

Overview and Scrutiny Select Committee/ Crime and Disorder Committee

Thursday 8 July 2021 at 7.30pm

**Council Chamber
Runnymede Civic Centre, Addlestone**

Members of the Committee

Councillors J Furey (Chairman), S Dennett (Vice-Chairman), A Alderson, A Balkan, D Coen, R King, S Mackay, S Walsh and S Williams.

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 Overview and Scrutiny Select 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 Government 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.

'see overleaf'

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.

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	7
2. NOTIFICATION OF CHANGES TO COMMITTEE MEMBERSHIP	7
3. MINUTES	7
4. APOLOGIES FOR ABSENCE	18
5. DECLARATIONS OF INTEREST	18
6. CALL- IN OF DECISION – PUBLIC SPACE PROTECTION ORDER, EGHAM HYTHE	18
7. RUNNYMEDE POLICING UPDATE	37
8. COMMUNITY SAFETY AND SAFER RUNNYMEDE ANNUAL REPORTS 2020/2021	46
9. CALL -IN OF DECISION – APPOINTMENTS TO OUTSIDE BODIES	62
10. ANNUAL REPORT OF THE OVERVIEW AND SCRUTINY FUNCTION	84
11. EXCLUSION OF PRESS AND PUBLIC	99

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

a) Exempt Information

(No reports to be considered under this heading)

b) Confidential Information

(No reports to be considered under this heading)

GLOSSARY OF TERMS AND ABBREVIATIONS

TERM	EXPLANATION
ABC	Acceptable Behaviour Contract
ACC	Assistant Chief Constable (SP)
ASB	Anti Social Behaviour
BIM	Borough Intelligence Model – Safer Runnymede’s online ASB reporting forms
BTP	British Transport Police
CCG	Clinical Commissioning Group
CCTV	Closed Circuit Television
CBO	Criminal Behaviour Order
CEOP	Child Exploitation and Online Protection
CHaRMM	Community Harm and Risk Management Meeting – multi agency group which reports to the CPS and deals with problem individuals.
CPN	Community Protection Notice
CPS	Crown Prosecution Service
CRA	Crime Reduction Advisor
CSE	Child Sexual Exploitation
CSP	Community Safety Partnership
CSS	Community Safety Strategy
CT	Counter Terrorism
DA	Domestic Abuse (Surrey County Council’s preferred terminology rather than Domestic Violence)
DAAT	Drug & Alcohol Advisory Team commissioning body for drug & alcohol services.
DV	Domestic Violence (national recognised term)
DVD	Digital Versatile Disc
DVPN	Domestic Violence Protection Notice
EH	Environmental Health
EIA	Equality Impact Assessment
FGM	Female Genital Mutilation
FPN	Fixed Penalty Notices
GOSE	Government Office of the South East
HBV	Honour Based Violence
HMIC	Her Majesty’s Inspector of Constabularies
ICADs	Intergraph Control & Dispatch System – Police computer system for call handling & dispatching work.
IDVA	Independent Domestic Abuse Advisor – attached to specialist Domestic Abuse Courts
IHC	Incident Handling Centre – Police call centre
IOM	Integrated Offender Management – probation led multi agency work to provide a comprehensive support program to individuals

ISP	Information Sharing Protocol
IT	Information Technology
JAG	Joint Action Group - multi agency group which reports to the CSP and deals with problem locations or crime types
JC	Junior Citizen
KPIs	Key Performance Indicators
MAISP	Multi Agency Information Sharing Protocol – umbrella policy which the SISP operates within.
MAPPAs	Multi Agency Public Protection Arrangements – deals with precautions and plans around known sex offenders and high risk individuals in the Borough
MARACs	Multi Agency Risk Assessment Conferences – deals with precautions and plans around individuals involved in Domestic Abuse and their families.
NEET	Not in education, employment or training
NHW	Neighbourhood Watch
North Cluster	Police area which includes Runnymede, Spelthorne & Elmbridge.
NSO	Neighbourhood Specialist Officer (Police)
NT	Neighbourhood Team (Police)
PADs	Partnership Action Days – multi agency events which involve the public to reassure, offer information or build community spirit
PCC	Police Crime Commissioner
PCSO	Police Community Support Officers
PCT	Primary Care Trust
PPOMP	Prolific & Priority Offender Management Panel – Multi agency group which works with individuals over 18 years of age who are already known to the criminal justice system.
PSPO	Public Spaces Protection Order
RBC	Runnymede Borough Council
REED	Roadside Education & Enforcement Days
RHUL	Royal Holloway University of London
RPCSO	Roads Police Community Support Officer
SARCs	Specialist Assault Rape Centres
SECAMBS	South East Coast Ambulance Service
SCC	Surrey County Council
SCSU	Surrey Community Safety Unit
SDVC	Specialist Domestic Violence Courts
SFRS	Surrey Fire & Rescue Service
SISP	Surrey Information Sharing Protocol particularly for crime & disorder purposes sits under the MAISP
SNT	Safer Neighbourhood Team
SOC	Serious Organised Crime
SR	Safer Runnymede Care & Control Centre

SSCPB	Safer & Stronger Communities Partnership Board
YES	Youth Engagement Scheme short program run by Surrey Fire & Rescue Service
YJS	Youth Justice Service
YRI	Youth Restorative Intervention

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, as a correct record, the Minutes of the meeting of the Overview and Scrutiny Select Committee held on 4 February 2021 (attached at Appendix 'A') and the Crime and Disorder Committee held on 4 February 2021 (attached at Appendix 'B').

Runnymede Borough Council

APPENDIX 'A'

OVERVIEW AND SCRUTINY SELECT COMMITTEE4 February 2021 at 8.15.p.m. via MS Teams

Members of the Committee present: Councillors J Furey (Chairman), T Gracey (Vice-Chairman), A Alderson, J Broadhead, S Dennett, R Edis and L Gillham.

Members of the Committee absent: Councillors M Brierley and S Mackay.

Councillors J Olorenshaw and N Prescott also attended.

426 MINUTES

The Minutes of the meeting of the Committee held on 26 November 2020 were confirmed as a correct record. As the meeting was being held remotely using MS Teams, the Chairman would sign these minutes when this was physically possible.

427 2021/22 TREASURY MANAGEMENT STRATEGY, ANNUAL INVESTMENT STRATEGY, PRUDENTIAL AND TREASURY MANAGEMENT INDICATORS AND MINIMUM REVENUE PROVISION STATEMENT

The Committee received a report on the 2021/22 Treasury Management Strategy, Annual Investment Strategy, Prudential and Treasury Management Indicators and Minimum Revenue Provision Statement. The Committee commended officers on the quality of the report.

The Treasury Management Strategy was one of the ways in which the Council managed its financial planning, risk management and governance processes. It placed controls over where, and in what, the Council could invest and borrow to meet the cash flow requirements of the capital and revenue plans agreed by Members. The report was lengthy in order to include all of the items prescribed by CIPFA and the Government and might increase in size in the future as CIPFA had recently issued a consultation document on proposed changes to the Treasury Management and Prudential Codes for the 2022/23 financial year.

The Council had total investments of £73,121,000 at 30 November 2020. The Committee noted that the amount invested at 31 January 2021 was approximately £83 million. This increase was mainly due to the receipt of approximately £9 million of Covid-19 related grants that the Council was distributing to businesses on behalf of the Government.

The Council invested its funds prudently and would continue to have regard to the security and liquidity of its investments before seeking the highest rate of return, or yield. This approach was inherent in the Council's Treasury Management Strategy which encompassed the Annual Investment Strategy at Appendix 'D' to the agenda for the meeting which complied with Government guidance on the issues to be covered. There were no changes to the Annual Investment Strategy for 2021/22. Officers would keep a close eye on the limits for each counterparty and any required amendments would be submitted to Members for approval.

Most UK banks currently had a negative outlook assigned to them by at least one credit rating agency which implied that rating downgrades were possible this year. The Government was currently offering rates of negative 0.01% on all investments placed with it. Most Money Market funds were offering close to zero rates. However, in making investments going forward, Council officers would not place the priority on yield rather than

security and liquidity. As rates had dropped, so had the margins between the risks. This had resulted in additional risk for only minimal return.

Investment returns were likely to remain low during 2021/22 with little increase predicted in the following few years. The Council's treasury advisor, Link Asset Services, had forecast that the Bank Rate would not change from 0.1% over the next two years and probable earnings on the Council's investments were expected to mirror the Bank Rate at 0.1%. The Committee noted the 2020/21 estimate for investment income and debt interest split between the General Fund and Housing Revenue Account.

The Council's borrowing strategy, which set out the parameters of where the Council could borrow and in what format, was unchanged from last year. The Council was currently maintaining an under borrowed position. This meant that the capital borrowing need had not been fully funded with actual borrowing as cash flows were being used as a temporary measure.

A code of practice had been issued relating to money market investments called the UK Money Markets Code which CIPFA had recommended that all Councils should adopt. As the Council met the relevant criteria, the Committee agreed to recommend that the Code be adopted by the Council. The Council would become only the fourth local authority to adopt the Code.

The Committee agreed to recommend the Prudential and Treasury Management Indicators for 2021/22 as set out in Appendix 'E' to the agenda for the meeting. These indicators were required to ensure that the capital investment plans of the Council were affordable, prudent and sustainable. Included within Appendix 'E' was a total authorised limit for external borrowing by the Council in 2021/22 of £759,704,000. This limit set out the maximum level of borrowing that the Council could undertake. The Committee noted the Capital Financing Requirement (CFR) for 2021/22 which showed the Council's need to borrow.

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

The Committee noted that Member training on treasury management would be arranged towards the end of 2021 and that the Council's treasury advisors, Link Asset Services, would be involved in that training.

RECOMMEND TO FULL COUNCIL ON 9 FEBRUARY 2021 that -

- i) the proposed Treasury Management Strategy as set out in the report encompassing the Annual Investment Strategy as reported, be approved;**
- ii) the Council adopts the UK Money Markets Code;**
- iii) the Prudential and Treasury Management Indicators for 2021/22, as reported, be approved;**
- iv) the authorised limit for external borrowing by the Council in 2021/22, be set at £759,704,000 (this being the statutory limit determined under Section 3(1) of the Local Government Act 2003); and**

- v) **there be no change to the previously adopted Minimum Revenue Provision (MRP) policy as set out below: -**

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

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

428 REVIEW OF THE PLANNING SERVICE UPDATE

The Committee received a report updating them on action being taken following the scrutiny review of the Council's Planning service.

At its meeting on 6 February 2020 the Committee had recommended to the Planning Committee that recommendations adopted by the Committee following the scrutiny review of the Council's Planning service should also be adopted by the Planning Committee. These recommendations were in two categories which consisted of recommendations made by the Planning Advisory Service (PAS) in its report published in February 2019 following a visit to the Council and recommendations drafted following representations made by local residents.

At its 6 February 2020 meeting the Committee had also recommended that its comments on those recommendations should be considered by the Planning Committee and that a report from the Planning Committee should be submitted to the 1 October 2020 meeting of the Overview and Scrutiny Select Committee which would provide an update on progress in implementing the action agreed by the Planning Committee arising from the recommendations.

Due to the pandemic and other factors, it had not been possible to meet the timescale envisaged originally and further to discussion between the Chairmen of both the Planning Committee and the Overview and Scrutiny Select Committee, a report on the Committee's recommendations had been considered by the Planning Committee at its meeting on 4 November 2020.

At its meeting on 4 November 2020, the Planning Committee had noted the recommendations and the Overview and Scrutiny Select Committee's comments on the recommendations. It had also noted the guidance of Officers within the Development Management and Policy and Economic Development Teams as to how best to progress the recommendations.

At its meeting on 4 November 2020, the Planning Committee had also noted that a significant amount of time had passed since the PAS review and that matters had significantly progressed in the Planning service since then. A further report would be submitted to the Planning Committee in due course showing completed actions and recommending if any outstanding items should still be progressed or, if they were no longer necessary in the form suggested, or if they should be adapted. The Planning Committee would at that stage note further progress and decide what, if any, further actions were required.

At its meeting on 26 November 2020, the Overview and Scrutiny Select Committee had agreed that it should receive an interim report as soon as possible so that the Council's residents could see what progress had been made in implementing the recommendations.

The Committee had agreed that the interim report should be in tabular form showing for each recommendation what action had been completed, what action was planned to be done and what action was outstanding.

Accordingly, the Overview and Scrutiny Select Committee noted an interim report providing an update on progress to date against each of the recommendations made by the Planning Advisory Service (PAS) and an update on progress to date against each of the recommendations drafted following representations made by local residents.

PAS had recommended (PAS Recommendation 2) that a strong Councillor champion for the local plan and the delivery agenda be allocated to work within the Council, with external partners and across the region. The Member Advisory Panel that the Committee had set up to undertake tasks to progress the scrutiny review had not made any recommendations in respect of PAS Recommendation 2, further to assurances by officers of the role of the Chairman of the Planning Committee and the role of what was then Chairman of the External Relations and Infrastructure Member Working Group and was now the Chairman of the Infrastructure and Economic Development Member Working Party (IEDMWP). A Councillor champion had not been appointed and it was noted that PAS Recommendation 2 had been made before the current Runnymede local plan had been finalised.

It was noted that the IEDMWP would be considering communications at its March 2021 meeting and that it could consider the question of the potential for a Councillor champion for the local plan at that meeting if deemed required. A Member of the Committee expressed the view that a Councillor champion for the local plan was no longer required. This Member considered that the Planning Committee should not debate whether to appoint a Councillor champion for the local plan as, with the passage of time, Member and officer relationships on Planning issues had developed, good progress had been made on all forms of plan making in the Borough and such a champion was therefore no longer necessary.

The Committee noted that it would be for the Planning Committee to decide whether or not to appoint a Councillor champion for the local plan. A majority of Members of the Committee considered that this matter should be looked at by the Planning Committee and agreed that the Planning Committee be requested to consider whether a Councillor champion should be appointed for the local plan and delivery agenda taking into account the views of the IEDMWP on this matter.

PAS had recommended (PAS Recommendation 14) that a more supportive working relationship between Councillors and Planning officers be developed. Officers had commented that they considered, from feedback received from Members, particularly Members of the Planning Committee, that this had now been achieved. A Member of the Committee who was also on the Planning Committee confirmed that this was a fair reflection of discussions at the Planning Committee. A majority of Members of the Committee considered that Councillors should be asked if there were any issues that they wished to highlight on the relationship and that an email survey be sent to all Members by the Corporate Head of Development Management and Building Control. The purpose of this survey was to confirm that a wide cross-section of Members (not only the Planning Committee) considered that supportive working relationships had developed and improved since the publication of the PAS report in early 2019. It was also agreed that the survey be shared with Councillors Furey, Gillham, T Gracey and Willingale for information prior to circulation.

Councillor Gillham asked for it to be recorded that she disagreed with the email survey of all Members being undertaken as she considered that the relationship between Councillors and Planning officers had improved and that such a survey was not necessary, particularly in view of the progress that had been made on plan making throughout the borough and the positive comments made by the Planning Committee in recent times.

The Committee noted that the layout of the Planning Committee for meetings which were not conducted remotely had been changed in response to PAS Recommendation 12.

Regarding PAS Recommendation 13 which related to Planning matters reserved to Committee and concerns from both PAS and local residents that more Committee focus should be on larger more complex matters rather than very minor cases, it was noted that a report would be submitted to the Constitution Member Working Party in March 2021 on this subject to aim to address the goals of these recommendations. This matter would initially be considered by that Working Party as if there to be changes, paragraph 23 on page 64 of the Council's July 2020 Constitution on Planning matters reserved to Committee would have to be amended.

A Member reported that local residents had informed him that a travellers site in Blittams Lane appeared to be increasing in size. He was advised that Planning officers were looking into the enforcement of travellers sites and were aware of the concerns raised by local residents about this site.

429 TRANSPORT FOR THE SOUTH EAST

The Chairman had agreed that this item be admitted to the Agenda as an item of urgent business for the special circumstances and urgency as set out below:-

Special Circumstances

The report was not able to be completed by the time of the despatch of the main agenda for this meeting.

Urgency

To enable the Committee to be informed of the work of Transport For The South East.

The Committee noted a report for information on Transport for the South East (TfSE) which was the sub-national transport body for the South East of England including Surrey which determined what transport infrastructure was needed to boost the region's economy.

TfSE's purpose was to determine what investment was needed to transform the region's transport system and drive economic growth, to increase influence with Government and key stakeholders, to secure investment in pan-regional strategic transport corridors, to deliver sustainable economic growth while protecting and enhancing the environment, to reduce emissions, to promote social inclusion and to enable genuine long-term planning.

TfSE was run by a Board comprising 18 representatives and a Forum which was an independently chaired advisory group. There was also a senior officers' group. A presentation on TfSE had been given to Runnymede's Infrastructure and Economic Development Working Party (IEDMWP) in December 2020.

TfSE had published an Economic Connectivity Review in July 2018, followed by a Transport Strategy in July 2020. Work on a Future Mobility Strategy was almost complete and was just commencing on a Freight, Logistics and International Gateways Strategy. Five Area Studies were also being undertaken, two of which affected Runnymede – the Inner Orbital Area Study (just starting) and the South West Radial Area Study.

Runnymede's Corporate Head of Planning Policy and Economic Development had attended recently the newly formed Inner Orbital Area Study Forum (IO Forum). The IO Forum was a sub-group of the TfSE Transport Forum, plus selected other stakeholders, including representatives from the Councils within the study area. The role of the Forum was to provide stakeholder expertise, intelligence and advice to the inner orbital working group (IOWG) and project team.

At the Forum's most recent meeting on 12 January 2021, a number of issues had been considered including the outcome of rural mobility workshops, work undertaken on carbon assessment including the development of a carbon calculator, challenges and opportunities with the future energy supply in relation to transport, and the content of the Future Mobility Strategy which would focus on packages of interventions that could be introduced in different community types. These interventions would feed into the area studies and the strategic investment plan. Presentations had also been provided on zero emissions opportunities and challenges for buses and electric vehicle charging. TfSE's work would have various implications for Runnymede including in respect of Planning Policy and the Runnymede Transport Strategy (RTS).

The Chairman advised that he had asked for this report to be put on the Committee's agenda in order to raise awareness amongst Members of TfSE's work. It was agreed that the slides which had been submitted to the IEDMWP in December 2020 be circulated to all Members of the Committee and the IEDMWP and the Chairman and Vice-Chairman of the Planning Committee.

(The meeting ended at 9.03.p.m.)

Chairman

Runnymede Borough Council

APPENDIX 'B'

CRIME AND DISORDER COMMITTEE4 February 2021 at 7.30.p.m. via MS Teams

Members of the Committee present: Councillors J Furey (Chairman), T Gracey (Vice-Chairman), A Alderson, J Broadhead, S Dennett, R Edis and L Gillham.

Members of the Committee absent: Councillors M Brierley and S Mackay.

Councillors J Olorenshaw and N Prescott also attended.

424 MINUTES

The Minutes of the meeting of the Committee held on 1 October 2020 were confirmed as a correct record. As the meeting was being held remotely using MS Teams, the Chairman would sign these minutes when this was physically possible.

It was agreed that an email advising the Committee on the latest position on various issues arising from the last meeting would be circulated to the Committee again.

425 RUNNYMEDE POLICING UPDATE

The Committee received an update on policing in Runnymede from Inspector Pinkerton, the Borough Inspector.

Since Inspector Pinkerton's last report to the Committee in October 2020, there had been a 10.3% increase in calls on police resources as a result of the Covid pandemic. The pandemic had created a new type of demand. The initial tracing and visiting of vulnerable people who the NHS could not contact had been completed. There remained, however, concerns for safety and vulnerable adults and mental health incidents linked to the effects of lockdown on individuals. Often, the police were their first port of call.

The emergence of a new strain of the coronavirus had resulted in more of the police's employees currently off sick and at home self-isolating. Staines custody centre had to be closed for 12 days in January and assistance had to be asked from Hampshire police during one shift at the end of December. The current community tension level across Runnymede continued to be low. There had been no significant protest regarding either the change to Christmas regulations on coronavirus which had reduced the number of days when greater contact was allowed or the introduction of the latest lockdown.

In enforcing the Covid legislation, the police followed the 4Es approach (i.e. engage, explain, encourage, enforce). Where there were clear breaches of the law on Covid, they would enforce and issue fines. The number of Covid incidents attended by the police had climbed steadily since the Autumn to about 50 incidents a month. These were largely quarantine checks and reports of breaches of regulations by neighbours. The police had made over 500 safeguarding visits to people's homes and dealt with 547 Coronavirus incidents or intelligence submissions.

In the last two weeks, Surrey Police had issued one Fixed Penalty Notice (at Kingswood) for a gathering which involved over 30 vehicles and one summons for holding a gathering of 30 people or more (at Cobham). Surrey Police had now issued a total of 572 Fixed Penalty Notices between the start of the lockdown on 23 March 2020 and 5 January 2021 for contravention of lockdown regulations. In Runnymede, (to 18 January 2021), the police had issued 37 Fixed Penalty Notices which was 28% of all such notices issued on the Northern

Policing Division (consisting of the Elmbridge, Runnymede and Spelthorne local authority areas).

There had been a 7.4% decrease in crime in Runnymede which had the fifth highest level of reported crime in Surrey to date this financial year with the nearest equivalent Surrey district being Woking. However, in terms of crime per 1,000 population Runnymede had the highest rate of crime in Surrey just ahead of Spelthorne. There had been significant reductions in theft offences (down 21%) and vehicle crime (down 27%). A shoplifter was the subject of a Criminal Behaviour Order under which if they entered any shops again they would receive a fine and 5 year prison sentence. Local shops had been given details of the Order and the individual concerned and would contact the police if this individual entered a shop.

