



# Corporate Management Committee

Thursday, 24 March 2022 at 7.30 pm

Council Chamber, Runnymede Civic Centre,  
Addlestone

## Members of the Committee

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

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

- 1) Any report on the Agenda involving confidential information (as defined by section 100A(3) of the Local Government Act 1972) must be discussed in private. Any report involving exempt information (as defined by section 100I of the Local Government Act 1972), whether it appears in Part 1 or Part 2 below, may be discussed in private but only if the Committee so resolves.
- 2) The relevant 'background papers' are listed after each report in Part 1. Enquiries about any of the Agenda reports and background papers should be directed in the first instance to **Mr J Gurmin, Democratic Services Section, Law and Governance Business Centre, Runnymede Civic Centre, Station Road, Addlestone (Tel: Direct Line: 01932 425624). (Email: [john.gurmin@runnymede.gov.uk](mailto: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](http://www.runnymede.gov.uk).

4) In the unlikely event of an alarm sounding, members of the public should leave the building immediately, either using the staircase leading from the public gallery or following other instructions as appropriate.

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.

<b>List of matters for consideration</b>	<u>Page</u>
<b>Part I</b>	
<b>Matters in respect of which reports have been made available for public inspection</b>	
1. <b>Notification of Changes to Committee Membership</b>	
2. <b>Minutes</b>	4 - 14
	To confirm and sign, as a correct record, the Minutes of the meeting of the Committee held on 24 February 2022 (Appendix 'A').
3. <b>Apologies for Absence</b>	
4. <b>Declarations of Interest</b>	
	Members are invited to declare any disclosable pecuniary interests or other registrable and non-registrable interests in items on the agenda.
5. <b>Constitution Review 2022</b>	15 - 18
6. <b>Corporate Key Performance Indicators – Proposed Indicators and Targets for 2022/23</b>	19 - 35
7. <b>Governance Arrangements for the Magna Carta Trust</b>	36 - 40
8. <b>River Thames Scheme – Service Level Agreements</b>	To Follow
9. <b>Exclusion of Press and Public</b>	41
<b>Part II</b>	
Matters involving Exempt or Confidential Information in respect of which reports have not been made available for public inspection	
10. <b>Shared Management Arrangements for Building Control</b>	42 - 49
11. <b>Proposed Letting Of Commercial Property</b>	50 - 55
12. <b>Financial Services Restructure</b>	56 - 65

Runnymede Borough CouncilCORPORATE MANAGEMENT COMMITTEE24 February 2022 at 7.30 p.m.

Members of the Committee present: Councillor N Prescott (Chairman) T Gracey (Vice-Chairman), D Cotty, M Cressey, L Gillham, J Gracey, C Howorth, M Maddox, I Mullens, D Whyte and J Wilson.

Members of the Committee absent: Councillor M Willingale.

**Fire Precautions**

The Chairman read out the Fire Precautions.

**Notification Of Changes To Committee Membership**

The Groups mentioned below had notified the Chief Executive of their wish that the changes listed below be made to the membership of the Committee. The changes were for a fixed period ending on the day after the meeting and thereafter the Councillors removed would be reappointed.

<b>Group</b>	<b>Remove from Membership</b>	<b>Appoint Instead</b>
Conservative Runnymede Independent Residents'	Councillor M Heath  Councillor A Alderson	Councillor J Wilson  Councillor I Mullens

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

**Minutes**

The Minutes of the meeting held on 20 January 2022 were confirmed and signed as a correct record.

**Apologies for Absence**

Apologies for absence were received from Councillor M Willingale.

**Declarations Of Interest**

None declared.

**Members' Allowances – Report Of The Independent Remuneration Panel**

The Committee considered the recommendations of the Independent Remuneration Panel on the scheme of Members' Allowances.

The Local Authorities (Members Allowances) (England) Regulations 2003 as amended required all local authorities to appoint an Independent Remuneration Panel to advise on the terms and conditions of their scheme of Members' Allowances. The Regulations required the Council to have regard to the advice of the Panel when approving a new scheme.

A Panel had been convened to make recommendations on the scheme to be adopted with effect from 1 April 2022, and the Panel had met on three occasions. The Panel consisted of Clare Jones (Education sector representative), Lorna Jamison (Health sector representative and Chair of the Panel), Bob Locker (Residents sector representative) and Suzie Tobin (Voluntary sector representative). No business sector representative could be recruited to the Panel on this occasion despite best efforts to do so.

In formulating its proposals, the Panel had reviewed a range of background information and comparative data and circulated a questionnaire to all Councillors. The questionnaire provided information about the operation of the scheme, Councillors' workloads and Councillors' views about the present arrangements. The Panel had also interviewed all Political Group Leaders and the Chief Executive to discuss the workload and responsibilities of Members and to ascertain if they had any suggestions for improving the current scheme.

