full Council its adoption from 7 January 2021 to 6 January 2026.

9 RECOMMENDATION FROM CORPORATE MANAGEMENT COMMITTEE -19 NOVEMBER 2020- PAPERLESS TRANSMISSION OF AGENDAS AND SUPPORTING PAPERS

To consider the following Minute and recommendation from the Corporate Management Committee held on 19 November 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 considered a report containing recommendations for a policy on increased roll out of paperless transmission of agendas and supporting papers and the working up of a business case for the Mod.Gov Committee management system which offered a paperless meeting app and other governance features. As any decision on paperless agendas would affect all Members, the Committee's recommendations would be submitted to Full Council for a final decision to be made.

Since May 2015 all Councillors had been receiving agendas electronically for all Committee meetings. Hard copy distribution had continued for those Members who requested receipt of hard copies. In September 2019, the Committee had agreed to allow for preparation and consideration of a business case for the introduction of Mod. Gov from January 2021 and a move to the paperless process from that date and for the contract with the current supplier (Blue Mushroom in Chertsey) to be extended until 31 December 2020. This project had been included in the project portfolio for the financial year 2020/21 but in view of the impact of Covid-19 on the Council's financial position, this project had subsequently been deferred by the Committee to the 2021/22 financial year, subject to an extension of the current print contract with Blue Mushroom for another year until December 2021. Blue Mushroom had indicated in informal discussions that they would be prepared to extend the contract for another year on the existing rates. The Committee expressed their appreciation of the excellent service provided by Blue Mushroom.

Since that decision and separate from the Mod.Gov initiative, the Service and Digital Transformation Member Working Party and the Leader of the Council had recently asked for the Council to progress going paperless for agendas and supporting papers. The report had been prepared to achieve this objective by proactively inviting Members to consider opting in under the law to receipt of papers electronically from 1 January 2021 and to agree to receive all papers electronically from May 2021. This phased approach would allow Group leaders to canvass opinion within their respective Groups and officers to assess take up from Members as this would dictate the residual requirement for hard copy printing and give Members time to adapt to this new way of operation. Moving to a paperless approach would require the agreement of all 41 Councillors. Officers would also have to work in the same system if a paperless approach was adopted, although both Members and officers would have the option of printing out documents under this system if they wished to do so.

In view of the likelihood of Committee meetings continuing on MS Teams until May 2021 and the work that was being undertaken on webcasting meetings, and as implementing Mod.Gov would impact the whole Council organisation, a substantial lead in time up until 31 December 2021 would be required to prepare a business case for the introduction of Mod.Gov on 1 January 2022. In the interim period, Members would be proactively encouraged by other Members who

had moved to a paperless way of working to also agree to work in that way. In order to ensure that residual print requirements could be assessed and statutory requirements for agenda despatch were met during the interim period, and as the current Multi-Functional Devices in the Civic Centre would not be suitable for large volume print jobs and it would be detrimental to service delivery for officer time to be spent printing hard copies of agenda, it was proposed that the contract with Blue Mushroom would be extended until 31 December 2021 on the existing rates. The proposed policy's potential impact on anyone with a protected characteristic under the Equality Act 2010 had been considered and an Equality Screening Assessment had been undertaken which was noted by the Committee.

Under the law, no Member could be compelled to consent to receive agenda electronically and a Member could withdraw any consent given. Nor could any person be prohibited from standing as a Councillor because they refused to receive agenda papers electronically. Since Committee and Full Council meetings had been held remotely by MS Teams from April 2020 following the outbreak of Covid, the Member demand for paper copies had increased slightly as some of the 12 Members who had accepted electronic copies hitherto had found it unwieldy to both be present on MS Teams and also to access the agenda papers on the same device at the same time.

The Chairman advised the Committee that eight of the other eleven Surrey district Councils had either moved to Mod.Gov or were moving towards Mod.Gov. He advised that Members would find it easier to access pages electronically under the Mod.Gov system. At present some Members found it difficult to work electronically at Committees when there were a number of different papers to look at rather than all of the paperwork being in one or two complete packages. It was understood that referring to a number of different documents at a Committee would be less problematic under Mod.Gov.

Training would be provided for Members if the paperless approach was adopted which would also assist some Members in making full use of the digital devices which they had received. Members were advised that they should contact Digital Services if they required training on any information technology issue. It was suggested that it would be helpful for Members at some stage to be provided with an illustration of the benefits that would be gained by moving to the Mod.Gov system.

A Member of the Committee had some reservations about the proposals in the report on the basis that only a low number of Members had decided to go paperless so far and some Members would have difficulties with this new way of working. However, a majority of Members of the Committee considered that these difficulties could be overcome with training and supported the recommendations in the report.

RECOMMEND to Full Council on 10 December 2020 that -

- i) Members be encouraged to opt into receipt of electronic agendas and supporting papers from 1 January 2021, and from May 2021 all Members consider agreeing to receipt of all agendas and supporting papers in electronic form only;**
- ii) officers be authorised to prepare a business case on the Mod. Gov Committee management system with a view to its introduction on 1 January 2022; and**
- iii) to ensure residual print requirements can be assessed and statutory requirements for agenda despatch are met during the interim period whilst work is undertaken on i) and ii) above, the contract with Blue Mushroom in Chertsey be extended until 31 December 2021 on the existing rates.**

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.

11. **SURREY & BORDERS PARTNERSHIP NHS FOUNDATION TRUST (MENTAL HEALTH FOUNDATION TRUST)**

The Borough and District Leaders on the Surrey Leaders' Group appoint Elected Members to represent the districts/boroughs on a number of outside bodies.

A vacancy has recently arisen on the Surrey & Borders Partnership NHS Foundation Trust (Mental Health Foundation Trust) and nominations have been invited from Surrey Authorities. Any nominations will be considered by a small working group of Leaders for recommendation to the Surrey Leaders' Group. Details of the appointment are set out below:

There are four main council meetings a year which Governors should attend – March (afternoon), June (evening), September (afternoon) and December (afternoon). In addition there are informal governors meetings both on the Council day and in between Council meetings and it is up to the individual whether they attend these. There are also 3 Board workshops a year which it is preferable for Governors to attend and also there are sub committees. It is down to the person and their time commitment to what they wish to take on. (A document provided by the Trust on the role of Governor is circulated electronically with this summons)

The position will run to June 2023.

Council is asked to consider if it wishes to make a nomination.

12. **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.

13. **PRESS AND PUBLIC TO BE EXCLUDED BY RESOLUTION**

To consider any items so resolved at the meeting.