Violence offences had increased by 15.2% which was not due to fighting in public or similar such incidents. These had actually declined in number (by 8 offences). It was accounted for by offences which had not caused physical injury. This did not mean that they were necessarily minor as the category included causing harassment and distress and threats to harm including those made on social media.

There had also been a rise in keyless theft of high-value vehicles and theft of catalytic converters (due to a substantial price increase of the metals inside these car parts). Numbers of these offences were highest along the border with London Boroughs and in dense residential areas, and public car parks such as hospitals, supermarkets and leisure centres. The police were working with the Crown Estate and St Peter's Hospital to reduce the opportunity for thieves to operate in their car parks.

A Member referred to vehicles continuing to travel at excess speed in Ruxbury Road, Chertsey and asked whether the police could keep an eye on vehicles parked on the highway at the end of St. Ann's Road Chertsey which he reported were preventing emergency vehicles passing. Inspector Pinkerton advised that the police could train members of the public to undertake speed enforcement. It was noted that the police received statistical data on speeding and prioritised hotspots which were above a particular quartile.

The police continued to work with hospitals to reduce the number of unnecessary calls for police attendance. The number of calls to St Peter's Hospital and the Abraham Cowley Unit were down by 23% for the last twelve months and 42% in the last quarter to December. The police did attend when necessary. Recently, a man who had persistently disrupted staff in accident and emergency had been arrested and then sentenced to 12 weeks in prison for causing a nuisance on NHS premises. A member of hospital staff had emailed the police to express their appreciation of the action taken.

The number of drug offences had increased as the result of a passive drugs dog lead operation at Thorpe Park during Fright Nights. The police had been more successful in lockdown in pursuing drug offences through checks made on cars. Successful prosecutions could lead to Proceeds of Crime Act Orders and a third of the money recovered from these Orders went to Surrey Police. A number of High Schools in North Surrey had been known to have dealers loitering outside selling drugs to children. At present there were three County Lines (illegal drugs networks) operating regularly in Runnymede. In all there had been 36 County Lines recorded in North Surrey over the past 12 months. The main drugs sold by County Lines in North Surrey were crack cocaine and heroin.

In the last financial year (2019-20) there were 160 more residential burglaries in Runnymede than in the previous financial year – an increase of 51%. For the financial year to date (4 January 2021) there had been 180 Residential Burglaries in Runnymede compared to 339 in the same period last year. There was a significant reduction in offences during the first lockdown. In April 2020, there were only 5 offences (compared to 23 in the same period last year) which was undoubtedly due to the Coronavirus Regulations of 23 March 2020. Addlestone, Chertsey, and Egham had the highest number of offences

accounting for 59% of all the burglaries in Runnymede. Shed break-ins were twice as frequent as the equivalent period for last year and the increasing targeting of sheds and garages could be attributed to more people being at home. Bicycles and tools had been stolen and a similar pattern was apparent in Elmbridge. Since 1 April 2020, the balance across the Borough was 52% of residential burglaries south of the M3 and 48% north of the M3.

Residential burglary remained a police priority and their dedicated operation against residential burglary had continued throughout the pandemic. They had looked at their data to see where the highest rates of increase in the winter months occurred. In the Stepgates area of Chertsey all of the residents had been sent letters providing specific information on the vulnerabilities specifically exploited by burglars during the winter months. Along with this the police had provided targeted patrol activity by the Neighbourhood and Specialist Teams to deter and detect burglars which changed frequently to avoid burglars anticipating where they would be. Two residential burglary criminal gangs had been identified operating regularly in Runnymede. Proximity to London meant offenders often travelled to North Surrey to commit offences. There were fewer reports from Asian households of high-value family gold being stolen as a result of police action to deter criminals from carrying out this crime.

The police had also been successful in applying for funds from the Police and Crime Commissioner's Community Safety Fund for crime prevention materials (property marking kits using Liquid DNA) as part of their campaign against residential burglary. A Member enquired whether there was any information on whether the property marking kits had resulted in stolen items being returned to owners. Inspector Pinkerton advised that data on this subject was anonymised and confidential and not available to the police. However, he did advise that the kits were effective. Provided that the resident registered with the necessary database their stolen goods would be traced back to them. However, the liquid DNA did start to fade after about 5 years and should therefore be replaced every 5 years.

There had been a 55% rise in Anti-Social Behaviour (ASB). Spelthorne had had a 62% rise and Elmbridge had had a 76% rise. Nearly three quarters of reports fell into one of two categories. 55% of all anti-social behaviour was in the rowdy or inconsiderate behaviour category. The next largest category was vehicle nuisance at 16%. Currently, 25% of the ASB reported in Runnymede was related to Covid issues. Egham Town had the highest Covid related percentage (31%). Covid related issues accounted for 37% of all reports for rowdy and inconsiderate behaviour.

Half of all ASB in Runnymede occurred in three policing areas - Chertsey Meads and St Ann's, Addlestone Town and Thorpe and Hythe. It was noted that the level of ASB in Thorpe was low. The only issue that had been a recurring problem in Thorpe was the use of drugs cannisters in the Frank Muir Memorial Field and the police would continue to patrol this area periodically. There was no significant ASB overspill from Thorpe Park into Thorpe village.

Multi-agency meetings between Runnymede Borough Council and the police had been held and support given to Primary Victims and Secondary Offenders to build relationships and develop intelligence regarding ASB and criminal behaviour by youths in central Addlestone. Information had been shared regularly and widely through a newly formed task force of police and partners. Covert operations had been launched to increase intelligence. Primary Offenders had been targeted criminally with the innovative use of tools like Child Abduction Warning Notices. Secondary Offenders faced enforcement and tailored use of ASB legislation to both restrict criminal activity and actively safeguard against Child Criminal Exploitation. Arrests had also been used as an opportunity to support and encourage disclosures.

An ASB car staffed with Police Community Support Officers had been introduced to attend incidents quickly and provide advice and reassurance to victims. This provided a consistent

approach to dealing with ASB which prevented chronic issues developing and therefore reduced future demand.

Public Space Protection Orders were in place in central Addlestone and Englefield Green which allowed officers to disperse unruly persons who would be subject to a penalty if they returned. Every month on Facebook and through Crimestoppers "In the Know" portal the police had published details of their activities over the preceding month. This was read by about 8,000 people.

At present there were no Organised Crime Groups based in Runnymede. The current UK serious organised crime threat level remained severe which meant that an attack was highly likely. The police used Prevent (part of the Government's counter terrorism strategy) to try to stop vulnerable people from being radicalised by terrorists or extremists and made regular contact with schools and community and religious groups across Runnymede.

On behalf of the Committee, the Chairman thanked Inspector Pinkerton for providing clear, concise and detailed information on police work in Runnymede.

(The meeting ended at 8.15.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. **CALL – IN OF DECISION – PUBLIC SPACE PROTECTION ORDER, EGHAM HYTHE (COMMUNITY DEVELOPMENT - KATE WALKER)**

Synopsis of report:

To consider a call-in of a decision of the Community Services Committee held on 17 June 2021.

Recommendation:

That the Committee considers the call-in and any comments and recommendations that it may wish to make on this matter and decides whether to refer the matter back either to the meeting of Full Council on 15 July 2021 or to the Community Services Committee on 16 September 2021.

1. **Context of report**

- 1.1 Call-in of a decision is a procedure available to the Overview and Scrutiny Select Committee which prevents implementation of a decision of a Policy Committee until it has been considered further.
- 1.2 A request for a call-in must be signed by at least two Members of the Overview and Scrutiny Select Committee and must be delivered to the office of the Chief Executive before 5.00 p.m. on the fourth working day after the Policy Committee (in this case the Community Services Committee) has taken the decision.
- 1.3 A call-in has been received dated 23 June 2021 from Councillor Robert King which is supported by Councillor Furey. The decision of the Community Services Committee on 17 June 2021 that a Public Spaces Protection Order (PSPO) for the Egham Hythe area is not proportionate at this stage but is to be kept under review

has been called-in. The terms of the call-in request are set out in Appendix 'C'. The evidence in support of the call-in has been provided by Councillor Clarke.

- 1.4 Councillor Clarke has also advised that a serious incident has taken place in Hythe Park at about 5.30.p.m. on Thursday 25 June 2021. A 12 year old boy was threatened with a knife by three boys aged about 14 or 15 years and forced to undertake a demeaning act while they were attempting to steal his bike.
- 1.5 When a call-in request is received, the Corporate Head of Law and Governance is required to arrange for the subject matter of the call-in to be considered at a time suitable to the subject matter and the urgency of the case.
- 1.6 The desired outcome in the call-in is that this matter is referred to Full Council with any comments or recommendations that this Committee wishes to make. Under Standing Order 27.8 (f) the decision on whether to refer the matter back to the policy Committee (in this case, the Community Services Committee) or report to Full Council, is reserved to the Overview and Scrutiny Select Committee and not to the Members who have made the call-in.
- 1.7 This Committee's comments and recommendations can either be submitted to the Community Services Committee or to Full Council. It is recommended that this Committee's comments and recommendations are submitted either to the next meeting of Full Council on 15 July 2021 or to the Community Services Committee on 16 September 2021.

2. Report

- 2.1 As stated at paragraph 1.3 above, this decision has been called in. Paragraph 12 of the Overview and Scrutiny Procedure Rules in the Council's Constitution provides that at least two Members of the Overview and Scrutiny Select Committee can call-in a decision where they have evidence which suggests that the Policy Committee did not take the decision in accordance with the principles set out in Article 12 (Decision Making). It will be a matter for the Members that have made the call-in to explain why they consider that the Community Services Committee did not take the decision in accordance with those principles, or if there is evidence that explicit Council policy or legal requirements have been disregarded. Article 12 of the Council's Constitution is set out at Appendix 'D'.
- 2.2 The response of Officers to the issues raised in the call-in is set out below.

Officer Response To The Issues Raised In The Call-In

- 2.3 At the meeting of the Community Services Committee on 12 November 2020, Officers were asked to note a request by Councillor Neathey for an item to be presented to a future meeting of the Committee regarding a request for a PSPO covering an area of Egham Hythe, under Standing Order 27.5. Officers advised that the introduction of new PSPOs would be carefully examined and matched with available evidence that this was the best solution.
- 2.4 At its meeting on 11 March 2021, the Community Services Committee noted that following the meeting in November 2020, Officers advised that there had been discussions between Members and Officers regarding evidence, including the need for a significant number of anti-social behaviour reports from the community, to progress to the next stage of considering whether a PSPO would be appropriate for Egham Hythe. Some Members sensed a reluctance from some members of the Community to engage with a formal reporting framework. Therefore, gathering data would be problematic. Officers confirmed that anecdotal evidence could also be considered if there was also data to support the case.

- 2.5 At the 11 March 2021 meeting, Members considered that a report to fulfil the requirements of the Council's Constitution, regardless of the current merits of a PSPO was needed. Therefore, Officers were asked to progress Councillor Neathey's request for a report on a possible PSPO for Egham Hythe made under Standing Order 27.5 in November 2020. This was supported by other Members who added to the picture with other examples of incidents in the area.
- 2.6 Accordingly, a report was submitted to the next meeting of the Community Services Committee on 17 June 2021 and this report is attached at Appendix 'E'. A draft Minute of the Community Services Committee is attached at Appendix 'F'. The call-in only relates to resolution i) of that Minute.
- 2.7 At the meeting of Community Services Committee on 17 June 2021, Officers agreed to provide Members with the numbers correlating to the percentages in the tables at paragraphs 2.6 and 2.7 of the report (attached at Appendix 'C') to better understand the actual reports of anti-social behaviour recorded by the police. This information is attached at Appendix 'G'.
- 2.8 The behaviours reported to the Council's Community Safety Co-ordinator by former Councillor Neathey as impacting the locality were in relation to the use of nitrous oxide, alcohol use, cannabis and other drug use, drug dealing, fire setting, littering, verbal abuse, damage/vandalism to bus shelters and street furniture, graffiti, throwing projectiles, indecent exposure, public urination and catalytic converter theft.
- 2.9 Many of the behaviours identified in paragraph 2.8 above are already subject to enforcement routes, for example; drug use/drug dealing, arson, littering, criminal damage available, public order and theft and the behaviours referenced within the evidence in support of the call-in further confirm that the behaviours of most concern are linked to criminal matters or those which have enforcement options already available.
- 2.10 Any PSPO which is to be implemented must follow a process, for which the route is via the Joint Action Group (JAG). The purpose of this is to ensure that there is a joined up, problem solving approach to the situation, and that the Council follows the statutory framework with a particular emphasis on proportionality. This means that measures taken to address a situation (in this case, behaviours occurring in public spaces) must be appropriate to the behaviours occurring. Part of being able to justify whether a PSPO is a proportionate measure is to look at what other measures have been tried and/or considered but ruled out as being inappropriate. Measures taken to address situations must be evidence based and therefore the Council has to be satisfied that the test is met before it can make a PSPO. Each case is looked at on its own merits, and simply having used a particular measure in another area does not mean that it is the right option in all cases.
- 2.11 A PSPO, if breached can result in a fixed penalty notice of up to £100 or prosecution with a fine up to £1,000. Therefore it is also necessary to consider the knock on implications – in this context, it is likely to be young people who are the offenders and likely that they do not have means to pay any such fines. Whilst there is a generic consensus amongst the public that parents of offenders should be made to pay fines, this is not something that the courts have allowed.
- 2.12 PSPOs apply to everyone in the area, not just the individuals causing a detrimental effect. Practical steps can be taken to identify the individuals for enforcement action, particularly with regard to ringleaders. There are enforcement options available to use which are specific to individuals such as Injunctions and Community Protection Notices.
- 2.13 There are organisations and clubs, such as Liberty and the Manifesto Club, who may respond to PSPO consultations and may make a challenge against the use of a PSPO which they feel is too draconian or interfering in a way that it should not do.

The Council needs to be aware of this, particularly in relation to vulnerable groups (for example, the statutory guidance document was updated to reflect changes such as previous usage of PSPOs against rough sleeping).

- 2.14 There are Human Rights implications to be considered when implementing a PSPO, particularly around Article 10 (freedom of expression) and Article 11 (freedom of assembly). Other Articles can also apply. This is in addition to the Public Sector Equalities Duty.
- 2.15 Lesser restrictive measures that might be more appropriate should first be considered. Section 59(5) of the Anti Social Behaviour, Crime and Policing Act 2014 states that restrictions should only be imposed that are reasonable – this therefore has to be specific to the behaviours with any restrictions or requirements imposed having to be connected to the behaviour which is having a detrimental effect.
- 2.16 In the case of *Summer v Richmond Upon Thames BC*, (in relation to a PSPO used for dog control), Mrs Justice May noted that local authorities are given a wide discretion to decide what behaviours are troublesome and required to be addressed within their area. As such as certain amount of deference is given to local authorities which also means there is a certain amount of trust and power given. This makes it important that local authorities ensure they have the required evidence base and follow the right process when adopting PSPOs.
- 2.17 A PSPO has to be considered initially by the JAG as the multi-agency group to determine if a PSPO is a proportionate tool to use. The JAG must first consider whether other measures should be taken. If the JAG considers that a PSPO is appropriate, there is then a need for a public consultation period. Reporting of incidents in Egham Hythe has been low so many of the incidents referred in the call-in may have not been reported and without this data a case cannot be made for a PSPO.
- 2.18 All of the Council's redeployable cameras are in use at the moment and there is no budget for additional cameras. Such cameras are only able to be deployed in places identified as areas of concern by JAG.
- 2.19 The evidence provided in support of the call-in refers to residents being afraid to report incidents and being afraid to go out later in the day. Members at the Community Services Committee on 17 June 2021 reported that a level of fear existed in the community, including concerns about reprisals and intimidation by the often known perpetrators of anti-social and sometimes criminal behaviour.
- 2.20 At the Community Services Committee meeting on 17 June 2021, some Members also reported that residents were not reporting as much as they could due to a lack of feedback from the police on previous occasions. The need for residents to feel they were being listened to was noted at that meeting, as well as focussing on positive activities which would distract those from engaging in anti-social behaviour.
- 2.21 The reporting by a member of the public of an incident of crime and/or anti-social behaviour helps significantly in the long term by evidencing need of further actions. If reports are not made, then there is not the level of evidence required to be able to pursue enforcement or to pursue a PSPO.
- 2.22 The police have provided the ability for the public to report crime and/or anti-social behaviour via phone (999 and 101), online webform, online live chat and via social media (direct message to Surrey Police account). Anonymous reports can also be made to CrimeStoppers.

2.23 Therefore there are multiple options for reports to be made to the police dependent on the preference of the public. These various options for reporting to the police are in addition to the Council's Anti-Social Behaviour report form.

(To recommend)

Background papers

None

Runnymede Borough Council – Call-In Request Form

1. Decision to be called in: (Required)

A PSPO for the Egham Hythe area is not proportionate at this stage but is to be kept under review.

2. Which of the principles of decision making in Article 12 of the constitution has not been applied? (Required)

Required by Standing Order 27.8 (a) and Section 12(a) of the Overview and Scrutiny Procedure Rules within the constitution – Tick all that applies:

(a) Proportionality (i.e. the action must be proportionate to the desired outcome);	✓
(b) Due consultation and taking of professional advice from Officers;	✓
(c) Respect for human rights;	✓
(d) A presumption in favour of openness;	✓
(e) Clarity of aims and desired outcomes;	✓

3. Desired outcome

(a) The Overview and Scrutiny Committee to refer the decision back to the decision making Committee or Sub-Committee for reconsideration, setting out in writing the nature of its concerns.	
(b) The Overview and Scrutiny Select Committee refer the matter to full Council with any comments and recommendations it wishes to make.	X

4. Evidence which demonstrates the decision in question was not made in accordance with Article 12 or that Council Policy or legal requirements have been disregarded when the decision was made:

Required by Standing Order 27.8 (a) and Section 12(a) of the Overview and Scrutiny Procedure Rules within the constitution

see additional notes on word document attached

5. Signed: (not required if sent by email)

Cllr R. A . King

.....

.....

6. Dated: 23/06/2021

Please can someone explain when proportionate becomes so? How much aggravation/intimidation are residents expected to suffer from before action is taken? They should not be afraid to go out having to create their own curfew of 6-7pm. Why haven't they reported incidents? They are AFRAID!

Why do residents have to live with...

- ...Hythe Park - youth setting fire to the trees, in the toddler play area there has been graffiti and this includes rude drawing etc, used needles left inside some of the play equipment, there is drug dealing going on, a guy sits in his vehicle in the car park waiting for the 13/14 year olds on their bikes whom collect from him (could be county line dealing) this has been reported numerous times but it is still going on, there has been vehicles pulling up in the car park and using the silver canisters then throwing them out into the park and finally youth using the silver canisters around the park.
- Pooley Green - youth smashing glass around the small children's play area, taking drugs at the tables leaving needles, silver canisters and leaving empty glass bottles/cans of alcoholic drinks, car park used by vehicles using the silver canisters and throwing their litter out.
- Bishops Way Park - youth setting fires, using silver canisters and breaking glass.
- Egham Football Club - youths breaking into the club grounds which has become a regular occurrence, last time they set fire to the Stand causing at least £10,000.00 of damage, from what we understand they were 14 year olds and are too young to prosecute, then make the parent pay. Near the football club there is a park which again has been abused and the youth have also trespassed into the woods which are private and set numerous fires [REDACTED]
[REDACTED]
- General area - youth smashing the bus stops which has happened numerous times, youth using catapults against wild life, playing chicken on their bikes and riding e scooters on the pavements and the roads in the area causing a nuisance to pedestrians.
- Group of kids at back of properties being a nuisance, when elderly resident went out to tell them to move on they said to him we know who your wife is and your dog, this was reported to the police. A couple of days later the police turned up at their door and said they had received a call from a youth stating they had threaten them (these residents are on their 70's). Cannot believe the police would not take the residents serious yet took the youth serious.

The young ones here are a real nuisance with parties, drug dealing, visitors breaking lockdown and people coming late at night going to elderly residents' properties with torches shining them in the windows and ringing peoples bells stating they are looking for a certain resident. The elderly here do not feel safe. How do the council think it is a good idea to mix young with old, when all the older people just want a quiet life in their autumn years and not have load music, parties etc going on.

This area has been brought before the JAG twice - how many times does this have to happen before events are taken seriously and action is taken? The police do not recognise this area as a 'hotspot' but residents do and have to live with, especially as they do not see any action being taken, after reports and disheartened, give up.

The football club has suffered continuously, why hasn't/wasn't action taken, it is very disheartening to continually repair and when not taken seriously, give up. The recent incident at the football club will only be repeated over and over again if no action is taken because they are 'minors'.

RBC has 8 mobile cctv cameras, they are 'very busy', where? and none available.

Previous Cllr Neathy brought this forward several months ago as consultations are necessary and publicity why wasn't this instigated then prior to the negative report of the 17th June? When a true picture of the situation could be seen and need affirmed.

Sadly these problems are spreading across Runnymede and need action now before they become the 'norm'.

ARTICLE 12 - DECISION MAKING

12.01 Responsibility for decision making

The Council will issue and keep up to date a record of what Committees, sub-committees, and Officers have responsibility for particular types of decisions or decisions relating to particular areas or functions. This record is set out in Part 3 of the Constitution. If there is a conflict between Part 3 and any other part of this Constitution as to delegations and responsibilities, Part 3 will prevail.

12.02 Principles of decision making

All decisions of the Council will be made in accordance with the following principles:

PRINCIPLES OF DECISION MAKING

- (a) proportionality (i.e. the action must be proportionate to the desired outcome);
- (b) due consultation and the taking of professional advice from Officers;
- (c) respect for human rights;
- (d) a presumption in favour of openness; and
- (e) clarity of aims and desired outcomes.