The Panel had recommended that the Basic Allowance be increased to £5,500 per annum from 1 April 2022 with any increases to the Basic and Special Responsibility Allowances (SRA)s in 2023/24 and 2024/25 linked to annual staff pay awards. The recommended increase to the Basic Allowance reflected the increased responsibilities and workload, the skills sets now required of a Councillor in a more commercially driven local authority environment including a large services and property portfolio, the requirement to engage in policy development and direction, the need to challenge proposals and assess risks and the pressures associated with communication with constituents in a digital environment. It also acknowledged the overall time commitment of Councillors and addressed the historical deficit of Runnymede's Basic Allowance when compared with other local authorities in Surrey and the South East.

The Panel hoped that the increased Basic Allowance would make the role of Councillor more viable for persons of working age and those who had family commitments. The Panel also considered that it better recognised the social value of the role performed by Councillors and hopefully encouraged greater diversity in membership which would be more representative of the community the Council served. The Panel agreed that the current arrangement under which 50% of the time of Councillors was not remunerated should continue in order to retain the public service element of being a Councillor at an appropriate level.

The Panel had assessed the SRA paid to Leader and Deputy Leader of the Council and considered whether this sufficiently reflected the increasing workload and responsibility associated with those offices. The SRAs for Leader and Deputy Leader were low in comparison with other Authorities in Surrey and the South East. The Panel therefore recommended that the SRA for Leader of the Council be increased from £10,368 to £11,000 with the SRA for Deputy Leader being 50% of that, namely an increase from £2,592 to £5,500. The Panel considered this an appropriate increase which better reflected the workload and responsibilities associated with these high profile roles, would assist succession planning to those offices, and be more in line with SRAs paid in other local authorities for these roles.

The Panel had reviewed the restriction placed on Members who served on Corporate Management Committee. Currently a Councillor could only receive a SRA of £1,296 for being a member of Corporate Management Committee if he or she was not entitled to any other SRA. The Corporate Management Committee currently had 12 Members. At the current time, only 2 councillors were eligible for the Special Allowance for serving on that Committee and the remaining 10 Councillors did not get a SRA as they received an SRA for holding other offices. The Panel acknowledged the increased workload and responsibilities involved in serving on this Committee and considered that the restriction should be removed and that all Members of that Committee should be paid an SRA of £1,296 regardless of any other offices that they held.

The Panel had reviewed the SRAs for Chairman and Vice- Chairman of Standards and Audit

Committee which were low compared to SRAs paid to other Chairmen. In addition, since the last review 3 years ago, the Committee had taken an increased role for the oversight of the governance and financial operation of the Council. On this basis the Panel considered that the SRA for Chairman and Vice Chairman of this Committee should be increased from £1,710 to £5,184 and from £648 to £2,592 respectively which was in line with SRAs paid to the Chairmen and Vice-Chairmen of main Committees. It was noted that Surrey County Council would determine any level of allowances received by Members in connection with the Runnymede Joint Committee.

Regarding the SRA paid to Political Group Leaders other than Leader of the Council, the Panel knew from its research that a small number of local authorities paid Political Group Leaders a flat rate plus a payment per member in their group or just a payment based on number of members in their groups. The Panel considered that the current SRA of £3,888 for Political Group Leaders was too high and that it was fairer for the SRA to be based on number of members in a group and recommended a figure of £425 per member which was consistent with the SRA paid to the Leader of the Council if a per head basis calculation was applied. The Panel considered whether an SRA should be paid to those Councillors who led particular projects but were advised this was not legally permissible.

The Panel did not recommend any other changes to the amounts and types of SRAs which included retaining the current arrangement where no Councillor was paid more than two SRAs. The full cost of adopting all these changes was estimated to be £65,000 per annum. As a provision of £16,000 had already been made in the 2022/23 Estimates, a further annual sum of £49,000 was required. If the Council accepted the recommendations of the Panel, the costs for the following three years would be as follows:

	<b>Original Estimate 2021/22</b> £	<b>Probable 2021/22</b> £	<b>Original Estimate 2022/23</b> £	<b>Proposed Estimate 2023/24</b> £	<b>Proposed Estimate 2023/24</b> £	<b>Proposed Estimate 2024/25</b> £
<b>Members' Allowances</b>						
Basic and Special Responsibility Allowances, incl Mayor and deputy	319,800	319,800	335,800	384,800	384,800	384,800
Members' training expenses, travel and subsistence	8,200	8,200	8,200	8,200	8,200	8,200

The Council had to have regard to the recommendations of the Panel when determining its scheme of Members' Allowances and decide whether it wished to accept the recommendations from the Independent Remuneration Panel in their entirety or, if not, what changes it would wish to approve. The Committee asked that its thanks be passed on to the Members of the Panel for the diligent work that the Panel had done in putting forward the recommendations.

The Committee supported all of the Panel's recommendations. The increase to the Basic Allowance reflected the time and effort required to be expended by Councillors at Runnymede which was a local authority which had its own Direct Services Organisation and housing stock and had large Commercial Services and Community Services functions.