12.03 Decision making by Council bodies acting as Tribunals

The Council, a Committee, or an Officer acting as a tribunal or in a quasi judicial manner will follow a proper procedure which accords with the requirements of natural justice and the right to a fair trial contained in Article 6 of the European Convention of Human Rights. The same applies when the decision maker is determining the civil rights and obligations, or the criminal responsibility, of any person.

Report to Community Services 17 June 2021**Standing Order 27.5 – Public Space Protection Order, Egham Hythe
(Community Development, Kate Walker)****Synopsis of report:**

This report responds to a request made under Standing Order 27.5 for an item to consider making a Public Space Protection Order (PSPO) for Egham Hythe. PSPOs are a power available to Councils to deal with anti-social behaviour in accordance with the Anti-Social Behaviour, Crime and Policing Act 2014.

This report also takes the opportunity to outline proposals to consider a borough-wide PSPO with regard to the use of Nitrous Oxide.

Recommendation(s) that:

- i) a PSPO for the Egham Hythe area is not proportionate at this stage;**
- ii) the Community Safety Coordinator to progress a PSPO for the Egham Hythe area should the JAG determine, in future, that it is proportionate and necessary; and**
- iii) subject to the outcome of the Spelthorne exercise, further consideration of the proportionality of a Borough wide PSPO in relation to Nitrous Oxide be given and the Community Safety Coordinator to take forward through the Joint Action Group, if appropriate**

1. Context of report

- 1.1 This report responds to a request made by former Councillor Neathey under Standing Order 27.5 for a Public Space Protection Order (PSPO) to be considered for Egham Hythe.
- 1.2 Standing Order 27.5 states that Members who wish to request that a particular item of business be included on an agenda must give notice in writing to the Chief Executive by 9.30am on the eight working day before the date of the meeting.
- 1.3 This report was not presented to the last meeting of this Committee owing to on-going discussions with Members and other interested parties, but is submitted now for the Committee to consider.

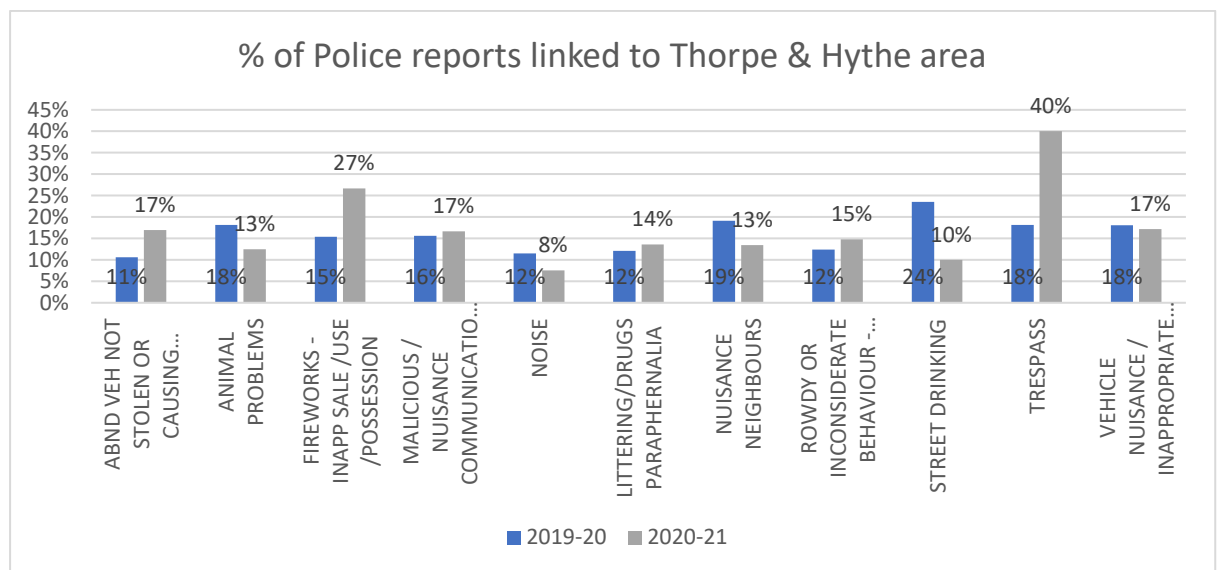
2. Report

- 2.1 The four main areas requested for consideration were; Hythe Park, Pooley Green park/car park, Pooley Green parade, and Wards Place (with surrounding roads).

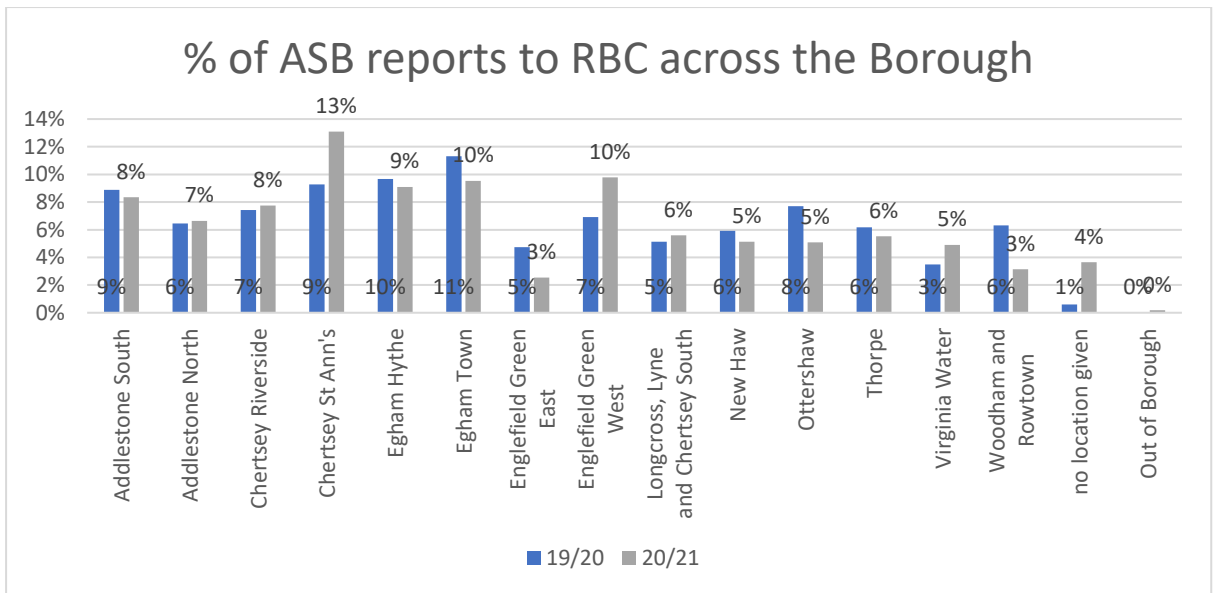
- 2.2 The behaviours identified by former Councillor Neathey as impacting the locality were use of nitrous oxide, alcohol use, cannabis and other drug use, drug dealing, fire setting, littering, verbal abuse, damage/vandalism to bus shelters and street furniture, graffiti, throwing projectiles, indecent exposure, public urination and catalytic converter theft.
- 2.3 Many of the behaviours identified are already subject to enforcement routes, for example; drug use/drug dealing, arson, littering, criminal damage, public order offences and theft.
- 2.4 Nitrous oxide is not illegal to possess and can be purchased legitimately. However, it is illegal to sell or give away to someone who wants to use it for its psychoactive effects, and the discarded canisters contribute to littering across the Borough.

Antisocial Behaviour

- 2.5 Antisocial behaviour (ASB) reports recorded by the Police are done so under the area of Thorpe & Hythe. Therefore, it is not possible to separate these further to reflect reports solely within the Egham Hythe area.
- 2.6 The graph below denotes the percentage of all ASB reports made to the Police, within the last 2 years (2019-2020 and 2020-2021), relating to the area of Thorpe & Hythe.



- 2.7 The graph below denoted the percentage breakdown of ASB reports made across each ward within the previous 2 years (2019-20 and 2020-21).



Nitrous Oxide

- 2.8 The Council's Community Safety Coordinator noted that a significant proportion of the ASB concerns in the area relate to nitrous oxide and that comments received through communication from or with the public via online reports and or responses to the annual community safety partnership survey identified that nitrous oxide concerns are prevalent across the Borough.
- 2.9 Surrey Police are aware of the matter as this is not just a local ward or even Borough problem, but a national issue. Surrey Police's communication team were considering signage across the Borough to deter future heavy littering and ASB at identified locations. The Community Safety Coordinator submitted a list of locations for consideration after consultation with Councillors and the Green Space team. No further update on signage has been received since despite a request made.
- 2.10 A Borough wide PSPO for nitrous oxide is currently being pursued in Spelthorne, the success of which is being monitored, and after which consideration would then be given to replication in Runnymede by the Community Safety Coordinator.
- 2.11 Social media communications were requested to encourage residents to report sightings of nitrous oxide canisters and internal data is being collated to gauge the scale of the problem.

Joint Action Group

- 2.12 ASB in the area of Egham Hythe has been brought to the attention of the Runnymede Joint Action Group (JAG) on two occasions with a view for the partnership to adopt the area for 'early' intervention and problem solving.
- 2.13 The matter was raised under 'any other business' at the JAG's meeting in December, following the Standing Order 27.5 request. The area was not adopted at that time for ongoing consideration as the Police did not recognise the area as a hot spot location.

- 2.14 Following the meeting of this Committee in March, the item was taken back to JAG for consideration. The issue was again not adopted by the JAG with Inspector Nick Pinkerton commenting:

“There is a mandatory responsibility to conduct public consultation also. The burden of enforcement of any PSPO would fall to the Police as RBC do not have any patrolling officers/Joint Enforcement Team (JET) and a PSPO should not be entered into lightly. There should be a high threshold to exceed before considering a PSPO especially as there is a chance that the PSPO could fail to be enforced fully due to Police resources or an unintended reaction to implementing a PSPO may be to pull resources away from other areas which are experiencing greater issues as they are not backed by such good advocacy.”

The local Police Officer for the area also commented that it was not disputed that ASB was occurring but that *“the number of reports does not match the perceptions of the public.”* This may be due to underreporting of incidents, but it has been stressed before the need to report. The area is frequently patrolled by the local team and engagement with youths has occurred.

- 2.15 Following a recent incident whereby damage was caused to the Egham Town Football Club (ETFC), the local Police Community Support Officer (PCSO) made a further referral to JAG for consideration specific to the football ground site. This is a small area within the ward of Egham Hythe, owned by Runnymede Borough Council and leased to ETFC. An internal meeting with various interested departments will be arranged to collectively agree an appropriate route forward with the club and Police have heightened patrols in the area and will consider a Dispersal Order if deemed necessary. This will be reviewed again at the JAG in June.

Proportionality

- 2.16 Any proposal for a PSPO needs to be evidence based as to the extent of the problem. We need to be very clear as to what exact ASB behaviours the PSPO is addressing in order to judge how reasonable and proportionate a PSPO as a solution to this particular problem is.
- 2.17 The Home Office guidance, updated in January 2021, states that restrictions and requirements listed in a PSPO can be blanket restrictions or requirements, or can be targeted against certain behaviours by certain groups at certain times. The guidance also states, *“consideration should be given to how the use of this power might impact on the most vulnerable members of society”* and *“consideration should also be given to any risks associated with displacement, including to where people may be dispersed to”*.
- 2.18 A breach of the PSPO is a criminal offence, which can be dealt with, either by way of a fixed penalty notice (FPN) of up to £100 or prosecution. If prosecuted, an individual could be liable to a fine no higher than £1,000.

Enforcement

- 2.19 Runnymede Borough Council does not currently have the ability to enforce PSPOs through internal patrolling officers. Surrey Police have delegated

authority to enforce PSPOs within Runnymede and act as the primary enforcers.

- 2.20 In order to ensure that an PSPO is adequately enforced, the support of Surrey Police is paramount.

3. Financial implications

- 3.1 Whilst there is no cost attached directly to making a PSPO, consideration should be given in the context of officer time, which is vast. Signage is also required in an area where a PSPO is implemented. The cost for signs related to a PSPO would be managed through the JAG budget. However, it is important to note that for the current finance year 2021/2022, the JAG budget available is already committed to the additional signs required for Addlestone and Englefield Green and the annual requirement for the redeployable CCTV data package. Regrettably, this means there is no further JAG funds available. Should a PSPO be required within 2021/2022, funding will be vired from other budgets for signage.

4. Legal Implications

- 4.1 PSPOs are a provision available to the Council under the Anti-social Behaviour, Crime and Policing Act 2014. The consultation requirements are detailed in section 72 of the Act, subsections (3) to (7). In addition to consultation prior to implementation, before an authority varies, extends or discharges a PSPO it must carry out the 'necessary consultation' and 'necessary publicity'.
- 4.2 Consultation includes with the local police, 'appropriate' community representatives and the 'owners or occupiers' of land within the 'restricted area' to the extent that, it is 'reasonably practicable' to do so.
- 4.3 The 'necessary publicity' for a variation or discharge would be of the text of the proposal. The proposed order must be 'notified' to the County Council.

5. Equalities Implications

- 5.1 When undertaking any enforcement action, the Council needs to be mindful of the Human Rights Act 1998 and its due regard to The Public Sector Equality Duty.
- 5.2 The Equality Act 2010 sets out the need to:
- a) eliminate unlawful discrimination, harassment, or victimisation
 - b) advance equality of opportunity between persons who share a Protected Characteristic and persons who do not share it and
 - c) foster good relations between those who share a relevant characteristic and those who do not
- 5.3 The PSPOs are intended to benefit all residents and visitors to the Borough but may be more beneficial for those with the protected characteristics of age and disability who might be disproportionately affected by some of the anti-social behaviours included in the orders. Within the orders are provisions of

how young people under the age of 18 would be treated differently with regard to enforcement action.

6. Conclusion

- 6.1 PSPOs are an enforcement option available under the Antisocial Behaviour, Crime and Police Act 2014. To ensure proportionality, enforcement action should be considered after less formal and/or draconian action is undertaken to avoid unnecessary criminalisation, particularly in the case of young people.
- 6.2 Egham Hythe has not been identified as a hot spot location for ASB, as the behaviours which have been noted by both the Police and the Council are not disproportionate to other areas within the Borough. Therefore, it is recommended not to pursue making a PSPO for this area at this time, but the option is there to do so if deemed necessary at a future date.
- 6.3 Concerns about nitrous oxide use and littering of canisters is not specific to Egham Hythe, with reports and comments made by residents throughout the Borough. Therefore, it is recommended to monitor the outcome in Spelthorne before taking this proposal any further through the JAG.

(To resolve)

Background Papers

None Stated.

Draft Minute - Community Services 17 June 2021**Standing Order 27.5 – Public Space Protection Order – Egham Hythe**

The Committee's approval was sought for the next steps to address concerns raised by a former Councillor regarding anti-social behaviour in parts of Egham Hythe as set out in the report and as described at the meeting by Ward and other Councillors. In addition, approval was sought to address the borough-wide problem of Nitrous Oxide use (silver canisters).

The item had been requested under Standing Order 27.5 but the issue was under discussion with Members for some time which meant it was submitted to this meeting and not the one in March 2021.

Members noted that the areas identified to be experiencing various forms of anti-social and criminal activities were Hythe Park, Pooley Green park and car park, Pooley Green parade and Wards Place, where there had been increasingly serious incidents of vandalism at Egham Town Football Club and in the surrounding roads.

Although the Committee appreciated the information provided on Police reports, Officers agreed to provide Members with the numbers correlating to the % in the tables at 2.6 and 2.7 of the report to better understand the actual reports of anti-social behaviour recorded by the Police. Officers did not think it was possible for the Police to review their grouping of Thorpe with Egham Hythe but agreed to re-check and ask whether it was possible to have a further breakdown of figures because some Members felt that the current grouping might not reflect the true picture of events by diluting the evidence for Egham Hythe.

The role of the Joint Action Group (JAG) was noted, as was the due process for making a PSPO. Their recommendation and endorsement was based on collated evidence and the professional opinions of its members, including the local Inspector, who had intimated that even if a PSPO was put in place for the areas described, there might not be sufficient resources to enforce it, the Police being the primary enforcers in the absence of resources within the Council to enforce, perhaps through a Joint Enforcement Team (JET). Some Members suggested that savings from the forthcoming Voluntary redundancy trawl could be reinvested to support the creation of a JET.

It was reported that on the occasions that the JAG had considered whether Egham Hythe should be adopted by the JAG, the evidence suggested it should not, and although there might be under reporting, it was felt that the public's perception of incidents did not match the number of incidents. However, since the vandalism at the football club it was anticipated that the JAG would support the adoption of this area of Egham Hythe onto the agenda with an option of extending to those areas locally advocated for if there was evidence to support it. Members reported that communications between the club and the local community could be improved, and enquired whether the JAG could facilitate this.

The Vice-Chairman confirmed that Anti-Social Behaviour reporting would be discussed further at the Health and Wellbeing Member Working Party. In addition, Members requested that the Community Safety Co-ordinator work with Customer Services to identify whether the Council's existing reporting structure for Anti-Social Behaviour was adequate. Members were asked to note that if using the on-line anti-social behaviour report form this routed direct to the Council's Community Safety Co-ordinator.

The issue of proportionality was discussed at some length. The views of those Ward Councillors present at the meeting was sought and the need to have regard to the evidence as documented and relevant Home Office guidance regarding impact and dispersal was noted. Some Members reported that residents were not reporting as much as they could

due to a lack of feedback from the Police on previous occasions. It was suggested that this had led to apathy and a lack of confidence in any action being taken to address the perceived growing number of problems, which although frequently referred to on social media, was not being reported through the various official channels. It was also reported that a level of fear existed in the community; including concerns about reprisals and intimidation by the often known perpetrators of anti-social and sometimes criminal behaviour. The need for residents to feel they were being listened to was noted as well as focussing on positive activities which would distract those from engaging in anti-social behaviour.

Some Members considered that the public should be consulted prior to consideration by the JAG as an example of the evidence required by them to support a PSPO. However, Officers re-affirmed that the legal requirement to consult prior to making a PSPO had to be done after a referral to the JAG and any subsequent decision to support a PSPO.

Officers would feedback concerns with regard to Egham Hythe to the next meeting of the JAG and the views of some Members that a PSPO for Egham Hythe would be appropriate now, rather than just keeping the situation under review. It was confirmed that within limited resources some formal and informal action was taken and that Safer Runnymede were also involved. This could include, if feasible, and affordable, the use of redeployable CCTV, which it was understood had been discussed in relation to the football club.

The Community Safety Co-ordinator was thanked for her report and the Green Space team were commended, in particular Chris Dulley, for their assistance with the situation at Gogmore Farm as described in detail at the meeting.

The legal, financial and equalities implications were noted and in this regard, Officers were asked to consider the lease with Egham Town Football Club in the context of site security measures. It was confirmed that this was in hand with colleagues in Commercial Services.

Despite the revised recommendation for i) below to reflect that areas of Egham Hythe might warrant consideration of a PSPO sooner rather than later, some Members expressed their intention to raise the matter with the Chairman of the Crime and Disorder Committee and explore the appropriate mechanism for its further consideration.

An alternative recommendation calling for consultation to be instigated and affirming that a PSPO for Egham Hythe was proportionate now was lost (For 3: Against: 4 Abstentions 2)

A named (Recorded) vote was requested in accordance with Standing Order 39.2 in respect of recommendation i)

RESOLVED that –

- i) a PSPO for the whole of Egham Hythe area is not proportionate at this stage, but it will be kept under review;**

Voting for: Councillors M Adams, R Bromley, D Coen, C Howorth, S Lewis and S Walsh

Voting Against: Councillors T Burton, D Clarke and M Harnden

Abstentions: Councillor C Mann

- ii) **the Community Safety Co-ordinator progress a PSPO for the whole of Egham Hythe area should the Joint Action Group (JAG) determine, in future, that it is proportionate and necessary;**
- iii) **subject to the outcome of the Spelthorne exercise, further consideration of the proportionality of a Borough wide PSPO in relation to Nitrous Oxide be given and the Community Safety Co-ordinator to take this forward through the JAG, if necessary.**

ANTI SOCIAL BEHAVIOUR REPORTS MADE TO THE POLICE WITHIN THE LAST TWO YEARS RELATING TO THE THORPE AND HYTHE AREA

Category Code	Category Description	2019/20	2020/21
		Thorpe & Hythe	Thorpe & Hythe
ASB01	ABND VEH NOT STOLEN OR CAUSING OBSTRUCTN	19	20
ASB02	ANIMAL PROBLEMS	2	1
ASB05	FIREWORKS - INAPP SALE /USE /POSSESSION	4	8
ASB06	MALICIOUS / NUISANCE COMMUNICATIONS	5	7
ASB07	NOISE	9	11
ASB09	LITTERING/DRUGS PARAPHERNALIA	8	11
ASB10	NUISANCE NEIGHBOURS	22	44
ASBXX	ROWDY OR INCONSIDERATE BEHAVIOUR - TOTAL	108	240
ASB12	STREET DRINKING	4	1
ASB14	TRESPASS	6	14
ASB15	VEHICLE NUISANCE / INAPPROPRIATE USE	74	70
	TOTAL	261	427

ANTI SOCIAL BEHAVIOUR REPORTS MADE ACROSS EACH WARD IN THE BOROUGH WITHIN THE PREVIOUS TWO YEARS

By Ward	19/20	20/21
Addlestone South	135	194
Addlestone North	98	154
Chertsey Riverside	113	180
Chertsey St Ann's	141	304
Egham Hythe	147	211
Egham Town	172	221
Englefield Green East	72	59
Englefield Green West	105	227
Longcross, Lyne and Chertsey South	78	130
New Haw	90	119
Ottershaw	117	118
Thorpe	94	128
Virginia Water	53	114
Woodham and Rowtown	96	73
no location given	9	85
Out of Borough	0	4
Total	1520	2321

7. **RUNNYMEDE POLICING UPDATE (SURREY POLICE – INSPECTOR WYATT)**

Synopsis of report:

To receive a report on policing in Runnymede (attached at Appendix 'H') provided by Inspector Wyatt, the Borough Inspector.

Recommendation:

None - For information only.

1. **Context of report**

1.1 In recent years, the Committee has received regular policing updates from Surrey Police.

2 **Report**

2.1 Inspector James Wyatt, the Borough Inspector, will report to the Committee on policing in the Borough. His presentation is attached at Appendix 'H'.

2.2 Inspector Wyatt will also report verbally at the meeting regarding 101 calls. One of the options that the public are given on the Surrey Police website when they wish to report a crime is to make a telephone call to the number 101. A Runnymede Member has reported that local residents are informing him that the response time when they ring 101 is more than 20 minutes and as a result some of them are giving up phoning this number.

2.3 The Chairman has asked for the issue at paragraph 2.2 above to be put on this agenda. Inspector Wyatt has requested information from the contact centre regarding 101 calls. This data takes time to collate and, if it is available by 8 July, Inspector Wyatt will inform the meeting verbally.

(For information)

Background Papers

None

Runnymede Crime and Disorder Committee

8th July 2021

APPENDIX 'H'



Runnymede - Introduction

- Increased demand with the easing of Covid restrictions
- 7th highest level of demand in Surrey
- + 11.8% total notifiable offences compared to this period last year
- 13.7% of incidents result in a solved outcome, 2nd Borough in the force

General Crime Situation in Runnymede

TNO +11.8% (+105)

Greatest reductions:

- Hate Crime -11% (-4)
- Vehicle crime -23% (-15)
- Theft from vehicle -20% (-2).

but

- Burglary +54% (+6)
- Violence +18% (+61)

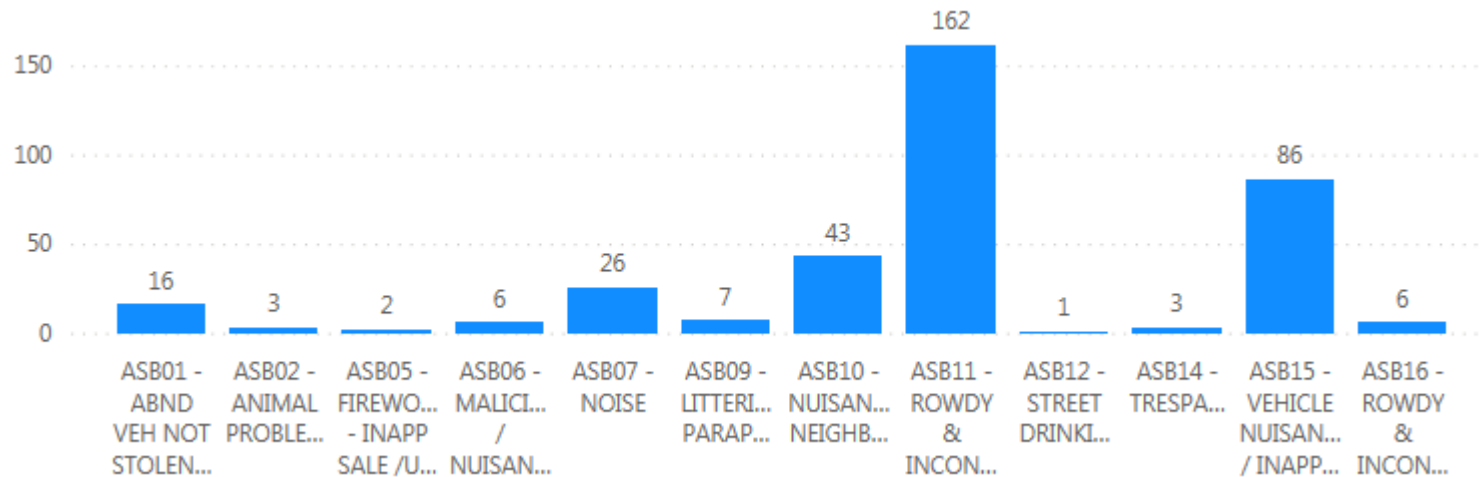
County Lines

- Four County Lines disrupted since January 2021
- 11 Warrants across Runnymede



Anti-Social Behaviour (ASB)

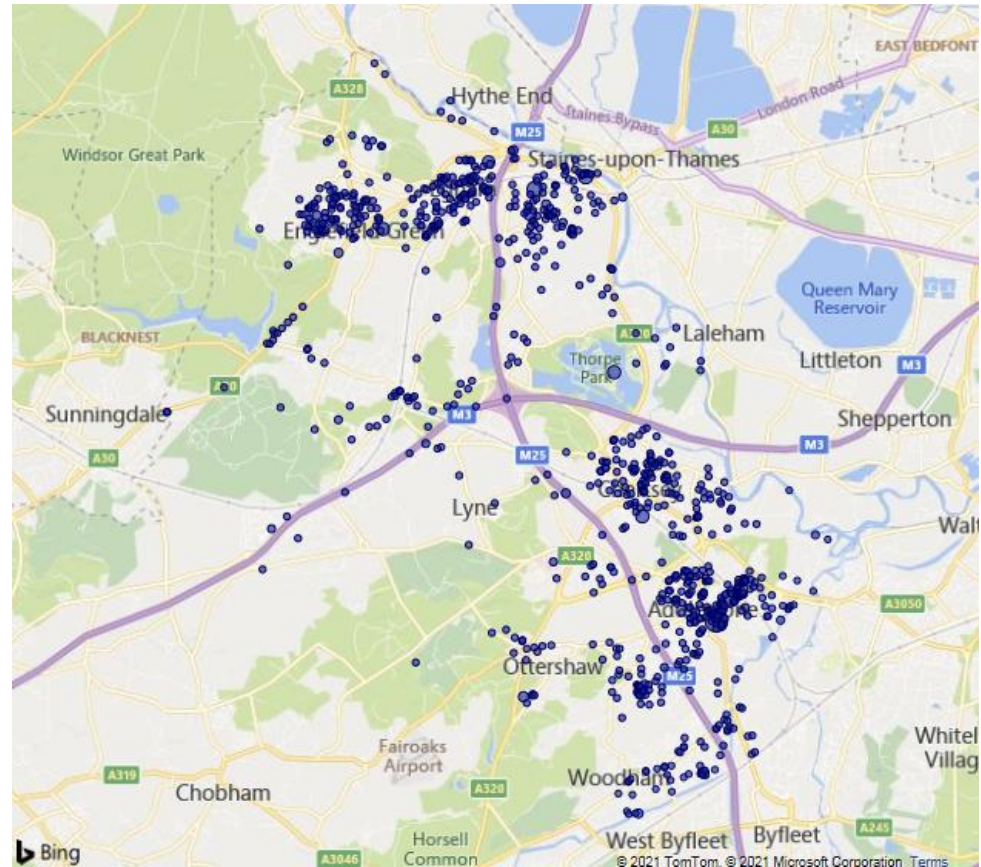
- ASB remains a priority for Runnymede SNT and work continues with partners to prevent ASB and divert those involved where appropriate.



Breakdown of ASB by type across Runnymede

Anti-Social Behaviour (ASB)

- A 39% (-337) reduction in ASB reports
- Use of ASB car, focusing on ASB across the Borough
- Encouraging reporting of ASB through our website or social media.



Op Apollo – Coronavirus response.

- Runnymede Police have dealt with 376 Covid19 related incidents in 2021.
- 84 fines issued since January 2021
- Increased demand as restrictions ease.



How To Contact Us



101 or 999 in an emergency



www.surrey.police.uk



Runnymede



Social Media



8. **COMMUNITY SAFETY AND SAFER RUNNYMEDE ANNUAL REPORTS 2020/2021
(COMMUNITY DEVELOPMENT – KATE WALKER/LES BYGRAVE)**

Synopsis of report:

This report provides the annual reports for Community Safety and Safer Runnymede and was also reported to the Community Services Committee on 17 June 2021.

Recommendation:

None. This report is for information.

1. **Context of Report**

1.1 This report provides information for the Community Safety Partnership (CSP) which is the statutory partnership under the Crime and Disorder Act 1997 and the Crime and Disorder Committee of Runnymede Borough Council which has responsibility for the overview and scrutiny of Community Safety matters in the Borough.

2. **Report**

2.1 In a Two-Tier Authority area such as Surrey, there is a requirement to have a County-level strategy group to add value and coordinate County wide activities on common themes. This role is fulfilled by the Health and Wellbeing Board (HWBB), following a merger with the Community Safety Board (CSB) in March 2020.

2.2 As part of the new governance arrangements, the HWBB is responsible for the development and delivery of a Community Safety Agreement (CSA). The Agreement's aim is to set out how the responsible authorities will work together to identify and address shared priorities in relation to reducing crime and disorder. In December 2020, the HWBB agreed the partnership vision;

The Community Safety vision for Surrey is to ensure that we;

- Protect our most vulnerable from exploitation
- Protect our communities from harm
- Empower communities to feel safe

2.3 The HWBB will develop an implementation plan, looking to work closely with the Community Safety Partnership to support and guide them. The Agreement is not a document to hold the local partnerships to account but reflects their local priorities. It is expected the local Community Safety Partnership's plans will echo the agreement, but maintain their localism.

2.4 This report documents all aspects of the work performed within Community Safety. Much of what the service deals with must remain confidential as it involves Police operations and actions by other enforcement agencies. However, all partners are working together to address local problems and share information in accordance with the agreed County wide multi-agency information sharing protocol (ISP).

2.5 The partnership has four main areas of activity and these include addressing problems caused by identifiable individuals; addressing problems which occur at identified locations, support for ongoing projects and diversionary activities and support for new projects which are likely to benefit community cohesion.

Funding

- 2.6 CSP funding via the Joint Action Group (JAG) was used to purchase the data package for the re-deployable CCTV units.
- 2.7 The Office of the Police and Crime Commissioner (OPCC) provided funding of £2,500 with match funding by the Community First Panel within Runnymede Borough Council towards the Junior Citizen handbooks.

3. Community Safety Partnership

- 3.1 Surrey's shared community safety priorities have been incorporated into the Health and Wellbeing Strategy as set out below:
- Domestic Abuse (Priority One: Helping People Live Healthy Lives)
 - Drug and Alcohol Abuse (Priority One: Helping People Live Healthy Lives)
 - Prevent (Priority Three: Supporting People in Surrey to Fulfil their Potential)
 - Serious Youth Violence (Priority Three: Supporting People in Surrey to Fulfil their Potential)
 - ASB Strategy Group (Priority Three: Supporting People in Surrey to Fulfil their Potential)
 - Tackling High Harm Crime will be delivered by the Serious and Organised Crime Partnership
- 3.2 The Runnymede Community Safety Partnership (CSP) supports these priorities yet also sets local priorities to ensure that the issues affecting the local area are at the forefront of the partnership's delivery plan. There are three overarching priorities for the Runnymede CSP which are:
1. To reduce crime and antisocial behaviour by tackling offenders, reduce reoffending and to support vulnerable victims and area
 2. To protect the most vulnerable individuals from high harm and abuse
 3. To maintain public confidence by making residents feel safe and secure

4. Prevent

- 4.1 Surrey County Council act as the strategic lead on Prevent delivery within Surrey although local authorities and their partners must still have due regard to the need to prevent people from being drawn into extremism. Channel Panel meetings are held monthly, and the Prevent Executive Group (PEG) meetings are held quarterly, with Runnymede having representation at each as required.
- 4.2 The Channel process sits within the Pre-Criminal space prior to any illegal activity taking place so is predominantly a safeguarding mechanism which supports individuals who are vulnerable to radicalisation. The multi-agency panel is arranged and chaired by Surrey County Council with relevant agencies invited to attend on an individual case basis. Runnymede Borough Council therefore only has representation at the Channel Panel if the panel is discussing an individual from the Borough.
- 4.3 During 2020/2021 there were 3 Prevent referrals from Runnymede with 3 cases signposted to support services with none of the cases progressing to Channel Panel. Two of these cases were offered support locally via school and Mental Health Intervention. The third case is currently live and awaiting a Channel Panel but already receiving care and assistance from MH and Drugs rehabilitation services.
- 4.4 Prevent awareness training for Council staff was postponed due to COVID-19 restrictions and demands on services.

5. Domestic Abuse

- 5.1 The CSP is focusing on increasing awareness of Domestic Abuse and support services available to victims along with mitigating further risk of harm to victims and families.
- 5.2 The Domestic Abuse Outreach service continued to be provided by YourSanctuary who received 690 referrals for the Runnymede area during 2020/21. Due to COVID-19, the Recovery Toolkit was not able to be run and services were provided online, and one to one work was mostly carried out via calls, text, and video calls. 408 survivors accessed one-to-one support, 40 survivors attended the Freedom Programme and 63 survivors accessed the Specialist Male Service.
- 5.3 High risk cases are discussed monthly at the Multi-Agency Risk Assessment Centre (MARAC) where agencies share information to increase the safety of victims and agree a risk management plan. There were 103 cases discussed for Runnymede residents during 2020/2021.
- 5.4 Surrey Police issued 4 Domestic Violence Protection Notices (DVPN) in Runnymede to perpetrators of Domestic Abuse to provide instant protection to victims in the aftermath of a Domestic Abuse incident. 15 Domestic Violence Protection Orders (DVPO) were granted which prohibit the perpetrator from returning to the property and having contact with the victim for up to 28 days. This period allows the victim the opportunity to consider their options and get the support they need.

6. Child Exploitation

- 6.1 Surrey County Council's Children's Safeguarding Board are the lead agency for Child Exploitation across the Districts and Boroughs. The role of the CSP is to support the weekly Risk Management Meetings (RMMs) by tackling and preventing Child Exploitation.
- 6.2 The CSP also input to the quarterly MOLT (Mapping Offenders, Locations and Trends) meetings. These meetings are designed to safeguard children at risk of exploitation through sharing key intelligence to map offender's locations and trends.

7. Serious Organised Crime

- 7.1 Surrey Police and the CSP work in partnership to address Serious Organised Crime (SOC) within the Borough. A local SOC profile has been produced by Surrey Police with intelligence provided from agencies. SOC and Organised Crime Groups (OCG) updates are provided to partners at the Joint Action Group (JAG) meetings. This is an opportunity for partners to be briefed on what the Borough profile looks like, what intelligence gaps there are and for them to participate in developing intel around these gaps. Whilst there were no OCGs currently based in Runnymede, OCG activity does come into the Borough.
- 7.2 Surrey Police, together with other forces, supported a national anti-knife crime campaign, Operation Sceptre in April 2021 which aimed to reduce the number of people carrying a weapon. Whilst knife crime remains low in Surrey, much of what does take place is related to drugs and gang activity - some of which spills over the border from London.
- 7.3 County Line drug dealing is also a priority for the force, recognising the harm it causes to communities and violence that follows County Lines. Runnymede SNT work alongside colleagues within our intelligence and proactive teams to identify and disrupt County Lines throughout the year. In May 2021 alone we disrupted 4 County Lines who were operating in Runnymede.

- 7.4 Catalyst continued to provide the cuckooing project. Due to limited resources, this service is only available to drug related cuckooing and supports vulnerable residents from drug dealers taking over their homes.
- 7.5 Catalyst received 12 referrals for the cuckooing project. Of these referrals, 4 were deemed to be victims of cuckooing and 6 engaged with support offered.
- 8. Substance Abuse**
- 8.1 No specific substance abuse campaigns were supported due to ongoing COVID restrictions.
- 9. Domestic Burglary**
- 9.1 Domestic Burglary remains a priority for Surrey Police and Operation Spearhead was commenced at a Force and Divisional level to try and reduce burglaries.
- 9.2 There were 248 recorded Domestic Burglaries within Runnymede which was an overall decrease of 47% compared to 2019/2020.
- 9.3 To assist in deterring burglaries, Surrey Police continue to use problem solving methods to identify hotspots and take action to reduce offending. An example of this is Op Bluebottle, an operation that is currently underway in Chertsey to tackle a series of burglaries.
- 9.4 Crime prevention advice on scams, distraction burglaries and general advice for securing homes and outbuildings continue to be provided through regular social media posts and 'In The Know' updates.
- 9.5 Reassurance visits were conducted to burglary victims and free Design Out Crime officer visits were offered.
- 10. Anti-Social Behaviour**
- 10.1 In Runnymede there are various avenues available to report anti-social behaviour (ASB). Most reports received by Community Safety are made via the online reporting system accessible on the Council website. This facility is available to all residents and the reports are forwarded to the relevant departments. In some cases, these reports are also automatically shared with Surrey Police.
- 10.2 The number of reported ASB incidents to Runnymede Borough Council has increased slightly by 3% (n78 reports) with the total number of reported ASB incidents concluding at 2,321 compared with 2,243 for 2019/2020. The top 3 reported types of ASB were fly-tipping, noise, and neighbour nuisance.
- 10.3 Surrey Police saw an increase in reports of 54% (n986 reports) with the total number of reported ASB incidents concluding at 2,824 compared with 1,838 for 2019/2020. Some of the increase is directly linked to COVID-19 with breach to COVID regulations being recorded by Police under the category of ASB.
- 10.4 ASB Awareness Week activities were postponed due to ongoing COVID regulations. However, information and advice continued to be published online and via social media channels.
- 10.5 The Alliance Support Coaching (ASC) service was merged with Mediation Surrey. The service continues to be available as 'Support Coaching' and remains free of charge to all Surrey residents experiencing ASB and serious difficulties with their neighbours due to funding by the Police and Crime Commissioner.

11. Community Harm and Risk Management Meeting (CHaRMM)

- 11.1 Individuals experiencing or causing harm through anti-social behaviour or crime can be referred to the CHaRMM for multiagency risk management and problem solving to reduce the negative impact.
- 11.2 The meeting is attended by core members across the agencies made up from the Council, Police, Registered Social Landlords, Mental health services, Drug and Alcohol services, Youth services as well as Children's and Adults Social care. Additionally, family support workers, probation, schools, and other support services may be invited to attend on a case by case basis. The members consider what actions need to be taken to address the negative behaviours with supportive interventions and progress to enforcement action if necessary. In some cases, due to the high risk of harm, enforcement action will be taken without any supportive interventions being offered, however these are to be considered alongside the enforcement tools.
- 11.3 CHaRMM continues to be managed through Ecins which is a secure information sharing and case management platform which continues to evolve allowing users greater functionality. Ecins can be used to share information and case updates in a secure and timely manner for progression of multiagency cases. Each case has a designated owner who can grant or restrict permissions to ensure that only the appropriate professionals have access to the case.
- 11.4 There were 34 referrals made to CHaRMM and an update is provided quarterly to the CSP. The Runnymede CHaRMM continues to follow the Countywide CHaRMM framework and has reverted to Police holding Chairing responsibilities with Runnymede Borough Council providing a Co-Chair/Administration function.

12. Joint Action Group (JAG)

- 12.1 Areas experiencing problems or specific crime types causing concern can be referred to the JAG for multi-agency risk management and problem solving to reduce the negative impact being experienced by the community.
- 12.2 Activities undertaken by the JAG are reported quarterly to the CSP and the group holds a deployable CCTV unit. This was purchased by the CSP in 2018 to aid in tackling ASB and crime. The unit is attached to a streetlamp and records live images which are linked into Safer Runnymede. As the unit is not static, it can be redeployed to current hotspot locations. There are however limitations in where it can be used across the Borough due to the requirement of a suitably sized streetlamp for weightbearing reasons.
- 12.3 The re-deployable CCTV unit will only be placed in locations where the JAG members have agreed it is required or would be beneficial and in line with the agreed guidelines of use.

13. Fly-tipping

- 13.1 Environmental ASB continues to be prevalent within the Borough with 58% (n1,247) of the reports received by Runnymede Borough Council being linked to issues such as fly-tipping, noise, litter, street cleansing, abandoned vehicles, dog fouling and graffiti. This was a decrease on overall environmentally linked reports in 2019/2020 which totalled 66% (n1,484).
- 13.2 Runnymede Borough Council's Environmental Health Team continues to support the county wide Fly-Tipping Strategy and have an open dialogue with other Boroughs, as often the perpetrators offend across borders.

- 13.3 Runnymede Borough Council works alongside Surrey Police and the Environment Agency to tackle large scale deposits of waste onto both Council owned and private land as part of investigations into serious waste related offences.
- 13.4 Environmental Health continues to deploy mobile cameras and deterrent signage especially in “hot spot” areas and utilise their powers under statutory nuisances where appropriate.

14. Public Space Protection Orders (PSPOS)

- 14.1 There are two Public Spaces Protection Orders (PSPOs) within the Borough which continued to be available for officers to enforce specific prohibitions.
- 14.2 The Addlestone Town order has 3 prohibitions which relate to groups, riding in a malicious or dangerous manner and wearing of face coverings.
- 14.3 Officers from Surrey Police notified Runnymede Borough Council of 6 breaches of the Addlestone PSPO which resulted in the offenders receiving a formal warning letter. All 6 breaches were related to first time offences with 4 conducted by persons under the age of 18, and 2 conducted by persons aged 18 or over.
- 14.4 The Englefield Green order has 4 prohibitions which relate to groups, ball games, music from vehicles and psychoactive substances. No identified breaches to the Englefield Green PSPO have been recorded.
- 14.5 Both PSPOs continue to be a valuable tool in dispersing and disrupting offenders from committing acts of anti-social behaviour that impacts on the community.
- 14.6 The PSPOs were due to expire in June 2021. However, following consultation, and approval by this Committee, both are subject to a 3 year extension and the enforcement areas have been expanded. The orders will now be in force until June 2024.