All Members apart from the serving Mayor currently received an allowance of £1,000

for serving on a Member Working Party (MWP). This was an allowance received by Members which was separate from the Members' Allowances Scheme. Some Members of the Committee asked whether this MWP allowance would be continued. The Committee agreed that as it was recommending an increase in the Basic Allowance and in the amounts that some Councillors would receive for SRAs it would not be appropriate to continue to receive a MWP allowance. The Committee accordingly agreed to recommend as set out in recommendation vi) below. It was agreed that a Member would be advised where Runnymede would appear in the Basic Allowance list of local authorities in Surrey if Members were to receive £6,500 per annum (consisting of a Basic Allowance of £5,500 plus a £1,000 MWP allowance).

**Recommend to Full Council on 3 March 2022 that –**

- i) the Council notes the recommendations of the Independent Remuneration Panel following the Panel's review of the scheme of Members' Allowances;**
- ii) the Council notes that the Panel recommends that**
  - a) the Basic Allowance be set at £5,500 per annum;**
  - b) annual increases linked to annual staff pay awards be applied to the Basic Allowance and SRAs in the financial years 2023/24 and 2024/25;**
  - c) the SRA for Leader and Deputy Leader of the Council be increased to £11,000 and £5,500 respectively;**
  - d) the SRA of £1,296 for serving on Corporate Management Committee be paid to all Members of that Committee regardless of any SRAs they receive for holding other offices;**
  - e) the SRA for the Chairman and Vice-Chairman of Standards and Audit Committee be £5,184 and £2,592 respectively;**
  - e) the SRA for Political Group Leaders, other than Leader of the Council, be based on £425 per Member of their respective Groups;**
  - f) that no other changes be made to the scheme of Members' Allowances;**
- iii) the Committee recommends that the Panel's recommendations be accepted;**
- iv) subject to the Council accepting the Committee's recommendation, the Members' Allowances Scheme set out at Annex '2' to the Panel's report, be adopted with effect from 1 April 2022;**
- v) subject to the Council accepting the Committee's recommendation, a supplementary revenue estimate be approved in the sum of £49,000 to cover the increased costs of the scheme in 2022/23 and subsequent years' increases be added to the Medium Term Financial Strategy; and**
- vi) the annual allowance of £1,000 received by all Members apart from the serving Mayor for serving on a Member Working Party, which is an allowance received by Members which is separate from the Members' Allowances Scheme, be discontinued for 2022/23.**

## **Council Tax Support Scheme 2022/23**

The Committee considered a report recommending that the Committee recommend to Full Council that the Council Tax Support Scheme for 2022/23 to be implemented from 1 April 2022 should continue in its current form with no changes other than statutory changes and uprating. This Scheme applied to those of working age only. Pensioners, subject to their income, could receive up to 100 per cent support towards their Council Tax and the Council had no power to change the level of support provided to pensioners.

The Government had announced Regulations uprating various amounts which had to be included in the pension age Scheme and be adopted by Runnymede for the working age Council Tax support scheme for 2022/23. The details of the Regulations were noted by the Committee. They included changes to non-dependant deductions, applicable amounts, premiums, income and capital disregards and the habitual residence test. In addition, the Government had announced, on 3 February 2022, that it would provide funding for billing authorities to give all households in England whose primary residence was valued in Council Tax bands A-D a one-off Council tax energy rebate payment of £150. The Government would lay regulations to require these payments to be disregarded as income for the purposes of calculating eligibility for Council Tax support.

At its meeting on 12 February 2019, Full Council had agreed a Council Tax Support Scheme to be implemented from 1 April 2019. At its meeting on 24 September 2020, the Corporate Management Committee considered a report reviewing the Scheme and decided to keep the Scheme unchanged and create a £50,000 discretionary hardship fund. The Corporate Management Committee had agreed at that meeting that the discretionary hardship fund would commence in April 2021 and would be administered over two years and would be used to help those most in need due to the economic impact of coronavirus but were excluded from Council Tax Support or were receiving less than their full liability. It was agreed at that meeting that the Council would review the Council Tax Support Scheme and the discretionary hardship fund in two years' time.

Officers would be considering options for a full scale review of Runnymede's Council Tax Support Scheme during 2022. This was to ensure that the Scheme incorporated the roll out of Universal Credit and to take the opportunity to simplify the administration of claims and make it easier for the Council's most vulnerable residents to understand how their financial assistance had been calculated and what help those of working age were entitled to with their Council Tax. Any changes would come into effect from April 2023.

As the Scheme had been in its current form since April 2019, proposals for a full scale review of the Scheme would be submitted to a future meeting of the Committee, so that the Council's decision on the Scheme for 2023/24 could be informed by the findings of that review. A Member suggested that any proposals for a full scale review of the Scheme should be considered first by the Housing Committee as that Committee's functions included Housing and Council Tax benefits. However, the Committee was advised that this was a support scheme not a benefits scheme and support schemes did not fall within the Housing Committee's functions. The Committee indicated that before it considered proposals for a full scale review the proposals should be discussed in another meeting first and sought advice from officers outside the meeting on whether this should be the Housing Committee or one of the Member Working Parties.