15. Community Trigger

- 15.1 Under the Anti-Social Behaviour, Crime and Policing Act 2014, residents can request a review of an ASB case known as the ‘Community Trigger’ or ‘ASB Case Review’.
- 15.2 3 Community Trigger requests were made during 2020/2021. Two progressed to case reviews. The third failed to meet the Community Trigger threshold for a formal review. Therefore, an informal case review was held.
- 15.3 ASB Help are a national charity who focus on victims and their rights. ASB Help and Runnymede have established a working relationship with ASB Help providing copies of their ‘best practice’ guide and advise when required. ASB help have also been supportive of local Community Triggers, offering to act as either independent panel member or chair for review meetings.
- 15.4 As Members will note from the previous item on this agenda, ASB Help also hope to welcome organisations across the County to come together and sign their ASB Pledge, with the Chief Constable and Police and Crime Commissioner of Surrey Police having already signed the document. However, this event had to be postponed due to COVID-19 regulations.

16. Junior Citizen

- 16.1 Runnymede Borough Council, in partnership with Surrey Police, invite schools around the Borough to take part in the annual Junior Citizen event. This was due to

be held over a two-week period in November, with each school invited to take part in a half-day session, held at Thorpe Park.

16.2 Due to COVID-19 regulations, this event was initially postponed until February 2021. The Community Safety Coordinator contacted the schools with a view to providing handbooks and digital packages covering the safety messages should a live event be unable to take place.

16.3 Some schools did not wish to receive the handbooks, and updates from the various agencies regrettably meant that a digital provision in lieu of the live event was not possible, and the event was cancelled due to continued COVID restrictions.

17. Respect The Water – Water Safety

17.1 The annual Tri-Borough (Runnymede, Elmbridge, and Spelthorne) Respect the Water initiative's water safety awareness event could not take place due to continued COVID restrictions.

18. CCTV

18.1 The annual CCTV report (standalone document) for 2020 is attached at Appendix 'I'.

(For Information)

Background papers

None Stated.

Safer Runnymede

CCTV ANNUAL REPORT 2020

Les Bygrave
Safer Runnymede Manager

Document History

Version Issue	Stage	Reason for change	Date
Draft A	Document Review - Corporate Head	For comment	09/03/2021
	Revisions	None	10/03/2021
Draft B	Document Review - Councillor Chairs	For comment	11/03/2021
	Revisions	Cllr Furey - None	19/03/2021
		Cllr Chaudhri - None	24/03/2021
1.0	Publication	Published to Corporate Website	01/04/2021

Consultation

Name	Title	Organisation	Date
Chris Hunt	Head of Community Development	Runnymede Borough Council	09/03/2021
Cllr Iftikhar Chaudhri	Chair - Community Services Committee	Runnymede Borough Council	11/03/2021
Cllr John Furey	Chair – Crime and Disorder Committee	Runnymede Borough Council	11/03/2021

Document Approval

Name	Title	Organisation	Date
Chris Hunt	Head of Community Development	Runnymede Borough Council	01/04/2021

Contents

[Introduction](#)

[CCTV policy, principles and objectives](#)

[CCTV Operations](#)

[CCTV Development Opportunities](#)

[Complaints](#)

[Directed Surveillance \(The Regulatory and Investigatory Powers Act 2000\)](#)

[Freedom of Information](#)

[Subject Access Requests](#)

[Further information](#)

INTRODUCTION

This report is published in compliance with the principles of the Home Office Surveillance Camera Code of Practice – June 2013.

Closed circuit television (CCTV) continues to be a powerful tool when used to combat crime and anti-social behaviour, particularly when integrated with other crime reduction methods such as retail 'radio-link' systems and close working partnerships with colleagues from Surrey Police.

Runnymede Borough Council, Safer Runnymede, Surrey Police, Ashford and St. Peter's NHS Trust, Thorpe Park and other local business organisations remain of the view that where CCTV is either in place, or will subsequently be introduced, there is a tangible benefit to those local communities and businesses and a reduction of incidents of crime and public disorder.

The CCTV system also assists in monitoring road safety and improves community confidence thereby creating a safer environment for residents, traders and visitors.

This report documents all aspects of the CCTV work performed within Safer Runnymede by the operators in the Safer Runnymede Care and Control Centre. This complies with the agreed Code of Practice which applies to the operation of public space CCTV and provides an outline of activity for partners.

Much of what the unit deals with has to remain confidential as it involves police operations and actions by other enforcement agencies. This report is, as a result, limited in the detail that can be given about individual cases, many of which are yet to come to court. It also excludes information which could lead to the identification of individuals. All partners continue to work together to address local problems and share information in accordance with the agreed countywide multi agency information sharing protocol.

It is recognised that gaining and keeping public support for CCTV is vital. We understand the need for a comprehensive and effective Code of Practice defining the systems operational parameters. This Code of Practice is published on our website:

<https://www.runnymede.gov.uk/CCTV>

Therefore, we will only utilise CCTV with the consent and support of our local communities to assist in the fight against crime, whilst ensuring that individual civil liberties are not infringed. Our CCTV system is operating in accordance with:

- The Data Protection Act 2018
- General Data Protection Regulation (GDPR) 2018
- The European Directive 95/46/EC
- The Human Rights Act 1998
- The Regulatory and Investigatory Powers Act 2000
- The Protection of Freedoms Act 2012

In addition to statutory requirements the Council continually assesses compliance with the following advisory Codes of Practice.

- Data Protection Code for Surveillance Cameras 2014 – Information Commissioner’s Office (ICO)
- Surveillance Camera Code of Practice Level 2 – The Surveillance Camera Commissioner

The system design and operation is based on current guidelines provided by the Home Office, the Police Scientific Development Branch and advice from the National Police Chiefs Council (NPCC).

The CCTV scheme is registered with the Office of the Information Commissioner, in compliance with the Data Protection Act 2018, and with the Home Office in respect of the Police radio system.

All partners are totally committed to complying with these Codes in relation to the deployment and operation of CCTV.

CCTV POLICY PRINCIPLES AND OBJECTIVES

The prime purpose of the system is to reduce both the real and perceived level of crime.

The system is used:

- To improve confidence in the rule of law
- To provide security coverage for the Council’s own premises
- To assist in the apprehension and prosecution of offenders in relation to crime and public disorder
- To assist in the protection of vulnerable persons or victims of crime
- To provide security cover and monitoring for town centre events
- To gather evidence by a fair and accountable method
- To create a safer community, improving the quality of life for all
- To enhance the economic climate, creating a greater opportunity for prosperity
- In preventing or alleviating serious interruptions to traffic flow
- In preventing or alleviating problems of an anti-social nature in the community

All Borough Council CCTV Cameras are overt and their presence is clearly indicated by signs covering the CCTV area. The signs conform to the requirements of the Home Office CCTV Code of Practice.

CCTV footage and recorded information will only be used by the Borough Council, Police and other statutory law enforcement agencies for the conduct of their duties.

CCTV OPERATIONS

Safer Runnymede Control Room is now twelve years old. Our systems continue to operate to the high standards envisaged in its original specification, with ongoing technical upgrades incorporated into the running costs. The system remains state-of-the-art.

The digital storage of 31 days enables incidents to be immediately reviewed. We are also able to archive footage and burn data to evidential disks for Police and Council Officers as required. This system flexibility provides an outstanding service to partners. The quality of picture display, camera operation and picture retrieval is essential and used to its fullest extent.

We operate in compliance with the National Strategy for Public Space CCTV and are accredited to the Surveillance Camera Commissioner Code of Practice with our Level 2 accreditation in place until August 2023.

We continue to work hand in hand with the Police. Our dual system of both Council and Police fibre cabling gives us access to both Council and Police networks/phones and radios. The Operators are all vetted to use the Police incident handling system (ICAD) which has increased the number of incidents which the operators have been able to assist with. Police management have visited our control room and continue to be satisfied in the security and operation of the room.

We operate as before, with dedicated operators monitoring the cameras in our Borough 24/7 and similarly provide CCTV operators to monitor the cameras in Spelthorne.

Two Supervisors assist the Safer Runnymede Manager in the undertaking of all operational obligations as well as the training of new staff, operational cover when required and the day to day monitoring of the operation.

The current total number of accessible cameras accessed stands at well over 400 with additional cameras added throughout the year where a pressing need is established.

Live images are fed in real-time direct to Surrey Police Headquarters at Mount Browne, Guilford and locally direct to the Police Station at Addlestone.

Our operations team also support CCTV partnerships with local partners such as Thorpe Park and at St. Peter's and Ashford NHS Trust Hospitals during out-of-office hours. Monitoring for our partners from a single CCTV environment has continued to prove to be of considerable operational advantage to colleagues at Surrey Police. For example, incidents starting in one area are often resolved by observations in another, across the CCTV network. This wide area network of cameras is unique in the County and is of great benefit to local people, businesses and Surrey Police.

In 1998, the first full year of operation, operators recorded 784 incidents where cameras were used. By contrast, recent figures are as follows:

	Jan-Dec 2018	Jan-Dec 2019	Jan-Dec 2020
CCTV Incidents by Borough			
Runnymede	4102	4058	3726
Spelthorne	3029	2541	2390
CCTV incident totals	7131	6599	6126
Evidence produced			
DVD	287	284	235
Video Still	172	159	57
Video Reviews (SR staff)*	190	198	194
Visits from Police (Surrey/Met/British Transport Police)	1042	1189	558
Complaints	One	None	None
Subject access requests	Four	One	None
Freedom of Information Requests	Six	Five	Four
Privacy Impact Assessments	Five	Three	Two
*These video searches are conducted on behalf of Police by authorised Safer Runnymede personnel.			

The number of arrests recorded where CCTV has provided vital evidence since the Centre opened has now reached well in excess of 3,500.

That said, this total number is likely to be somewhat conservative as the number of arrests where cameras play an instrumental part is difficult to establish - many more arrests follow review of recordings by Police Officers after the event.

It is unfortunate that neither the Criminal Justice System or the Crown Prosecution Service provide detailed analysis of CCTV attributable arrests and it is therefore, extremely difficult to add any quantitative data in this regard.

During 2020 we provided Police with evidence recorded on DVD in 284 cases (235 in 2019) and a further 57 (159 in 2019) still photographs were given for identification purposes.

It should also be remembered that not only does CCTV enable the detection of offenders who would otherwise escape justice but also leads to an increase of guilty pleas at Court. This often saves witnesses from the trauma of giving evidence and the Police and Criminal Justice system considerable saving in time and resources.

Regardless of security clearance, all visitors are required to sign into the Control Centre; approximately 95% of these visitors are Police staff wishing to view CCTV footage or acquaint themselves with the system.

During 2020 we received some 558 visits from our Police colleagues. As in previous years, many of these visits led to the positive identification of offenders and a number of subsequent arrests.

Beyond our efforts to assist Police colleagues, the CCTV system and our Code of Practice also permits use of the cameras for a number of different purposes. The variety has been great but has always been conducted within the Code and for the benefit of local people.

There have been many searches for missing people of all ages from the very young to the elderly or sick. It is often difficult to place a tangible result on these events but as well as possibly preventing a tragedy and reducing emotional stress for the relatives; there are also considerable known savings to Police and other Emergency Services resources.

The system is also used by a number of Sections within the Council in the performance of their duties. It helps (by identifying) Town Centre Management problems such as rubbish, graffiti or broken street furniture and in consequence these issues are dealt with often before reports are received from the public. We also assist other agencies, including Customs and Excise and Health and Social Care. The cameras provide evidence of many road traffic collisions and footage and stills are used in the investigations as to the cause.

Partners at the Network Management Information Centre (NMIC - Surrey County Council Highways) are also able to receive images of Public Space CCTV cameras via fibre links. These are generally used to assist in Traffic Management or Major Incident planning.

CCTV DEVELOPMENT OPPORTUNITIES

Staines-upon-Thames Police Station

During 2019 we identified an opportunity to develop our operational relationship with Surrey Police. After considerable legal consultation and then subsequently, a formal Data Sharing Agreement, we were able to provide Police with a Safer Runnymede system workstation, located in a secure environment at Staines Police Station (August 2019)

This Bosch Video Management System workstation is made available to Surrey Police Officers based at Staines to use as a forensic tool for the investigation of crime.

Police now have the opportunity to interrogate the video evidence system locally, thereby reducing the need to deploy Officers to the Civic Offices at Addlestone for CCTV review.

Colleagues at Surrey Police has spoken effusively regarding the numerous benefits they have already identified as a consequence of this offer and Runnymede hopes this modular arrangement may be utilised elsewhere across Surrey, either at Police Stations or at Council Offices where staff co-locate.

At Staines-upon-Thames, this operational efficiency and benefit for Surrey Police colleagues is visibly demonstrated on the data table above, where visits from Surrey Officers during the period have reduced from 1189 (2019) to 558 (2020).

At Runnymede, where we co-habit, Runnymede has provided Officers at Addlestone with a similar arrangement due to Covid-19 related restrictions.

This modular offer allows for local officers to interrogate our data evidence systems from the police station and obviates for police visits to the control room, thereby greatly reducing the potential for cross-contamination of Covid-19.

Redeployable CCTV

Safer Runnymede has now deployed eight RD units across the Borough and leased further units to partners at Spelthorne Borough Council (Three) and Surrey County Council (One).

These cameras are designed to offer partners a direct link to the Safer Runnymede CCTV control room, seeking to assist them where they are engaged in efforts to prevent and detect crime.

The Redeployable cameras do not rely on traditional CCTV transmission, instead they use the telecoms network to send CCTV images to Safer Runnymede. The restrictions to deployment therefore are limited to power supply and the suitable street furniture to fix assets to.

Surrey County Council licence Runnymede to use Street Lighting Columns where appropriate and their partners Skanska provide the required power supply at each location.

Once these are in place, our CCTV engineers bracket the column and fix the CCTV asset to the bracket. The bracket/power supply remains in place once the issue has been resolved and the RD unit removed, allowing for reinstatement if the need arises.

During the year these assets contributed directly toward the reduction of Anti-Social Behaviour, County-Lines drug dealing and supported house closures (Drugs related).

DIRECTED SURVEILLANCE (THE REGULATORY AND INVESTIGATORY POWERS ACT 2000)

Use of the CCTV system under the Regulation of Investigatory Powers Act 2000 is recorded and during the year the legislation was used on five occasions. The necessary authorisations were all provided by Surrey Police and authorised by a Police Superintendent.

During the previous year - 2019, Runnymede CCTV Control Practices were audited by the Surveillance Commissioner's Office, where our RIPA usage and protocols were considered.

No issues were raised, and the audit report suggested Runnymede was a fine example of best practice.

The system continues to be maintained to the highest possible standards with the criteria always that the pictures must be of evidential quality.

COMPLAINTS

The CCTV system is operated strictly in accordance with an agreed and published Code of Practice. This complies with the requirements of the Information Commissioner. This requires complaints about misuse of cameras or invasion of privacy to be investigated and reported.

There were no CCTV related complaints received in 2020.

FREEDOM OF INFORMATION REQUESTS

The Freedom of Information Act 2000 provides public access to information held by public authorities.

It does this in two ways:

Public authorities are obliged to publish certain information about their activities; and members of the public are entitled to request information from public authorities.

The Act covers any recorded information that is held by a public authority in England, Wales and Northern Ireland, and by UK-wide public authorities based in Scotland. Information held by Scottish public authorities is covered by Scotland's own Freedom of Information (Scotland) Act 2002.

Public authorities include government departments, local authorities, the NHS, state schools and police forces. However, the Act does not necessarily cover every organisation that receives public money. For example, it does not cover some charities that receive grants and certain private sector organisations that perform public functions.

Recorded information includes printed documents, computer files, letters, emails, photographs, and sound or video recordings.

The Act does not give people access to their own personal data (information about themselves) such as their health records or credit reference file. If a member of the public wants to see information that a public authority holds about them, they should make a data protection subject access request.

We had four requests in 2020.

SUBJECT ACCESS REQUESTS

A subject access request (SAR) is simply a written request made by or on behalf of an individual for the information which he or she is entitled to ask for under section 7 of the Data Protection Act 1998 (DPA). The request does not have to be in any particular form.

There were no requests in 2020.

PRIVACY IMPACT ASSESSMENTS (PIA)

A privacy impact assessment (PIA) is a tool for identifying and assessing privacy risks throughout the development life cycle of a program or system.

A PIA should identify: Whether the information being collected complies with privacy-related legal and regulatory compliance requirements.

We conducted two PIAs during the period.

FURTHER INFORMATION

For further information relating to the Council's CCTV systems please contact the report's author: -

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9. **CALL – IN OF DECISIONS – APPOINTMENTS TO OUTSIDE BODIES
(JOHN GURMIN – LAW AND GOVERNANCE)**

Synopsis of report:

To consider a call-in of decisions of the Corporate Management Committee held on 27 May 2021.

Recommendation:

That the Committee considers the call-in and any comments and recommendations that it may wish to make on this matter and decides whether to refer the matter back either to the meeting of Full Council on 15 July 2021 or to the Corporate Management Committee on 22 July 2021.

1. **Context of report**

- 1.1 Call-in of a decision is a procedure available to the Overview and Scrutiny Select Committee which prevents implementation of a decision of a Policy Committee until it has been considered further.
- 1.2 A request for a call-in must be signed by at least two Members of the Overview and Scrutiny Select Committee and must be delivered to the office of the Chief Executive before 5.00 p.m. on the fourth working day after the Policy Committee (in this case the Corporate Management Committee) has taken the decision.
- 1.3 A call-in has been received dated 1 June 2021 from Councillor Alderson and Councillor Williams, who are two of the Runnymede Independent Residents' Group Members on the Council. The terms of the call-in request, which relates to appointments made to outside bodies by Corporate Management Committee on 27 May 2021, are set out in Appendix 'J'.
- 1.4 When a call-in request is received, the Corporate Head of Law and Governance is required to arrange for the subject matter of the call-in to be considered at a time suitable to the subject matter and the urgency of the case.
- 1.5 The Chairman of this Committee has determined that this matter be considered by report, advice and debate.
- 1.6 This Committee's comments and recommendations can either be submitted to the Corporate Management Committee or to Full Council. It is recommended that this Committee's comments and recommendations are submitted either to the next meeting of Full Council on 15 July 2021 or the Corporate Management Committee on 22 July 2021.

2. **Report**

- 2.1 As stated at paragraph 1.3 above, this decision has been called in. Paragraph 12 of the Overview and Scrutiny Procedure Rules in the Council's Constitution provides that at least two Members of the Overview and Scrutiny Select Committee can call-in a decision where they have evidence which suggests that the Policy Committee did not take the decision in accordance with the principles set out in Article 12 (Decision Making). It will be a matter for the Members that have made the call-in to explain why they consider that the Corporate Management Committee did not take the decision in accordance with those principles, or if there is evidence that explicit

Council policy or legal requirements have been disregarded. Article 12 of the Council's Constitution is set out at Appendix 'D'.

- 2.2 The agenda report to the Corporate Management Committee is attached at Appendix 'K'. The Minute of the Corporate Management Committee is attached at Appendix 'L'. For most of the appointments it was possible for Members of the Committee to agree on appropriate appointments. Those appointments which were contested and for which separate votes were taken are set out in Appendix 'M'.
- 2.3 The effect of the call-in is to prevent any action being taken in respect of a Committee decision that has been called-in. In order to prevent any delay in appointments being notified to those bodies for which appointments were uncontested at the Corporate Management Committee, consultation took place between Democratic Services officers and the Leader of the Runnymede Independent Residents' Group, as the call-in was made by two Runnymede Independent Residents' Group Members. As a result of that consultation, the Leader of the Runnymede Independent Residents' Group agreed that the call-in would only apply to those outside body appointments that were contested.
- 2.4 Accordingly, outside bodies have been advised of appointments made where those appointments were not contested.
- 2.5 The response of Officers to the issues raised in the call-in is set out below.

There was no advance indication before this CMC stating what the process for this item would be

- 2.6 There has not in previous years been any advance indication circulated to Members on what the process will be for the consideration of appointments to outside bodies. However, in preparation for this year's appointments, the following administrative process was followed:

16 March 2021 - all Councillors who are currently on an external body were written to asking them if they were willing to be reconsidered for reappointment

6 April 2021 - a chase up to all Councillors asking them to advise their intentions

20 April 2021 - list compiled with the information received to date to all Group leaders

17 May 2021 - all Group leaders chased again (post election)

20 May 2021 - the list of the external appointments with the most up to date information sent to both the Leader and Deputy Leader.

25 May 2021 - an updated list received from Councillor T Gracey which was used as the 'for the night' list at the 27 May 2021 Corporate Management Committee meeting.

However, if this Committee wishes to make recommendations on the process to be followed in the future, those recommendations will be considered by the decision making body that the Committee decides should consider them (please see Recommendation above).

Due procedure was not followed as not every person selected was proposed and seconded

- 2.7 The Committee agreed that those appointments which were not contested should be agreed by taking one vote for all of those appointments. The Committee was also content for some appointments to be made by mutual agreement in discussion on the evening of the Committee, without a formal vote being taken, e.g. the appointment of Councillor Mullens to the Chobham Common Liaison Group and the appointment of Councillor Burton as Member Representative and Councillor N King as Deputy Representative to the Sustainability and Transformation Plan Stakeholder Reference Group.