One of the elements of the current Scheme was that Council Tax Support entitlement calculated at less than £10.00 per week was not paid except for those classed as vulnerable and the previous level of £5.00 per week was maintained. Some Members of the Committee considered that this element of the Scheme should be looked at again as part of the review and either did not support this element of the scheme or indicated that they would wish to have details of how vulnerability was determined in this context when the Scheme was reviewed.



As the Corporate Management Committee on 24 September 2020 had decided to maintain the Scheme in its current form until April 2023, the Committee recommended that the Scheme be kept in its current form and updated according to Regulations set out in the Statutory Instrument SI 25/2022 issued by the Government and the Housing Benefit updating circular A11/2022.

**Recommend to Full Council on 3 March 2022 that –**

**the Council Tax Support Scheme for 2022/23 to be implemented from 1 April 2022 continues in its current form with no changes other than statutory changes and updating.**

### **Annual Pay Policy Statement - 2022/2023**

The Committee considered a report on the Pay Policy Statement for 2022/23 and the 2022/23 Pay Policy Statement which was appended to the agenda report. This statement was required by the Localism Act 2011. The Statement had to set out the Council's policies towards a range of issues relating to the pay of its workforce and had to be published on the Council's website by 31 March 2022. Pay Policy Statements had to be prepared each financial year and had to be approved by Full Council. The Pay Policy Statement for 2022/23 would therefore be approved by Full Council on 3 March 2022.

Pay Policy Statements were intended to ensure that policies in relation to the pay and reward of the most senior staff were set out clearly in the context of the pay of the wider workforce and these relationships were set out as a series of ratios. The ratio between the lowest and the highest paid salary in Runnymede was 1:5.475, a reduction from last year's ratio of 1:7.85. Other ratios in the Statement had also reduced as a result of a number of highly paid senior members of staff leaving the Council. The current full-time salary ranges for Chief Officer and Deputy Chief Officer posts as defined under the Localism Act 2011 were noted. The Council's overall policies on pay had not altered since last year's Pay Policy Statement.

The introduction of the National Living Wage on 1 April 2016 had had the effect of eroding away Scale 1 and Scale 2 of the pay structure. The National Living Wage for those aged 23 years and over would rise from £8.91 per hour to £9.50 per hour from 6 April 2022. This meant that Grade 3 on the pay structure ceased to exist and moved all those on Grade 3 up to the minimum of Grade 4. The effect of this rise would be to increase the base annual salary of 14 permanent and 52 casual employees to the new level of the National Living Wage. It was noted that Runnymede paid all staff according to their Grade regardless of the age of those staff and did not pay any staff less than the level of the National Living Wage.

**Recommend to Full Council on 3 March 2022 that –**

**the Pay Policy Statement 2022/23, as reported, be approved.**

### **Quarter 3 2021/22 – Project Portfolio Reporting**

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

The Committee noted a report providing them with a progress update on the delivery of the Council's Project Portfolio up to the end of the third quarter of 2021/22. The Committee noted project updates for the eleven grade A and twelve grade B projects ranging from the initiation to execution stages and one programme update, the key project achievements over the third quarter of 2021/22 and the project execution delays highlighted and the corrective actions in place to address them. The Committee also noted a Project Portfolio

Dashboard which provided a summary of the projects up until the end of January 2022. It was noted that projects had grade A status if they were complex and cut across a number of different departments, had grade B status if they were delivered within one department and had grade C status if they were developed within a team of officers.

Three grade A and two grade B projects had been delivered in quarter 3. Two grade A projects and one grade B project had amber status for one or more project criteria. Amber meant that an issue had been identified that was being actively mitigated. Red status meant that a critical issue had occurred which required action outside of project control. The King's Lane Bike Track project had red status as the project had been paused so that officers could assess whether there were some issues arising from other projects both within and outside the borough which might have relevance for the design of the project. A report on this project would be submitted to the Community Services Committee in due course.

Following the development of the Council's new Corporate Business Plan, all projects on the Council's portfolio would be re-aligned to the revised corporate themes and priorities agreed in the final adopted Corporate Business Plan. It was noted that the target date for the publication of the new Corporate Business Plan was July 2022. The Service Chairs Member Working Party would advise the Chief Executive how the consultation with Members on the Corporate Business Plan would be undertaken.

#### **Resolved that –**

- i) project updates for the eleven grade A and twelve grade B projects, ranging through the initiation to execution stages and one programme update, be noted;**
- ii) key project achievements over the third quarter of 2021/22 (October, November and December 2021) be noted; and**
- iii) the project execution delays highlighted and the corrective actions in place to address them be noted.**

#### **Delivery Model for Future Grounds Maintenance Operations**

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

The Committee considered an agenda report on options for the future delivery of the Council's Grounds Maintenance operations.

The Chief Executive had initiated a project to review options for future provision of the Council's Grounds Maintenance operations activity. At the meeting of the Committee in February 2021 it had been agreed that officers would enter into due diligence discussion in relation to the potential option of a profit sharing partnership with a company as reported, alongside further investigation of other options. It had also been agreed at that meeting that the arrangements with Spelthorne Borough Council for highways verge maintenance and the arrangements for weed control be extended for a further period until 31 March 2022.

A report had been submitted to the October 2021 meeting of the Committee which recommended an extension to the project, a further one year extension of four key service contracts and approval to appoint consultants to the project to independently review all options and propose recommendations. As the October 2021 meeting of the Corporate Management Committee had been cancelled, these actions had been approved by means of an Urgent Action under Standing Order 42.

It was noted that discussions on the possibility of entering into a profit sharing partnership with the company as reported had concluded with the outcome that this option would not continue to be pursued. The reasons for not continuing with this option were noted by the Committee.

All options proposed had been reviewed independently by consultants and the report of the consultants at Exempt Appendix '2' to the agenda report was noted. The Committee considered the recommendations in the agenda report.

**Recommend to Full Council on 3 March 2022 that -**

- i) recommendations 1 and 2 in the agenda report be approved;**
- ii) the option in recommendation 3 in the agenda report where the strategic development function remains in Community Services be approved; and**
- iii) a supplementary revenue estimate be approved in the sum set out in paragraph 2.8 on page 3 of the exempt Part II Addendum for the meeting for the revenue growth for Year 1 for the option in recommendation 3 in the agenda report where the strategic development function remains in Community Services.**

**N.B. A more detailed Part II Minute of the Corporate Management Committee's consideration of this item can be found in the Part II exempt Supplementary Summons for the Full Council meeting on 3 March 2022 which contains exempt information under Section 100A (4) of the Local Government Act 1972 of the description specified in paragraph 3 of Schedule 12A to Part 1 of the Act.**

**Commercial Lettings at Magna Square**

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

Approval was sought for the proposed letting of two commercial units to two different businesses in the Magna Square development. It was noted that two previous offers from two other businesses for two of the units in the development had fallen through. The details of the proposed business operations and the proposed Heads of Terms for both businesses which were now seeking to occupy the units were noted. The Committee considered that both of these businesses would enhance the development and approved the proposed Heads of Terms for both units. The Committee agreed that delegated authority be given to officers for the final sign off of the financial vetting for one of the two commercial units as reported as set out in resolution ii) below.

**Resolved that –**

- i) leases be granted to two businesses for two commercial units in the Magna Square development on the terms outlined in the body of the report; and**
- ii) delegated authority be given to the Chief Executive and Assistant Chief Executive for the final sign off of the financial vetting for the letting of one of these two commercial units as reported.**

## **Lettings of Units at Egham Business Park and Update on an Addlestone One Letting**

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

At its meeting on 21 January 2021, the Committee had approved terms for a 12 month licence for a unit in the Egham Business Park development to the Food Bank and terms for continued occupation of the unit by the Food Bank beyond February 2022. The 12 month licence was due to expire shortly. The Committee noted a report submitted by officers to the Committee which set out new proposals for the continued occupation of this unit by the Food Bank beyond February 2022. However, the Committee was advised that further officer discussions had taken place with the Food Bank. The outcome of those discussions was that the Food Bank wished to revert to the terms agreed by the Committee in January 2021 for the occupation of the unit by the Food Bank beyond February 2022. Accordingly, recommendations 1 to 4 in the report, which related to the new proposals which were now not going to be pursued, were withdrawn.

The Committee noted an up to date tenancy schedule for Egham Business Park. The Chairman agreed to discuss with the Chief Executive whether it would be possible to provide more information to Members on the Council's commercial tenants.

At its meeting on 16 December 2021, the Committee had approved a letting of one of the units in the Addlestone One development. More extensive work was now required for the fit out of this unit than had been envisaged originally. Therefore an increase in the capital contribution for this letting was required in the sum reported. The Committee approved this increase which could be contained within the existing budget.

### **Resolved that –**

**an increase in the sum reported in the capital contribution be approved in respect of a letting to a business in the Addlestone One development previously approved by the Committee on 16 December 2021.**

## **Hardware Refresh Programme**

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

The Committee noted a report on progress made on the roll out of laptops and docking stations across the Council to facilitate agile working for officers. Hardware had been upgraded across the Council but many devices were now reaching their natural end of life and therefore needed to be replaced by means of hardware refresh procurement. The Committee considered proposals for this procurement.

The Committee noted details of the new laptop computers, monitors, desk monitor arms, docking stations and rucksacks that were required. It was agreed that these items be procured through the Health Trust Europe Framework which was a compliant route for the procurement of computer hardware under which a direct award was permitted to the top-ranked supplier.

The Committee approved the capital expenditure required for the hardware refresh which could be met from the provision held in the Capital Programme and authorised any contractual documentation to fulfil the order of the hardware. The equality and privacy impact implications of the hardware refresh were noted. The Committee noted the various

environmental measures that would be taken in the disposal of the IT hardware and peripherals across the Council and noted that a percentage of the equipment would be offered to a charity providing help to low income families with seriously disabled or ill children.