At least one name was proposed on the night and was not contained within the original agenda papers which also omitted the name of Councillor R King

- 2.8 It is not unusual for a name to be put forward to represent the Council on an outside body while the Committee is considering the item and a number of nominations were made on the evening of 27 May 2021. Councillor R King's nomination for the Deputy appointment for the Heathrow Community Noise Forum was received by officers but was inadvertently omitted in the preparation of the agenda item for the meeting. Steps will be taken in the preparation of the item in the future to prevent such an omission. However, this omission was able to be rectified by Councillor R King being nominated for this position on the evening of the meeting and a vote was taken accordingly.

No information was given on any nominated candidates and candidates from opposition political parties who asked to speak were refused

- 2.9 There has not in previous years been any information given on any nominated candidates for this item. It has 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. The Committee was advised that this practice would be followed for the consideration of the item on 27 May 2021. However, if this Committee wishes to make recommendations on the process to be followed in the future, those recommendations will be considered by the decision making body that the Committee decides should consider them (please see Recommendation above).

The presumption of openness and the others above were therefore breached and the most appropriate candidates were not chosen due to the majority party voting on party lines (voting going 7/4 on all occasions).

- 2.10 On the question of the presumption of openness and the other principles of decision making set out in Article 12, it is a matter for the Members that have made the call-in to explain why they consider that the Corporate Management Committee did not take the decision in accordance with those principles, or if there is evidence that explicit Council policy or legal requirements have been disregarded.
- 2.11 Concerning the statement that "the most appropriate candidates were not chosen due to the majority party voting on party lines", for most of the appointments it was possible for Members of the Corporate Management Committee to agree on appropriate appointments. These uncontested appointments included a number of appointments where the individuals appointed were not Councillors or where Councillors were appointed who were not members of the majority party. Where votes are taken on contested appointments, it is not unusual for Members representing a particular party to vote for a Councillor who is a representative of that particular party. The question of whether someone is an appropriate candidate is a matter for the Committee taking the decision to decide.

It therefore follows that this item was decided without full informed consideration and, as such, the results should not stand and instead be debated properly at Full Council.

- 2.12 Concerning the statement that “this item was decided without full informed consideration” it is a matter for the Members that have made the call-in to explain why they consider that the Corporate Management Committee did not take the decision in accordance with the principles of Article 12, or if there is evidence that explicit Council policy or legal requirements have been disregarded.
- 2.13 Concerning the statement that “the results should not stand”, with reference to paragraphs 2.3 and 2.4 above, the only appointments which are on hold as a result of the call-in are those set out in Appendix ‘M’. It will be for whichever body that the Committee decides to report to with its recommendations to decide whether or not the results at Appendix ‘M’ should stand.
- 2.14 Regarding the statement in the call-in that the results should be debated at Full Council, under Standing Order 27.8 (f) the decision on whether to refer the matter back to the policy Committee (in this case, the Corporate Management Committee) or report to Full Council, is reserved to the Overview and Scrutiny Select Committee and not to the Members who have made the call-in.

Consideration of Issues Raised In The Call-In And At the Corporate Management Committee Meeting on 27 May 2021

- 3.1 As stated above, it has 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 and the Committee was advised that this practice would be followed for the consideration of the item on 27 May 2021. At that meeting, 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.
- 3.2 At the Corporate Management Committee meeting on 27 May 2021, 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.
- 3.3 Officers would suggest that any changes made to the process of making appointments to outside bodies should only apply to those appointments which are contested, i.e. where more than one nomination for an appointment is received.
- 3.4 If the Committee did wish to recommend that Members be allowed to speak in support of a nomination to an outside body where that appointment is contested, the Committee may wish to consider recommending placing a maximum time limit on any speech of no more than 5 minutes, as is the case in respect of public speaking at Full Council or the Planning Committee. The person nominated could make the speech or another Councillor could make the speech advocating the nomination. The Committee might wish to recommend that no more than one Member could make such a speech. These limitations would be designed to prevent decision making on contested appointments being too lengthy. Alternatively, the Committee

might wish to recommend that speeches should be allowed with no time limits or limits on the numbers of Members who could speak in support of a nomination.

- 3.5 The Committee might wish to recommend that, where an appointment is contested, Members be required to provide a brief written summary of no more than a page in support of their nomination to that appointment. Such a summary could be provided by the Member nominated or it could be provided by another Member in support of that nomination.
- 3.6 The Committee might wish to recommend that, where an appointment is contested, EITHER Members should be allowed to make a speech in support of that nomination at the meeting OR if no speech will be made in support of that nomination, Members be required to provide a brief written summary of no more than a page in support of their nomination.
- 3.7 It has been the practice for nominations to represent the Council on an outside body to be allowed to be made by Members on the evening of the Committee. The Committee may wish to recommend that this practice continues.
- 3.8 If, however, the Committee were to recommend that no nominations could be made on the evening of the Committee, then the full list of final nominations would have to be circulated well in advance of the meeting and the opportunity given to Groups or individual Councillors where that Councillor did not have any other Members of the Council of similar political affiliation, to advise Democratic Services of any other nominations that should be on the list so that the Committee could be advised of those nominations on an Addendum.
- 3.9 The Committee could recommend that no changes be made to the way in which the item on appointments to outside bodies is considered. If it were to do this, no information would be given on any nominated candidates for a contested appointment and no speeches would be made by Members in support of particular nominations to outside bodies when considering contested appointments to outside bodies.
- 3.10 If the Committee elects to make recommendations for changes in respect of contested appointments, this will increase the complexity of the decision making and the amount of time that will be required in order to consider appointments to outside bodies. As there is usually a large volume of business for the Corporate Management Committee to consider, the Committee might wish to consider recommending that the former External Appointments Sub-Committee be reinstated to consider appointments to outside bodies for 2022/23.
- 3.11 Unless the Overview and Scrutiny Select Committee recommends otherwise, it is recommended that the matter referred to at paragraph 3.2 above is referred to the Constitution Member Working Group for consideration, as agreed at the meeting of the Corporate Management Committee on 27 May 2021.

(To recommend)

Background papers

None

Runnymede Borough Council – Call-In Request Form

1. Decision to be called in: (Required)

Item 9, Corporate Management Committee, Thursday 27th May 2021 - Appointments to Outside Bodies (Law and Governance)

2. Which of the principles of decision making in Article 12 of the constitution has not been applied? (Required)

Required by Standing Order 27.8 (a) and Section 12(a) of the Overview and Scrutiny Procedure Rules within the constitution – Tick all that applies:

(a) Proportionality (i.e. the action must be proportionate to the desired outcome);	
(b) Due consultation and taking of professional advice from Officers;	X
(c) Respect for human rights;	
(d) A presumption in favour of openness;	X
(e) Clarity of aims and desired outcomes;	X

3. Desired outcome

(a) The Overview and Scrutiny Committee to refer the decision back to the decision making Committee or Sub-Committee for reconsideration, setting out in writing the nature of its concerns.	
(b) The Overview and Scrutiny Select Committee refer the matter to full Council with any comments and recommendations it wishes to make.	X

4. Evidence which demonstrates the decision in question was not made in accordance with Article 12 or that Council Policy or legal requirements have been disregarded when the decision was made:

Required by Standing Order 27.8 (a) and Section 12(a) of the Overview and Scrutiny Procedure Rules within the constitution

There was no advance indication before this CMC stating what the process for this item would be. Due procedure was not followed as not every person selected was proposed and seconded. At least one name was proposed on the night and was not contained in the original agenda papers which also omitted the name of Cllr Robert King. No information was given on any nominated candidates and candidates from opposition political parties who asked to speak were not allowed to. The presumption of openness and the others above were therefore breached and the most appropriate candidates were not chosen due to the majority party voting on party lines. (voting going 7 to 4 on all occasions). It therefore follows that this item was decided without full informed consideration and as such the results should not stand and instead be debated properly at full council.

5. Signed: (not required if sent by email)

Cllr Alan Alderson

Cllr Sian Williams

6. Dated: 01/06/2021

Runnymede Borough Council

CORPORATE MANAGEMENT COMMITTEE

Thursday 27 May 2021 at 7.30 p.m.

in the Council Chamber, Runnymede Civic Centre, Addlestone.

SUPPLEMENTARY AGENDA

PART I

9. **APPOINTMENTS TO OUTSIDE BODIES (LAW AND GOVERNANCE)**

1. The report attached at Appendix 'K' (marked to follow at page 56 of the main agenda) lists all the appointments to outside bodies presently due for renewal.
2. For the assistance of Members, Officers have been able to categorise the nature of each body listed for appointment in Appendix 'K' as follows:

A: These bodies are internal Council bodies or are formal joint Committees or joint working groups set up with other authorities. Members serve on them as Council Members and as far as liability is concerned are covered by the Council's insurances.

B: These bodies are independent of the Council but are advisory or consultative and appointees have a representative function rather than an executive one. The purpose of the appointment is to speak on behalf of Runnymede Borough Council. Appointees should not find themselves participating in any act which incurs legal liabilities.

C: These bodies are independent outside bodies and the appointees are placed there to act as Trustees, members of the Management Committee, or some similar role. They are not there to act as Council representatives but to use their judgement in the best interests of the Charity. In many cases, while acting on the outside body, they will be under a positive legal duty to act in its best interests rather than those of the Council. Council insurance does not cover them, but **Members of the Council are currently covered by an indemnity** when appointed by the Council, which the Council has agreed to provide. Representatives who are not Members of the Council, however, are not covered by the Council's indemnity.

3. For each appointment in Appendix 'K', whether the person appointed must be, should preferably be, or need not be a Member of the Council, is denoted by the following:

- 1) * Denotes person MUST be a Member of the Council
- 2) ** Denotes person appointed should preferably be a Member of the Council
- 3) *** Denotes person appointed need not be a Member of the Council

(To resolve)

Background Papers

None

RUNNYMEDE BOROUGH COUNCIL
EXTERNAL APPOINTMENTS DUE TO BE MADE IN 2021

APPENDIX 'K'

NAME OF ORGANISATION/TYPE OF REPRESENTATION	APPOINTMENTS DURATION	CURRENT REPRESENTATIVE(S) AND ACTION REQUIRED
<p>ADDLESTONE CHAMBER OF COMMERCE</p> <p>* C Management Committee function: Must be a Member of the Council</p> <p>Number of meetings per annum: 4 Frequency: Quarterly Time: 6pm Venue: Currently at Treasurer's home address in Addlestone</p>	<p align="center">1 YEAR</p>	<p>Current Representatives:</p> <p>Member: Councillor J Broadhead Deputy: Councillor J Furey</p> <p><i>Proposed Representatives:</i></p> <p>Member: Councillor J Broadhead Deputy: Councillor J Furey</p>
<p>AIR TRAINING CORPS (NO 398 SQUADRON) MANAGEMENT COMMITTEE</p> <p>** C Management Committee function : A Member of the Council would be preferred, although not necessary.</p> <p>Number of meetings: Monthly Time: 7.30pm Venue: Pond Road, Egham</p>	<p align="center">1 YEAR</p>	<p>Current Representative: Former Councillor A Neathey</p> <p><i>Proposed Representative:</i> Councillor M Adams</p>
<p>ARMED FORCES CHAMPION</p> <p>*B Representative function: Must be a Member of the Council</p>	<p align="center">1 YEAR</p>	<p>Current Representative: Councillor T Gracey</p> <p><i>Proposed Representative:</i> Councillor S Walsh</p>

<p>ASHFORD & ST PETER'S NHS TRUST</p> <p>* B One Stakeholder Governor - Must be a Member of the Council</p>	<p>3 YEARS</p>	<p>Current Representative: Former Councillor I Chaudhri</p> <p>Proposed Representative: Cllr M Adams</p> <p>Councillor S Whyte would like to be considered for this appointment</p>
<p>BASINGSTOKE CANAL JMC</p> <p>*A: must be a Member of the Council</p> <p>Number of meetings per annum: 3 Frequency: Every 4 Months Time: Usually mornings Venue: Basingstoke Canal Centre, Mytchett Canal Centre</p>	<p>1 YEAR</p>	<p>Current Representatives: Former Councillor B Clarke (Member) Councillor J Gracey (Deputy)</p> <p>Proposed Representatives:</p> <p>Member: Councillor S Lewis Deputy: Councillor J Gracey</p> <p>Councillor M Harnden would like to be considered for the Member appointment</p>
<p>CHERTSEY ALMSHOUSE CHARITY</p> <p>***C Trustees: Do not have to be Member of the Council</p>	<p>4 YEARS</p>	<p>Current Members: Mr M East Councillor M G Nuti</p> <p>Proposed Representatives:</p> <p>Member: Mr M East Deputy: Councillor M G Nuti</p>

<p>CHERTSEY CHAMBER OF COMMERCE</p> <p>* B Representative function: Must be a Member of the Council</p> <p>Number of meetings per annum: 10 Frequency: Every Month (except August and December) Time: Noon Venue: The Boat House Restaurant, Chertsey</p>	<p>1 YEAR</p>	<p>Current Representatives:</p> <p>Member: Councillor D A Cotty (Member) Deputy: Councillor M L Willingale (Deputy)</p> <p>Proposed Representatives: Member: Councillor D A Cotty Deputy: Councillor M L Willingale</p>
<p>CHERTSEY COMBINED CHARITY</p> <p>*** C Trustees: Do not have to be Member of the Council Should be a Chertsey Resident or represent a Chertsey Ward</p> <p>Number of meetings per annum: 4 Frequency: Quarterly Time: Evening Venue: St Peter's Church Hall, Chertsey</p>	<p>4 YEARS AND 1 YEAR</p>	<p>Current Trustees: Former Councillor C J Norman does not wish to be reappointed and Mrs J Norman, whose term ends in 2022, wishes to stand down</p> <p>2 Proposed Representatives:</p> <p>Cllr S Dennett (to serve until 2025) Nomination awaited for a Trustee to serve for one year, preferably from Addlestone Wards</p> <p>Other serving Nominative Trustees: Councillor D Cotty (until 2023) and Councillor Mrs D V Clarke (until 2024)</p>
<p>CHOBHAM COMMON LIAISON GROUP</p> <p>** B Member Appointment</p> <p>Representative type function: Although a Councillor appointment is preferred, it does not have to be a Member of the Council</p> <p>Number of meetings per annum: 3 (Quarterly) Time: Late afternoon Venue: Chobham Community Hall</p>	<p>1 YEAR</p>	<p>Current Representative:</p> <p>Councillor Miss M Heath</p> <p>Proposed Representative:</p> <p>Councillor Miss M Heath</p> <p>Councillor I Mullens would like to be considered for this appointment</p>

<p>COMMUNITY SAFETY PARTNERSHIP</p> <p>* B Member Appointment</p> <p>Note: It would be logical to suggest that the same person should also be the person whom the Council has appointed to be the representative on the Surrey Police and Crime Panel and possibly who will also serve on the Crime and Disorder Committee</p> <p>Number of meetings per annum: 4 Frequency: Quarterly Time: Daytime Venue: RBC Civic Offices</p>	<p>1 YEAR</p>	<p>Current Representative: Councillor J Furey</p> <p>Proposed Representative: Councillor J Furey</p>
<p>EGHAM CHAMBER OF COMMERCE</p> <p>* C Management Committee role: Must be a Member of the Council</p> <p>Number of meetings per annum: 10 Frequency: 3rd Wed. of Month (exc. August and December) Time: Daytime – Noon to 1pm Venue: High Street, Egham</p>	<p>1 YEAR</p>	<p>Current Representatives: Member: Councillor A Alderson Deputy: Councillor R King</p> <p>2 Proposed Representatives:</p> <p>Member : Cllr A Alderson</p> <p>Councillor S Williams would like to be considered for the Member appointment</p> <p>Deputy : Cllr A Balkan</p> <p>Councillor R King would like to be considered for the Deputy appointment</p>
<p>EGHAM UNITED CHARITY</p> <p>***C Community Representative, either Member or Non Member</p> <p>Number of meetings per annum: 10, 5/6 weekly Time: 7.30pm Venue: United Reform Church, Egham</p>	<p>4 YEARS</p>	<p>Current Representative: Mrs D Brickell</p> <p>Proposed representative: Mrs D Brickell</p> <p>Other serving representatives: Mrs M Greig (until 2023), Mrs M Elgar (until 2023) and Mrs J Reynolds (until 2024)</p>

<p>FAIROAKS AIRFIELD JOINT CONSULTATIVE COMMITTEE</p> <p>* B Management Committee role: Must be a Member of the Council</p> <p>Number of meetings per annum: 4 (Quarterly) Time: Daytime Venue: Sales Conference Room, Fair Oaks</p>	<p>1 YEAR</p>	<p>Current Representatives:</p> <p>Member: Councillor R Edis Deputy: Councillor J Broadhead</p> <p>Proposed representatives:</p> <p>Member: Councillor J Broadhead Deputy: Councillor R Edis</p> <p>Councillor J Olorenshaw would like to be considered for the Deputy appointment</p>
<p>THE FRANK MUIR MEMORIAL FIELD</p> <p>* C Management Committee/Trustee: Must be Member of the Council</p> <p>Number of meetings per annum: 4 including the AGM Frequency: Quarterly Time: Evening Venue: At Trustee's home</p>	<p>1 YEAR</p>	<p>Current Representatives:</p> <p>Councillor Mrs E Gill Councillor Mrs L M Gillham Councillor Mrs M T Harnden</p> <p>Proposed representatives:</p> <p>Councillor Mrs E Gill Councillor Mrs L M Gillham Councillor Mrs M T Harnden</p>
<p>HEATHROW COMMUNITY NOISE FORUM</p> <p>*B Councillor Representative ***B Community Representative</p> <p>Number, frequency, time and venue of meetings not known</p>	<p>1 YEAR</p>	<p>Current Representatives:</p> <p>Councillor C Howorth (Member) Councillor R King (Deputy)</p> <p>Community Representative : P Conway</p> <p>Proposed representatives</p> <p>Member Representative: Councillor C Howorth</p> <p>Deputy representative: Cllr J Sohi</p> <p>Community Representative - Mr P Conway</p>

<p>JOINT COMMITTEE OF THE TRAFFIC PENALTY TRIBUNAL (PATROL)</p> <p>* B Member of the Council with Officer support will receive and vet papers and attend/advise as necessary</p> <p>Subject to any major unforeseen issues arising, there are no meetings to attend.</p>	<p>1 YEAR</p>	<p>Current Representative: Councillor D Anderson-Bassey</p> <p>Proposed representative: Councillor D Anderson-Bassey</p>
<p>RUNNYMEDE ACCESS LIAISON GROUP (RALG)</p> <p>* B Consultative/Advisory role: Must be a Member of the Council</p> <p>Number of meetings per annum: 6 (Bi-monthly) Time: Evenings Venue: Addlestone Community Centre</p>	<p>1 YEAR</p>	<p>Current Representatives: Councillor Mrs D V Clarke Councillor Mrs M T Harnden</p> <p>Proposed representatives: Councillor Mrs D V Clarke Councillor Mrs M T Harnden</p>
<p>RUNNYMEDE AND SPELTHORNE CITIZENS' ADVICE BUREAU MANAGEMENT COMMITTEE</p> <p>* C Management Committee type role. Must be a Member of the Council</p> <p>Number of meetings per annum: 5 (Quarterly plus AGM) Time: 6.30pm, AGM noon Venue: The Old Library, Addlestone</p>	<p>1 YEAR</p>	<p>Current Representatives: Councillor J Furey (Member) Councillor S Dennett (Deputy)</p> <p>Proposed representatives:</p> <p>Member: Councillor S Dennett Deputy: Councillor R Bromley</p>
<p>RUNNYMEDE OPEN AWARDS CENTRE – FORMALLY DUKE OF EDINBURGH'S AWARD</p> <p>*** B Advisory/consultative role. Need not be a Member of the Council</p>	<p>1 YEAR</p>	<p>Current Representatives: Councillor T Gracey (Member) Councillor S Walsh (Deputy)</p> <p>Proposed representatives:</p> <p>Member: Councillor T Gracey Deputy: Councillor S Walsh</p>

<p>SIR WILLIAM PERKINS FOUNDATION</p> <p>*** B Advisory/consultative role. Need not be a Member of the Council</p> <p>Number of meetings per annum: Up to 9 Time: Late afternoon/early evening Venue: Sir William Perkins School</p>	<p>3 YEARS</p>	<p>Current Representatives: Councillor M Harnden</p> <p>Proposed representative: Councillor M Harnden</p>
<p>SOUTH EAST EMPLOYERS</p> <p>* B Representative role: Must be a Member of the Council</p> <p>Meetings: Every 2 weeks Venue: London or Winchester</p>	<p>1 YEAR</p>	<p>Current Representatives: Councillor M Maddox (Member) Councillor Mrs L Gillham (Deputy)</p> <p>Proposed representatives: Member: Councillor M Maddox Deputy: Councillor L Gillham</p>
<p>SOUTH EAST ENGLAND COUNCILS</p> <p>* B Representative role: Must be a Member of the Council Meetings: Quarterly Venue: Engineering Employers' Federation, Broadway House, Tothill Street, London, SW1H 9NQ</p> <p>Appointments to the SEEC Executive are made each year at the AGM, seats on the Executive are allocated based on political template.</p>	<p>1 YEAR</p>	<p>Current Representatives: Councillor N Prescott Councillor M Heath</p> <p>Proposed representatives: Member: Councillor N Prescott Deputy: Councillor T Gracey</p>
<p>STAINES SHOPMOBILITY</p> <p>* B Representative function: Must be a Member of the Council</p> <p>Number of meetings per annum: 10-12 Frequency: Ad hoc – roughly every 5 weeks Time: Daytime Venue: Spelthorne Borough Council Offices</p>	<p>1 YEAR</p>	<p>Current Representatives: Councillor Mrs M Harnden Councillor R King</p> <p>Proposed representatives: Councillor M Harnden Councillor R King</p>