**Resolved that –**

- i) the progress made by Digital Services in the roll out of laptops and docking stations across the Council be noted;**
- ii) the hardware requirements as outlined in paragraph 1.4 of the report be procured via a direct award to the supplier as reported using the Health Trust Europe, Information Communications Technology Solutions Framework agreement;**
- iii) a capital estimate be approved in the sum reported to be drawn down from the pre-approved capital provision held in the Capital Programme for the hardware replacement programme; and**
- iv) the Corporate Head of Law and Governance be authorised to enter into or execute any contractual documentation to fulfill the order of the hardware.**

**Human Resources And Payroll System Procurement**

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

The Committee considered a report on the procurement approach for a new Human Resources (HR) and Payroll integrated system.

The Council currently had two separate systems for its HR and payroll functions. A joint system would eliminate duplication, improve processes and make use of the additional functionality and efficiencies that were now available. A detailed specification of requirements had been jointly developed by the Council's HR, Payroll and Digital Services teams. A soft market testing exercise had been carried out in which the respondents had demonstrated their systems. Some of the respondents had submitted indicative timelines and budgets as part of the exercise. The Council's system requirements had been refined following this market engagement.

An outline of the procurement timetable and the equality and privacy impact implications of the project were noted. While it was envisaged that there would be positive environmental impacts arising from the project, the Committee indicated that a section on that subject should be included in similar reports in the future.

The Committee approved the procurement approach which would be via open tender using the Find a Tender Service. The capital implementation budget plus additional temporary capital resources required for the duration of the project implementation could be met by drawing down from the pre-approved capital provision held in the Capital Programme for the Digital Transformation Programme. The Committee approved a supplementary revenue estimate for the increase in revenue costs for the new system which would result from the enhanced functionality that it would provide. The Committee approved delegated authority to officers to enter into a contract as set out in resolution iv) below.

The Committee thanked officers for their work on this project which had been scrutinised by the Service and Digital Transformation Member Working Party.

**Resolved that –**

- i) the procurement approach for a HR and Payroll integrated system be approved via an open tender using the Find a Tender service;**
- ii) a capital estimate be approved in the sum reported drawing down from the pre-approved capital provision held in the Capital Programme for the Digital Transformation Programme;**
- iii) a supplementary revenue estimate be approved in the sum reported for the systems licencing, support and maintenance; and**
- iv) authority be delegated to the Chief Executive and Assistant Chief Executive (Section 151 Officer) for the Council to enter into a five year contract plus optional extension of up to two years with the successful tenderer for the provision of a HR and Payroll integrated system up to the value as reported.**

**Urgent Action – Standing Order 42**

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

The Committee noted proforma 995 detailing action taken after consultation with the Chairman and Vice-Chairman of the Committee.

(The meeting ended at 9.25.p.m.)

Chairman

## Constitution Review 2022 (Law and Governance – Mario Leo)

### Synopsis of report:

To ask the Committee to consider changes to the Constitution resulting from periodic updating and recommendations from the Constitution Member Working Party (MWP).

### Recommendations:

The Committee is asked to recommend to Full Council on 28 April 2022 that:

- i) the changes to the Council's Constitution be approved;
- ii) the revised Constitution be effective from 18 May 2022; and
- iii) the Corporate Head of Law and Governance be authorised to settle the final form of the revised Constitution for adoption in accordance with the above decisions, and the Corporate Head of Law and Governance be authorised to incorporate any delegations to officers subsequently authorised by Committee(s) after 24 March 2022 and prior to printing, and make any minor editing changes necessary to correct errors or omissions discussed after 18 May 2022.

## 1. Context of report

- 1.1 The Council reviews the Constitution every year. The current Constitution is that approved in May 2021.
- 1.2 Prior to 2000, local authorities had a variety of constitutional documents, which governed the way in which the authorities operated, but did not have a Constitution. These documents included standing orders, contract standing orders, schemes of delegation, various codes of conduct and a scheme for Members' Allowances. Section 37 of the Local Government Act 2000 requires authorities to adopt and keep up to date Constitutions containing their standing orders, code of conduct for Members, any other information they consider appropriate and 'such information as the Secretary of State may direct'. In order to comply with these requirements, the Council undertakes an annual review of its Constitution

## 2. Report

- 2.1 Every review of the Constitution throws up a number of changes that are needed to reflect new legislation, the need for clarity or emphasis etc.
- 2.2 Some of the changes made are to incorporate changes which have already been previously authorised during the current Municipal Year by respective Full Council/ Committees and, if any, these are also specified in the summary below for completeness.
- 2.3 Most of the changes proposed have been recommended by the Constitution Member Working Party which has met regularly and again made a valuable contribution to this review of the Constitution. The Member Working Party (MWP) will continue to meet in the next Municipal Year and will consider a process for advance notice of amendments in the form of alternative budgets at Full Council and a process for dealing with consultations from outside agencies to allow greater awareness and input from Members.