<p>SURREY MUSEUMS PARTNERSHIP</p> <p>* C Consultative/Trustee role: Must be a Member of the Council</p> <p>Number of meetings per annum: 3 Committee meetings, 1 or 2 Grant Allocations meetings in June and November</p> <p>Frequency: Committee – February, July, October Grant Allocation – June/November</p> <p>Time: Committee evenings - Grant Allocation daytime</p> <p>Venue: Varies, but Surrey-wide</p>	<p>1 YEAR</p>	<p>Current Representatives:</p> <p>Member: Councillor M Harnden Deputy: Councillor J Wilson</p> <p>Proposed representatives:</p> <p>Member: Councillor M Harnden Deputy: Councillor J Wilson</p>
<p>SUSTAINABILITY AND TRANSFORMATION PLAN STAKEHOLDER REFERENCE GROUP</p> <p>* C Consultative/Trustee role: Must be a Member of the Council</p>	<p>1 YEAR</p>	<p>Current Representative:</p> <p>Member : Councillor M Heath (until May 2022) Deputy: Former Councillor A Neathey</p> <p>Proposed representatives:</p> <p>Member : Councillor M Heath (until May 2022) Deputy : <i>Nomination awaited to serve the unexpired term of former Councillor Neathey</i></p>
<p>THAMES BASIN HEATH SPECIAL PROTECTION AREA STRATEGIC PARTNERSHIP BOARD</p> <p>* C Note: Member Representative MUST have Planning Committee experience</p> <p>Number of meetings per annum: Ad-hoc – (3 max.) Frequency: As necessary Time: Daytime Venue: Throughout Surrey but predominantly at Surrey Heath</p>	<p>1 YEAR</p>	<p>Current Representatives:</p> <p>Member: Councillor M Willingale Deputy: Councillor D Anderson-Bassey</p> <p>Proposed representatives:</p> <p>Member: Councillor M Willingale Deputy: Councillor P Snow</p>

<p>VOLUNTARY SUPPORT NORTH SURREY</p> <p>* B Council representative function</p> <p>Number of meetings per annum: 6 Time: 10am Venue: Virginia Water Community Centre</p>	<p>3 YEARS</p>	<p>Current Representatives:</p> <p>Councillor Mrs D V Clarke Councillor Mrs T Burton</p> <p><i>Proposed representatives:</i></p> <p>Councillor Mrs D V Clarke Councillor N Prescott</p> <p>Councillor T Burton would like to be considered for one of these appointments</p>
<p>VIRGINIA WATER COMMUNITY ASSOCIATION</p> <p>* B Council representative function</p> <p>Number of meetings per annum: AGM (1) Frequency: Annual Time: 8pm Venue: Virginia Water Community Centre</p>	<p>1 YEAR</p>	<p>Current Representatives:</p> <p>Former Councillor P Sohi Councillor J Hulley</p> <p><i>Proposed representatives:</i></p> <p>Councillor D Coen Councillor J Hulley</p>

MINUTE OF CORPORATE MANAGEMENT COMMITTEE - 27 MAY 2021**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

At the meeting of the Corporate Management Committee on 27 May 2021, appointments were contested for seven outside bodies as follows:-

(1) **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)

(2) **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)

(3) **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

(4) **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).

(5) **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)

(6) **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

(7) **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)

10. **ANNUAL REPORT OF THE OVERVIEW AND SCRUTINY FUNCTION 2020/21
(LAW AND GOVERNANCE – JOHN GURMIN)**

Synopsis of report:

To present the Annual Report of the Overview and Scrutiny function for the Municipal Year 2020/21 at Appendix 'N' for submission to the Council meeting on 15 July 2021.

Recommendations:

The Committee is asked to confirm if it is content for the report at Appendix 'N' to be submitted to full Council in July or if it wishes to make any amendments.

1. Report

1.1 Sub-paragraph 6.03 (d) of the Council's Constitution states:-

"(d) **Annual Report.** The Overview and Scrutiny Select Committee must report annually to full Council on its workings and make recommendations for future work programmes and amended working methods if appropriate."

1.2 The Committee is asked to confirm if it is content for the report at Appendix 'N' to be submitted to full Council in July, or if it wishes to make any amendments.

(To recommend)

Background papers

None

DRAFT ANNUAL REPORT – OVERVIEW AND SCRUTINY FUNCTION – 2020/21

1. INTRODUCTION

- 1.1 The Overview and Scrutiny function in Runnymede is undertaken by the Overview and Scrutiny Select Committee. The Committee's Terms of Reference are set out in Article 6 of the Council's Constitution, which is attached at Appendix '1'. This report summarises the areas of the Overview and Scrutiny Select Committee's activities for the Municipal Year 2020/21. As a result of the coronavirus pandemic, all of the Committee's meetings in 2020/21 have been held remotely using MS Teams.

2. CORONAVIRUS RESPONSE REVIEW

- 2.1 Given the significant impact the Coronavirus pandemic had had on the communities of Runnymede and the Council's operations and finances, the Committee held three meetings in July 2020 reviewing the response. At the first meeting the Committee reviewed the Coronavirus Response Debrief Report and advised Officers which elements they would like to understand in further detail for the subsequent meetings. At the second meeting the Committee reviewed the speed at which the Welfare Cell was set up and the various operational links of the cell as well as reactive request support provided by Customer Services, the range of matters dealt with, how the support requests were managed, the effectiveness of the partnership working with the Foodbank, the effectiveness of the partnership work with volunteers and written testimonies from recipients. At the third meeting, the Committee reviewed the essential services chosen and how they were managed differently, Human Resources policies to manage staff during the pandemic, agile working effectiveness, and internal governance and monitoring.
- 2.2 Many Council Officers, Members, Applied Resilience, volunteers and other non-Council organisations had made contributions to the Covid-19 response. The Committee noted that one of the key findings of the draft Debrief Report, which contained a series of draft recommendations, was that there was a need for a broader pool of staff to provide support for whatever challenges may lie ahead in responding to Covid-19. Key staff had been in position for the entirety of the response and needed to work under extreme pressure over significantly extended periods, including evenings and weekends. The Committee expressed concern that there should be sufficient recuperation periods for staff who had been working for long periods on the Covid-19 response. It was noted that some of these staff had been able to take some rest but not all of them for a long period. Going forward, there was a need to designate deputies for some roles, but this would be dependent on sufficient resources being made available and investment being committed. The Council would need to consider whether there was scope for additional resources to provide deputies.
- 2.3 The Committee noted a Covid-19 initiation timeline, a Surrey Local Resilience Forum partner collaboration structure and a process flow diagram showing the Runnymede Welfare Management System which were set out in the draft Debrief Report. Approximately 2,500 people had been shielded in Runnymede – the number wishing to receive proactive welfare calls had reduced to about 900.
- 2.4 Regarding remote working, it was noted that officers were working on agile working policy, and it was noted that a second internet line into the Civic Offices was under consideration and that a wifi survey of the Civic Offices was currently being undertaken. One of the consequences of Covid-19 was that staff would not go back to full time working in the Civic Offices in the way in which they had done before. However, further implementation of agile working needed appropriate IT support and managerial oversight and staff needed to be comfortable with that way of working.

- 2.5 At its second meeting held on 14 July 2020, the Committee considered the speed at which the welfare cell was set up and the operational links of the cell with calls to vulnerable people and the shielded list (proactive support) as well as Customer Services (reactive request support). The Committee also considered the range of matters dealt with and how the support requests were managed. The Committee received verbal contributions from Environmental Services, Customer Services and Community Services officers.
- 2.6 Following the announcement on 23 March 2020 by the Prime Minister of a series of measures to restrict the spread of the coronavirus which were described as “lockdown”, by 25 March the basis of a welfare cell had been established. The Council’s IT section provided the equipment. Proactive calls started on 25 March. By 26 March the welfare system went live 7 days a week with a proactive call list established. Customer Services managed reactive requests and the welfare cell was established for escalations or referrals.
- 2.7 Proactive calls were made to those people who were shielded and those people who were vulnerable. The welfare cell consisted predominantly of Council staff in the Environmental Services and Customer Services sections. The Committee enquired how the list of people who should receive proactive calls was drawn up. It was noted that the vulnerable people list was provided by Community Services. Some of the list was out of date and it took 3 to 4 days to cleanse or clear the data to establish who should be contacted. There was cross referencing with Surrey County Council’s shielded list and the default position if people could not be contacted was to refer the matter onto Surrey Police.
- 2.8 At the peak, people on the proactive call list were called twice a week and if people were not responding to an initial call, a further two calls would be attempted on that day. If there was no response after three calls then a welfare visit was arranged by RBC staff runners or the Police. Continual data cleansing took place through cross referencing and it was decided that there was no need initially to check with Surrey Police on the lists that they might have. By using five or six different databases in Customer Services it was possible to find alternative contact details. There was a close link between Customer Services and the welfare cell, which included some Customer Services Staff. There was also a good working relationship between Surrey Police and the welfare cell. By the time of the Easter weekend, Customer Services and Surrey Police were updating each other on the various lists that they had. On some occasions, Surrey Police might have more recent information than Customer Services and vice versa.
- 2.9 One of the recommendations in the draft Coronavirus Response Debrief Report, was phrased as follows; - “ix – Improve process for welfare visits – include ‘sorry we missed you’ cards from early on rather than triggering multiple PCSO visits unnecessarily as some people prefer to call back rather than answer unknown number calls”. The Committee noted that the key words in this recommendation were “from early on”. This process had not been followed at the start of the response, but the lesson had been learned and the process had been put into practice later on in the response.
- 2.10 It was noted that there had been 2,000 calls for Customer Services over a 3 day period – this would normally be the number of calls received during an entire month. Calls were process mapped into three main categories – finance, food and medication. Customer Services worked with Voluntary Support North Surrey who provided volunteers.
- 2.11 It was noted that the range of matters dealt with in the various calls included a number of safeguarding issues including neglect and ill treatment – these types of cases were escalated or referred to Surrey County Council Adult Social Care or to the multi-agency safeguarding hub (MASH). Community Services had a good relationship with Adult Social Care. It was noted that some of the people on the vulnerable people list might have included people resident in care homes. The care homes had responsibility for their residents and care homes were a Surrey County Council function.

- 2.12 Customer Services and the welfare cell were open for 7 days a week during some periods and people were contacted by writing to them, by social media and by the Council's website. Customer Services and the welfare cell worked with the emergency foodbank which was set up at Egham Business Park which became known as the "warehouse". Various issues were referred to the welfare cell and Customer Services by the volunteers, some of which were also referred on to Adult Social Care. There was an awareness throughout of the need to be careful about what information could or could not be shared. As time went by, issues were dealt with more quickly through having experience of them previously in the response. Community Services and Applied Resilience were represented on the County wide welfare cell, where it was considered that Runnymede had provided a particularly effective and speedy welfare response. On Easter weekend, shielded data had been released and RBC had contacted 2,000 people. The Chairman reported that from his discussion with Members of other Surrey districts, that the general consensus was that Runnymede's welfare response had been of high quality and swift.
- 2.13 It was noted that RBC had contacted vulnerable and shielded people but had also written to the whole population of Runnymede to invite them to contact RBC if they had an issue arising out of the pandemic where RBC could help. As a result, people of all ages and with all kinds of needs had been assisted, across all types of demographic profiles.
- 2.14 The Committee went on to consider the effectiveness of the partnership working with the foodbank and the effectiveness of the partnership working with the official volunteers. In order to assist the Committee with its review of these various matters, it received verbal contributions from two RBC Member witnesses, Councillor Burton and Councillor Nigel King and from a member of the public who was an official volunteer.
- 2.15 The Committee noted that the emergency foodbank established at Egham Business Park, which became known as the "warehouse" had received volunteers from Neighbourhood Support Groups. Food had been bought from the wholesale industry which had a 3 or 4 year expiry date, as for a time the food supply retail chain had been severely adversely affected by the pandemic. Other food had been obtained from the hospitality industry which had lost its normal market because of social distancing. The wholesale package sizes that were bought were huge. The foodbank liaised with the welfare cell. Over 600 Foodbank parcels had been delivered by Councillors and by volunteers. Good relationships had been established by Councillors with local supermarket managers and staff in order to bulk buy food. Money had been raised from a variety of sources, including the Wentworth Estate and a Virgin money webpage. It was noted Community Services officers had worked extremely long hours and had showed great flexibility in responding to the Covid-19 crisis.
- 2.16 There were four different types of food pack depending on household size – most were delivered to single person households. As a number of people aged over 70 had to go into isolation, younger volunteers had come forward, who had phoned people to establish what else they might need including cat and dog food and personal hygiene products. The foodbank worked with other foodbanks in Spelthorne. Eight or nine hour shifts were worked at the foodbank and great attention was given to using gloves and masks with a determination that Covid-19 should not infiltrate into the Foodbank. Councillors had worked together regardless of party affiliations.
- 2.17 It was noted that, until the Covid-19 crisis, foodbanks had relied on donations. The warehouse had had to obtain food from wholesalers and had had to move from a collection model to a delivery model. It took time to drive to people's houses to deliver the packages.
- 2.18 At its peak, the warehouse was delivering 125 packs a week. Customer Services had triaged efficiently to ensure need was delivered where it was required and on level of urgency. Templates had been prepared for the operation of the emergency foodbank which could be used for any future crisis.

- 2.19 People were helped by the foodbank who would not normally use such a facility. Some did not have financial problems but could not get out to buy food because of shielding. Others had been furloughed or made redundant. Lessons had been learned from the previous emergency in Runnymede which was the widespread flooding of 2014. There was a volunteer community in Runnymede that would help in any way that they could in a crisis, and there was a “can do” culture rather than an excessively risk averse culture and a willingness amongst Councillors, officers and volunteers to come together to solve problems. It was noted that the foodbank had been invaluable to Community Services in that it gave them one less problem to deal with as they knew that people would be able to get food.
- 2.20 The vital role played by the Neighbourhood Support Groups in providing volunteers for the coronavirus response was noted. Nine groups had come together which covered the whole borough and they liaised twice a week on MS Teams. Voluntary Support North Surrey had supplied 950 separate volunteers. Over 650 ID cards had been produced. RBC’s Finance officers had provided support regarding the reimbursement of volunteers. The Committee noted the importance of keeping the extensive Runnymede volunteer pool together for any future emergencies.
- 2.21 The Committee noted testimonies received over the telephone from people receiving support from RBC during the coronavirus pandemic consisting of proactive welfare call recipients in the vulnerable people and shielded categories and Meals on Wheels recipients. These testimonies showed that people appreciated greatly that their welfare was being checked on and that assistance was provided to them if required during an emergency.
- 2.22 The Committee expressed its appreciation in particular for the work of the RBC Community Services, Customer Services and Environmental Services sections in the response to the Covid-19 pandemic. It also congratulated everyone involved in the response for their excellent and exceptional work in meeting the needs of the people of Runnymede in an emergency.
- 2.23 At its third and final meeting on the response held on 21 July 2020, the Committee noted that it had at its previous two meetings received information on the work Officers and Members had undertaken during the peak of the pandemic. Officers were now looking and preparing for the future by considering actions to take for a possible second wave of the pandemic. To improve, Officers felt that the MHCLG was of particular importance as it needed to disseminate information to local authorities quickly, particularly in relation to PPE. It was also felt that central Government should give more responsibility and enabling powers to local government, which would be more effective. Officers were currently working with Applied Resilience on an Action Plan for a second wave. In general, feedback from residents on the co-ordinated effort at Runnymede had been very good.
- 2.24 The Committee was concerned to learn that due to a national data sharing arrangement not being in place, local authorities were unable to obtain local COVID results. This data would be crucial in monitoring a potential second wave of the virus and therefore strongly felt that central Government should look at allowing this data to be shared as a matter of urgency, as this was vital in controlling the spread of the virus.
- 2.25 The Committee was pleased to note that due to the introduction of Citrix and Microsoft Office 365 in December last year from a technical point of view Runnymede had fared well. At the peak of the pandemic over 200 staff were working from home. The Committee thanked Digital Services for all their hard work and felt the department’s response had been excellent and they should be commended.

- 2.26 If a set of circumstances occurred similar to the March 2020 lockdown, the Council would seek to increase the number of staff who could be used for the on-site welfare cell and vulnerable people calls. Improvements in the Council's telephony system would be needed to facilitate greater agile working. It was noted that staff working on emergencies such as the pandemic did so on a volunteer basis, it was not written into staff contracts.
- 2.27 The Committee noted a list of essential services which continued to be carried out as well as delivering the COVID response. Of particular note, was the refuse/waste collection service, and in order to maintain social distancing in refuse vehicles, community buses had been utilised to transport refuse collectors between rounds.
- 2.28 Councillor Prescott, the Leader of the Council, thanked everyone for all their efforts including the Senior Leadership Team, Officers, Members and volunteers. He felt Runnymede responded excellently to the pandemic with a true can-do attitude. He particularly wanted to thank those who had gone 'above and beyond'. He stressed again the importance of COVID cases being shared in future when dealing with potential smaller localised lockdowns. He felt the thoroughness of the review had been very good.
- 2.29 It was noted that whilst some Members had been involved in dealing with pandemic, it was appreciated that some had medical conditions which prevented them from assisting. However, every Member who could help did so with some going 'above and beyond'. Members felt that the day to day working with Officers worked well and Members all worked together whatever their political persuasions.
- 2.30 It was noted that after the flooding in the borough in 2014 it was agreed in emergency situations there should be a Member Liaison Officer (MLO). The MLO would be the designated Member who would disseminate information out to each party. This had not occurred at every stage during COVID. The Chief Executive felt the idea of an MLO was good one and would review to ensure ongoing communications.
- 2.31 Regarding partnership working, it was noted that on the whole good collaborative working had taken place and information needed was forthcoming. Members appreciated the daily update email they received from the Head of Business Planning and Performance Review and the Chief Executive expressed his thanks for all her work and proactive communications to Members.
- 2.32 Regarding internal governance and monitoring, it was considered that a review of the Council's response to the pandemic by the Committee, so soon after the event was very positive. Members were keen to ensure that staff had been able to take leave and officers advised the Committee that staff had been given a longer amount of time to take their leave.
- 2.33 The Overview and Scrutiny Select Committee approved and recommended an amended Coronavirus debrief Report to Corporate Management Committee. In closing the meeting, the Chairman expressed his thanks to all concerned in the Covid response.
- 2.34 At its meeting on 10 September 2020, the Corporate Management Committee considered a Coronavirus Debrief Report and a Pandemic Plan which had been updated following the series of three meetings of the Overview and Scrutiny Select Committee on 2, 14 and 21 July. The Corporate Management Committee noted an overview of the Council's work in responding to the pandemic from 27 March 2020 to 1 August 2020, which showed outgoing activity, phone calling, business support, communication with the community and new Council Tax Support claims since 27 March 2020. In that time period 41,633 welfare phone calls had been made to vulnerable people, 4,917 vulnerable people had benefitted from welfare calls, there had been 34, 874 incoming coronavirus related calls to Customer Services and 1,079 referrals had been made to the foodbank.

- 2.35 The Corporate Management Committee noted that the Overview and Scrutiny Select Committee had found that the local response had been outstanding. The response had benefitted from strong leadership, excellent support from staff and management by the foodbank, remote working had worked well, there had been due regard to health and safety and good communication with the public.
- 2.36 Recommendations for improvements included making minute takers available for panel meetings, where resources allowed identifying deputies for key roles so that key staff could have more rest time, greater support for staff managing welfare calls and enhanced broadband resilience. Some of the recommendations in the Debrief Report required expenditure which was not already approved. These items would be discussed at a Member Away Day to be held later in September.
- 2.37 The Corporate Management Committee commended the work done by officers, Members, Applied Resilience, volunteers and the foodbank in responding to the pandemic. It was noted that officers were liaising closely with Public Health on the numbers of Covid-19 cases at local level and that the Office for National Statistics also had detailed information on the location of cases. The whole community had shown its ability to come together at a time of crisis.
- 2.38 The Corporate Management Committee approved the updated Runnymede Borough Council Pandemic Plan and approved the Coronavirus Debrief Report in principle, subject to the required growth being approved by Members following discussion at the Member Away Day.

3. TREASURY MANAGEMENT

- 3.1 At its meeting on 10 October 2020, the Committee considered the Treasury Management Annual Report 2019/20 which summarised the Council's treasury management activity and performance for 2019/20.
- 3.2 The Council's underlying need to borrow for capital expenditure was termed the Capital Financing Requirement (CFR) and represented the capital expenditure of prior years that had not been paid for and the current year's unfinanced capital expenditure. One of the Council's treasury activities was to address the funding requirements for this borrowing need. Depending on the capital expenditure programme, Officers organised the Council's cash position to ensure that sufficient cash was available to meet the capital plans and cash flow requirements. During 2019/20, the Council had maintained an under-borrowed position. This meant that the capital borrowing need, the CFR, had not been fully funded with loan debt, as cash supporting the Council's reserves, balances and cash flow had been used as an interim measure.
- 3.3 The policy of avoiding new borrowing by running down spare cash balances had served the Council well over the last few years. However, with interest rates fluctuating wildly on a daily basis, and an uncertain future in regard to the fallout from Coronavirus and Brexit, officers had taken the opportunity at the end of 2019/20 to convert £15 million of internal borrowing into actual debt to avoid incurring higher borrowing costs in the future. This was done at a rate of 2.33%. Equivalent rates today were 2.48%. Doing this had effectively delayed the need to borrow for the Egham Gateway scheme in the current year, and it was hoped that reduced Public Works Loan Board (PWLB) rates for regeneration schemes would be introduced by the time additional money was required. It was noted that the Council could no longer borrow from the PWLB in order to acquire commercial assets. During 2019/20 the Council had borrowed £61m. This meant that the Council ended the year with borrowings of £632m, £102m of which related to the longstanding Housing Revenue Account (HRA) debt. No further borrowing had been undertaken in the current year.