### 3. **Summary of changes to Constitution for 2022**

3.1 The changes are as follows. The page numbers shown indicate where the relevant matter appears in the current Constitution which is on the Council's website. Text which is struck through below is to be deleted and text which appears in red type below is to be added.

#### **General**

- Minor updates, corrections and clarification of wording – dates, spellings, post titles, formatting, changes to reflect current practices, and changes to reflect revised managerial responsibility following recent internal structural changes etc. throughout document and any changes authorised by the relevant service Committee or under SO42 during the Municipal Year.

#### **Page 66 - Matters reserved to Planning Committee**

- **Clarification as the current wording is incorrect as SPDs are not Development Plan Documents and the making of Neighbourhood Plans has now been included. The wording now reads:**  
**The adoption/making of Development Plan documents (the Local Plan and Neighbourhood Plans) as part of the Development Plan, including any Development Plan Documents and Supplementary Planning Documents**

#### **Functions delegated to specific Officers**

- **Page 80 Planning Policy**

To provide clarity of wording and to include 'Other general planning policy consultations' to encompass things like the consultation on SCC's Local Transport Plan 4. The section will read as follows:

Planning policy strategy and policy making and progression including all necessary agreements or authorisations in the consideration of:

- designation of neighbourhood areas and neighbourhood forum,
- ~~all necessary agreements or authorisations~~ necessary in the consideration neighbourhood development plans, neighbourhood development orders or community right to build orders
- ~~All necessary approvals to~~ **the progression of** any part or all of the Local Plan, ~~including~~ any Supplementary Planning Documents or associated guidance; and the approval of the Annual Monitoring Report and any other evidence base document for Publication.
- ~~The consideration of~~ NSIP matters.

~~Unless there is time to report to Committee,~~ To agree Statements of Common Ground pursuant to the Duty to Co-operate with other bodies and provide responses to the emerging Local Plans of other Local Planning Authorities, ~~or~~ Strategic Plans subject to the Duty to Co-operate, **or other general planning policy consultations** in consultation with the Chair and Vice-Chair of the Planning Committee, and that the Chair and Vice Chair of that Committee be notified as soon as possible of new consultations received. CHPPED/LPM/HEPCC

- **Page 82 – Community Safety**– To authorise the CHCS and Safer Runnymede Manager to set fees for deployable CCTV, subject to financial thresholds for sign off being adhered to.



### **Standing Orders for Council and Committee meetings**

- **Page 155 -Standing Order 34-Rules of Debate** -Addition of mirror wording of SO 21 regarding Ending of Committee meeting by resolution after 3 hours have elapsed subject to Officers informing the relevant Committee of any implications for outstanding business before any vote on ending the meeting is taken. At the moment the provision regarding ending of a meeting only applies to Full Council meetings.
- **Page 162 - Standing Order 39.6-Voting on nominations and appointments to outside bodies** – Addition of new procedure as approved by Corporate Management Committee in January.
- **Page 173 – Standing Order 46.3 –Signing of Contracts.** That all Corporate Heads, and only Corporate Heads can sign contracts with a value up to £20,333 but that contracts should only be signed by the relevant Corporate Head, unless otherwise unavailable, and this change would also be made to Contract Standing Orders. This links in with the changes mentioned below in relation to threshold limits in CSOs.

### **Contracts for Standing Orders (CSOs)**

- **Page 213-239**– clarification of definitions and formatting;
- **Page 222 -Para 2.2-Contract Value Thresholds-** The Cabinet Office have changed the VAT treatment for procurement threshold values to meet the requirements of the WTO Government Procurement Agreement following Brexit This will impact on the CSO thresholds published in para 2.2.

Threshold values are now inclusive of VAT. Previously they were set excluding VAT. So in effect the thresholds have lowered for both the requirement to publish to Contracts Finder (lower threshold was £25K excl VAT and is now £20,333 excl VAT) and to run a FTS process (was £189,330 excl VAT and now is £213,477 incl VAT or £177,898 excl VAT).

As we are legally obliged to publish opportunities to Contracts Finder where the total contract value (including VAT) is £25,000 (or £20,333 excl VAT), we will need to reduce the threshold for 3 quotes accordingly. The InTend process for tenders will automatically publish to Contracts Finder. Therefore Officers will be required to use the Invitation to Tender process for anything above £20,333 to ensure we meet our legal obligation.

### **Part 5-Members Code of Conduct**

- **Page 286** -replace with new LGA Model Code of Conduct as approved by Standards and Audit Committee in 23 November 2021 and by SO42 in December 2021.

### **Part 6 –Scheme of Members’ Allowances**

- **Page 405** – The new scheme of Members’ Allowances approved at Full Council on 3 March 2022 will replace the existing scheme contained in the Constitution.

### **Part 7 – Management Structure**

- **Page 410** - updated structure diagram will be included to reflect changes made since the Constitution was last adopted.