- 3.4 Investment returns had remained low in 2019/20 and had then plummeted at the year end as the base rate was cut to 0.1%. The Council's actual interest rate performance during last year (i.e. 2019/20) was a healthy 0.91% which compared favourably with the Council's benchmark rates. However, with base rates so low, Finance officers were now predicting a sharp fall in the current year with the Council's returns for the first 6 months of 2020/21 averaging around 0.60%. This would plummet further during the second half of the year as forthcoming maturities were reinvested at much lower rates. One of the reasons for last year's good performance was the decision by officers to lend a majority of the Council's spare money for periods of 9-12 months with local authorities when the money market rates started to dip.
- 3.5 Another reason for the favourable actual interest rate performance which had been achieved in 2019/20 was the Council's investment in its two pooled funds. Investments in these funds were long term in nature and over long term horizons they offered investors with strong levels of interest in the form of dividends. However, the capital values of these assets could be subject to large fluctuations over relatively short time frames. March 2020, when the Coronavirus lockdown had started, was one such occasion as markets showed high levels of volatility with significant changes on a day to day basis. Officers expected this volatility to continue over the medium term as the consequences of Brexit and the Coronavirus became clearer over time. Equivalent values of the funds as at the end of August 2020 were £2.2m for the Property Fund with a yield of approximately 4 - 4.5% and £2.0m for the Income Fund with a yield of approximately 3.2%. The Committee noted a full list of investments totalling £79m held by the Council at 31 March 2020. The high year end balance was due to officers swapping internal borrowing of £15 million for actual debt.
- 3.6 Taking both borrowings and investment together, overall the Council had made a £3.7m betterment on its original net debt forecast for the year. This variance mainly stemmed from delays to property purchases and regeneration schemes which had led to increased cash balances and a reduced borrowing requirement. However, what this also meant was that there was less rental income being received which offsetted most of this betterment.
- 3.7 In 2019/20 the Council had operated within the boundaries set out in the Treasury Strategy and investment returns and borrowing rates had been better than anticipated with no additional risk to the Council. The Committee considered that the borrowing rates for the HRA appeared to be high when compared to the General Fund and it was explained that these were specially introduced low rates at the time the loans were taken out, which showed how far the market had since fallen. The Council had not lost any of the principal on its investments and always gave priority to security and liquidity over yield. The Committee congratulated Finance officers on excellent Treasury management performance for the year 2019/20 and asked that its appreciation of the efforts of the Finance Team during 2019/20 be conveyed to those staff.
- 3.8 The Committee also received a verbal update on the Council's current position in respect of Treasury Management in 2020/21. In April 2020, the Government had paid the Council £14m so that the Council could make grants to businesses that had been affected by the Covid-19 lockdown. After receiving representations from the Council, the Government had agreed to defer the Council's payments to the Government of Business Rates until later in 2020/21. As a result of these two items, the Council's cash flows had increased but then reduced due to the payment of the grants to businesses and reduced income from commercial properties and business rates caused by Covid-19.
- 3.9 Not including the grants to businesses, there had been a drop of £3m in Council investments during the first 6 months of 2020/2021, which was in stark contrast to last year where the equivalent period saw the first six months of investments rise from £57m to £69m. The increase in money at the start of 2020/21 had been mainly invested short term in Money Market Funds as officers awaited the fallout from the Coronavirus. This investment practice had continued throughout the year. The investment income target for 2020/21 was based on

the Council achieving an average interest rate of 0.75%. As base rates were now at 0.10% and likely to remain there for the foreseeable future, that would no longer be achievable, as all investment rates up to 12 months were either negative or barely above zero.

- 3.10 At its meeting on 26 November 2020, the Committee noted the Treasury Management Mid Year Report 2020/21 which summarised the Council's treasury management activity for the first six months of the 2020/21 financial year. The Committee noted an economic update and outlook for interest rates that had been provided by the Council's Treasury Management Consultants, Link Asset Services. No Increase in the Bank Rate was expected within the forecast horizon ending on 31 March 2023 as economic recovery was expected to be gradual and prolonged.
- 3.11 The Council's Treasury Management operation ensured that cash flow was adequately planned with cash being available when required. Surplus monies were invested in low risk counterparties or instruments commensurate with the Council's low risk appetite, providing adequate liquidity initially before considering investment return. The Council was making investments at a time of economic and fiscal uncertainty created by Covid, with various support packages being made available by the Government to businesses who had been and continued to be either unable to operate at all or unable to operate at full capacity as a result of the coronavirus.
- 3.12 The Council held £70m of investments as at 30 September 2020 and the investment activity during the first six months of the year was noted by the Committee. Approximately £109m of new investments had been made in this period. The Runnymede average rate of interest was 0.61% which compared favourably with the Council's benchmark rates. The Committee congratulated treasury management officers on this excellent result. The drop in rates that were available was illustrated by a chart taken from the Council's ICD Money Market Fund Portal.
- 3.13 As a result of slippage in the Capital Programme there had been no need to borrow so far in 2020/21. Due to the increase in Public Works Loan Board (PWLB) margins over gilt yields in October 2019, and the subsequent consultation on these margins by HM Treasury- which ended on 31 July 2020 – officers had not undertaken new long term PWLB borrowing. However, the Committee was advised that there had been an announcement on 26 November 2020 that PWLB rates had been lowered but with strict conditions. Officers would be reviewing whether or not the PWLB should be used for further borrowing for regeneration schemes in the light of this announcement.
- 3.14 There had been no loss of principal in any of the investments that the Council had made. The Committee noted that there had been a reduction in interest received on loans to RBC companies. It was explained that this was because a loan had not been made in respect of some of the flats in the Addlestone One development. The Committee also noted that an advance loan deal refinancing an existing loan at a rate of 2.88% with Phoenix Life Limited was not included within the list of borrowings as at 30 September 2020. It was explained that the advance loan would commence in the new financial year when the existing PWLB loan would drop off. It was noted that the rate of 2.88% was fixed and that this loan deal had been entered into when rates were in the region of 2.9% in order to provide certainty for the Council's Egham Gateway regeneration scheme.
- 3.15 The Committee noted that recent changes made by the Government in response to the Covid pandemic, including the imposition of a second lockdown in England that would finish on 2 December 2020 and be replaced by a tier system, had not caused officers to change their estimates for investment income set out in the mid-year report. Going forward it was clear that the Council would be receiving less investment income but the extent of the reduction from 2021/22 onwards could not be forecast with any accuracy at this stage as it depended on the speed of the recovery from Covid and on future decisions to be taken by the Government, neither of which could be predicted yet with any certainty.

- 3.16 At its meeting on 4 February 2021, the Committee received a report on the 2021/22 Treasury Management Strategy, Annual Investment Strategy, Prudential and Treasury Management Indicators and Minimum Revenue Provision Statement. The Committee commended officers on the quality of the report.
- 3.17 The Council had total investments of £73,121,000 at 30 November 2020. The Committee noted that the amount invested at 31 January 2021 was approximately £83 million. This increase was mainly due to the receipt of approximately £9 million of Covid-19 related grants that the Council was distributing to businesses on behalf of the Government.
- 3.18 The Council invested its funds prudently and would continue to have regard to the security and liquidity of its investments before seeking the highest rate of return, or yield. This approach was inherent in the Council's Treasury Management Strategy which complied with Government guidance on the issues to be covered. There were no changes to the Annual Investment Strategy for 2021/22. Officers would keep a close eye on the limits for each counterparty and any required amendments would be submitted to Members for approval.
- 3.19 Most UK banks currently had a negative outlook assigned to them by at least one credit rating agency which implied that rating downgrades were possible this year. The Government was currently offering rates of negative 0.01% on all investments placed with it. Most Money Market funds were offering close to zero rates. However, in making investments going forward, Council officers would not place the priority on yield rather than security and liquidity. As rates had dropped, so had the margins between the risks. This had resulted in additional risk for only minimal return.
- 3.20 Investment returns were likely to remain low during 2021/22 with little increase predicted in the following few years. The Council's treasury advisor, Link Asset Services, had forecast that the Bank Rate would not change from 0.1% over the next two years and probable earnings on the Council's investments were expected to mirror the Bank Rate at 0.1%. The Committee noted the 2020/21 estimate for investment income and debt interest split between the General Fund and Housing Revenue Account.
- 3.21 The Council's borrowing strategy, which set out the parameters of where the Council could borrow and in what format, was unchanged from last year. The Council was currently maintaining an under borrowed position. This meant that the capital borrowing need had not been fully funded with actual borrowing as cash flows were being used as a temporary measure.
- 3.22 A code of practice had been issued relating to money market investments called the UK Money Markets Code which CIPFA had recommended that all Councils should adopt. As the Council met the relevant criteria, the Committee agreed to recommend that the Code be adopted by the Council. The Council would become only the fourth local authority to adopt the Code.
- 3.23 The Committee agreed to recommend the Prudential and Treasury Management Indicators for 2021/22. These indicators were required to ensure that the capital investment plans of the Council were affordable, prudent and sustainable and included a total authorised limit for external borrowing by the Council in 2021/22 of £759,704,000. This limit set out the maximum level of borrowing that the Council could undertake. The Committee noted the Capital Financing Requirement (CFR) for 2021/22 which showed the Council's need to borrow.
- 3.24 The Council was required to pay off an element of the accumulated General Fund capital spend each year (the CFR) through Minimum Revenue Provision (MRP) which was a charge to revenue in order to have sufficient monies set aside to meet the future repayment of principal on any borrowing undertaken. The Council was required to approve an MRP

statement in advance of each year. The Committee was advised that there was no need to amend the Council's current statement and agreed to recommend an unchanged MRP statement for 2021/22.

- 3.25 The Committee noted that Member training on treasury management would be arranged towards the end of 2021 and that the Council's treasury advisors, Link Asset Services, would be involved in that training.

4. REVIEW OF THE PLANNING SERVICE UPDATE

- 4.1 At its meeting on 4 February 2021, the Committee received a report updating them on action being taken following the scrutiny review of the Council's Planning service.
- 4.2 At its meeting on 6 February 2020 the Committee had recommended to the Planning Committee that recommendations adopted by the Committee following the scrutiny review of the Council's Planning service should also be adopted by the Planning Committee. These recommendations were in two categories which consisted of recommendations made by the Planning Advisory Service (PAS) in its report published in February 2019 following a visit to the Council and recommendations drafted following representations made by local residents.
- 4.3 At its 6 February 2020 meeting the Committee had also recommended that its comments on those recommendations should be considered by the Planning Committee and that a report from the Planning Committee should be submitted to the 1 October 2020 meeting of the Overview and Scrutiny Select Committee which would provide an update on progress in implementing the action agreed by the Planning Committee arising from the recommendations.
- 4.4 Due to the pandemic and other factors, it had not been possible to meet the timescale envisaged originally and further to discussion between the Chairmen of both the Planning Committee and the Overview and Scrutiny Select Committee, a report on the Committee's recommendations had been considered by the Planning Committee at its meeting on 4 November 2020.
- 4.5 At its meeting on 4 November 2020, the Planning Committee had noted the recommendations and the Overview and Scrutiny Select Committee's comments on the recommendations. It had also noted the guidance of Officers within the Development Management and Policy and Economic Development Teams as to how best to progress the recommendations.
- 4.6 At its meeting on 4 November 2020, the Planning Committee had also noted that a significant amount of time had passed since the PAS review and that matters had significantly progressed in the Planning service since then. A further report would be submitted to the Planning Committee in due course showing completed actions and recommending if any outstanding items should still be progressed or, if they were no longer necessary in the form suggested, or if they should be adapted. The Planning Committee would at that stage note further progress and decide what, if any, further actions were required.
- 4.7 At its meeting on 26 November 2020, the Overview and Scrutiny Select Committee had agreed that it should receive an interim report as soon as possible so that the Council's residents could see what progress had been made in implementing the recommendations.
- 4.8 Accordingly, at its meeting on 4 February 2021, the Overview and Scrutiny Select Committee noted an interim report providing an update on progress to date against each of the recommendations made by the Planning Advisory Service (PAS) and an update on

progress to date against each of the recommendations drafted following representations made by local residents.

- 4.9 PAS had recommended (PAS Recommendation 2) that a strong Councillor champion for the local plan and the delivery agenda be allocated to work within the Council, with external partners and across the region. The Member Advisory Panel that the Committee had set up to undertake tasks to progress the scrutiny review had not made any recommendations in respect of PAS Recommendation 2, further to assurances by officers of the role of the Chairman of the Planning Committee and the role of what was then Chairman of the External Relations and Infrastructure Member Working Group and was now the Chairman of the Infrastructure and Economic Development Member Working Party (IEDMWP). A Councillor champion had not been appointed and it was noted that PAS Recommendation 2 had been made before the current Runnymede local plan had been finalised.
- 4.10 It was noted that the IEDMWP would be considering communications at its March 2021 meeting and that it could consider the question of the potential for a Councillor champion for the local plan at that meeting if deemed required. A Member of the Committee expressed the view that a Councillor champion for the local plan was no longer required. This Member considered that the Planning Committee should not debate whether to appoint a Councillor champion for the local plan as, with the passage of time, Member and officer relationships on Planning issues had developed, good progress had been made on all forms of plan making in the Borough and such a champion was therefore no longer necessary.
- 4.11 The Committee noted that it would be for the Planning Committee to decide whether or not to appoint a Councillor champion for the local plan. A majority of Members of the Committee considered that this matter should be looked at by the Planning Committee and agreed that the Planning Committee be requested to consider whether a Councillor champion should be appointed for the local plan and delivery agenda taking into account the views of the IEDMWP on this matter.
- 4.12 PAS had recommended (PAS Recommendation 14) that a more supportive working relationship between Councillors and Planning officers be developed. Officers had commented that they considered, from feedback received from Members, particularly Members of the Planning Committee, that this had now been achieved. A Member of the Committee who was also on the Planning Committee confirmed that this was a fair reflection of discussions at the Planning Committee. A majority of Members of the Committee considered that Councillors should be asked if there were any issues that they wished to highlight on the relationship and that an email survey be sent to all Members by the Corporate Head of Development Management and Building Control. The purpose of this survey was to confirm that a wide cross-section of Members (not only the Planning Committee) considered that supportive working relationships had developed and improved since the publication of the PAS report in early 2019.
- 4.13 Councillor Gillham asked for it to be recorded that she disagreed with the email survey of all Members being undertaken as she considered that the relationship between Councillors and Planning officers had improved and that such a survey was not necessary, particularly in view of the progress that had been made on plan making throughout the borough and the positive comments made by the Planning Committee in recent times.
- 4.14 The Committee noted that the layout of the Planning Committee for meetings which were not conducted remotely had been changed in response to PAS Recommendation 12.
- 4.15 Regarding PAS Recommendation 13 which related to Planning matters reserved to Committee and concerns from both PAS and local residents that more Committee focus should be on larger more complex matters rather than very minor cases, it was noted that a report would be submitted to the Constitution Member Working Party in March 2021 on this subject to aim to address the goals of these recommendations. This matter would initially

be considered by that Working Party as if there to be changes, the Council's Constitution on Planning matters reserved to Committee would have to be amended. Changes to Planning matters reserved to Committee were agreed by Full Council at its meeting on 22 April 2021 as part of the Council's new Constitution for May 2021, following consideration by the Working Party and the Corporate Management Committee.

5. TRANSPORT FOR THE SOUTH EAST

- 5.1 At its meeting on 4 February 2021, the Committee noted a report for information on Transport for the South East (TfSE) which was the sub-national transport body for the South East of England including Surrey which determined what transport infrastructure was needed to boost the region's economy. The Chairman advised that he had asked for this report to be put on the Committee's agenda in order to raise awareness amongst Members of TfSE's work.
- 5.2 TfSE's purpose was to determine what investment was needed to transform the region's transport system and drive economic growth, to increase influence with Government and key stakeholders, to secure investment in pan-regional strategic transport corridors, to deliver sustainable economic growth while protecting and enhancing the environment, to reduce emissions, to promote social inclusion and to enable genuine long-term planning.
- 5.3 TfSE was run by a Board comprising 18 representatives and a Forum which was an independently chaired advisory group. There was also a senior officers' group. A presentation on TfSE had been given to Runnymede's Infrastructure and Economic Development Working Party (IEDMWP) in December 2020.
- 5.4 TfSE had published an Economic Connectivity Review in July 2018, followed by a Transport Strategy in July 2020. Work on a Future Mobility Strategy was almost complete and was just commencing on a Freight, Logistics and International Gateways Strategy. Five Area Studies were also being undertaken, two of which affected Runnymede – the Inner Orbital Area Study (just starting) and the South West Radial Area Study.
- 5.5 Runnymede's Corporate Head of Planning Policy and Economic Development had attended recently the newly formed Inner Orbital Area Study Forum (IO Forum). The IO Forum was a sub-group of the TfSE Transport Forum, plus selected other stakeholders, including representatives from the Councils within the study area. The role of the Forum was to provide stakeholder expertise, intelligence and advice to the inner orbital working group (IOWG) and project team.
- 5.6 At the Forum's most recent meeting on 12 January 2021, a number of issues had been considered including the outcome of rural mobility workshops, work undertaken on carbon assessment including the development of a carbon calculator, challenges and opportunities with the future energy supply in relation to transport, and the content of the Future Mobility Strategy which would focus on packages of interventions that could be introduced in different community types. These interventions would feed into the area studies and the strategic investment plan. Presentations had also been provided on zero emissions opportunities and challenges for buses and electric vehicle charging. TfSE's work would have various implications for Runnymede including in respect of Planning Policy and the Runnymede Transport Strategy (RTS).

ARTICLE 6– OVERVIEW AND SCRUTINY SELECT COMMITTEE/CRIME AND DISORDER COMMITTEE

6.01 Terms of Reference

The Council will appoint an overview and scrutiny Committee to discharge the functions conferred by regulations under Section 32 of the Local Government Act 2000. In Runnymede, the overview and scrutiny committee is titled the Overview and Scrutiny Select Committee.

The Overview and Scrutiny Select Committee will have nine Members, or as the Council may decide.

6.02 General Role

Within this Constitution, the Overview and Scrutiny Select Committee may:

- (i) review and/or scrutinise decisions made or actions taken in connection with the discharge of any of the Council's functions;
- (ii) make reports and/or recommendations to the Full Council and/or any Committee in connection with the discharge of any functions;
- (iii) consider any matters affecting the area or its inhabitants; and
- (iv) exercise the right to call-in, for reconsideration, decisions made but not yet implemented by any Committee.

6.03 Specific Functions

(a) **Policy development and review.** The Overview and Scrutiny Select Committee may:

- (i) assist the Council in the development of its budget and policy framework by in-depth analysis of policy issues;
- (ii) conduct research, community and other consultation in the analysis of policy issues and possible options;
- (iii) consider and implement mechanisms to encourage and enhance community participation in the development of policy options;
- (iv) question Members of policy Committees and Chief Officers about their views (in the case of Officers, professional views) on issues and proposals affecting the area; and
- (v) liaise with other external organisations operating in the area, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working.

(b) **Scrutiny.** The Overview and Scrutiny Select Committee may:

- (i) review and scrutinise decisions made by, and performance of, policy Committees and Council Officers, both in relation to individual decisions and over time;
- (ii) review and scrutinise the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas;
- (iii) question Members of policy Committees and Chief Officers about their decisions and performance, whether generally in comparison with service plans and targets over a period of time, or in relation to particular decisions, initiatives or projects;
- (iv) make recommendations to the appropriate policy Committee and/or Council arising from the outcome of the scrutiny process;

(v) review and scrutinise the performance of other public bodies in the area and invite reports from them by requesting them to address the overview and scrutiny Committee and local people about their activities and performance; and

(vi) question and gather evidence from any person (with their consent).

(c) **Finance.** The Overview and Scrutiny Select Committee may be allocated funding for its role by the Council, and will exercise overall responsibility for the finances made available to it.

(d) **Annual Report.** The Overview and Scrutiny Select Committee must report annually to full Council on its workings and make recommendations for future work programmes and amended working methods if appropriate.

6.04 The Overview and Scrutiny Select Committee may form sub-committees from amongst its membership, or advisory panels from any suitable persons whether its Members or not.

6.05 **Proceedings of Overview and Scrutiny Select Committee**

The Overview and Scrutiny Select Committee will conduct its proceedings in accordance with the Overview and Scrutiny Procedure Rules set out in Part 4 of this Constitution.

6.06 **The Crime and Disorder Committee**

The Overview and Scrutiny Select Committee will also sit as the Council's Crime and Disorder Committee under section 19 of the Police and Justice Act 2006. It will meet in this capacity as required, but by law must do so at least once in every twelve months. When it does so, it must not exercise any functions other than its functions under the 2006 Act. Its terms of reference are set out in Part 3 of this Constitution and its proceedings will be conducted in accordance with the Crime and Disorder Committee Procedure Rules set out in Part 4.

11. **EXCLUSION OF PRESS AND PUBLIC**

OFFICERS' RECOMMENDATION that –

the press and public be excluded from the meeting during discussion of the following report (s) under Section 100A(4) of the Local Government Act 1972 on the grounds that the report (s) in question would be likely to involve disclosure of exempt information of the description specified in relevant paragraph(s) of Part I 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

a) Exempt Information

(No reports to be considered under this heading)

b) Confidential Information

(No reports to be considered under this heading).