#### 4. **Implementation**

- 4.1 The Committee's recommendation will be reported to Full Council on 28 April 2022. The changes to the Constitution will come into effect on 18 May 2022, the start of the new Municipal Year.

#### 5 **Biodiversity/environmental/sustainability implications**

- 5.1 Due to the bulk of the document, large numbers of printed copies will not be produced in order to reduce use of paper. As previously and in accordance with Article 15.03 (a) of the Constitution, it is proposed that a hard copy be provided for the Mayor, the Leaders of the political groups on the Council, each Committee Chairman, each Chief Officer and for Legal and Democratic Services Officers, with a few spares to meet the occasional request from members of the public. Otherwise this document will be freely available in downloadable form from the Council's website and a hard copy will be available for public inspection at the Civic Centre reception.

**(To recommend to Full Council on 28 April 2022)**

#### **Background papers**

Notes of Constitution Member Working Group Meetings

Internal emails relating to updates / changes to the Constitution held by Democratic Services Manager.

## Corporate Key Performance Indicators – Proposed Indicators and Targets for 2022/23 (Project Management – Andy Higgins)

### Synopsis of report:

The reporting of Corporate Key Performance Indicators provides Officers and Members with a snapshot of general health across key areas of business in order to aid decision making processes.

Officers are seeking formal approval from this Committee for the Corporate Key Performance Indicator set for 2022/23 as shown in Appendix 'A'.

### Recommendations:

#### Members approve:

- i) the proposed 2022/23 Corporate Performance Indicators descriptions as shown in Appendix 'A'; and
- ii) the proposed 2022/23 quarterly/annual targets.

## 1. Context and background of report

- 1.1 There are two types of performance indicators in the Council; the Corporate Key Performance Indicator (CKPI) set which provides Officers and Members with a Quarterly snapshot of performance across key areas of business (a general health check), and Service Key Performance Indicators which are reported to the relevant service committee. Both types of indicators are monitored in order to assess performance, identify trends, risks and issues and aid decision making.
- 1.2 The Service & Digital Transformation Member Working Party receives the quarterly monitoring CKPI reports following approval of the indicators and targets by this Committee. After considering previous performance and the work areas for the forthcoming year, this report proposes the Corporate Key Performance Indicators and their associated targets for 2022/23.

## 2. Proposed 2022/23 Corporate Key Performance Indicators and associated targets

- 2.1 Appendix 'A' attached shows the proposed Corporate Key Performance indicators and targets for 2022/23.

- 2.2 The Key for Appendix 'A' shows:

Yellow - any proposed changes from the 2021/22 corporate set for 2022/23.

Red - any indicators proposed to be removed from the corporate set.

Green - any new indicators proposed to be added to the corporate set.

Grey – to resolve.

White – no change for 2022/23.

- 2.3 Appendix 'B' attached shows the Q3 report for the 2021/22 indicators and targets, which provides Members with the trend data across the year. The Q4 results are not yet available as they cover the period January- end of March. Q4 results will be reported to the Service and Digital Transformation Member Working Party in May.

#### 2.4 **Proposed changes to existing corporate indicators for 2022/23**

- 2.4.1 It is proposed that the following existing corporate indicators are amended for 2022/23:

##### **Customer, Digital and Collection Services: CDCS2:**

**Percentage of lost Customer Service calls per quarter:** In 2020/21, the target was 12% and full year achievement was 8.5%. This over-achievement was mainly due to a stable fully resourced Customer Services team over the year. As a result, the decision was made to reduce the target to 7% for 2021/22.

This has proved to be a challenging target during this year due to staff sickness, retention, and turnover. The team is still carrying vacancies and staff who have recently joined are still in training. At end of Q3 the actual performance across the year to date has been 10.9% against the target of 7%. It is therefore proposed for 2022/23 that the target changes to a more realistic 10%.

#### 2.5 **Proposed new indicator to the corporate set for 2022/23**

- 2.5.1 The Regulator of Social Housing (RSH) is introducing national Tenant Satisfaction Measures (TSMs) from April 2023 which will require Social Housing landlords to submit data returns on these measures. The TSMs will provide data about Social Housing landlords' performance and the quality of their services compared regionally and nationally. Therefore, the Housing Team are proposing adding the following TSMs as new Corporate Key Performance Indicators from 2022/23 to ensure that data is available as a baseline for the required TSM returns in due course. (The RSHTSM reference is in brackets).

##### **Housing:**

- **H1: Percentage of Repairs completed within target timescale (RP02).**
- **H6: Percentage of homes that do not meet the Decent Homes Standard (RP01).**
- **H10: Number of Anti-social behaviour cases per 1,000 properties (NM01).**

#### 2.6 **Existing corporate indicators proposed to be dropped for 2022/23**

- 2.6.1 With the requirement to align relevant corporate indicators for Housing with RSH Tenant Satisfaction Measures detailed in 2.5.1, it is proposed that the following corporate indicators are removed from the corporate set:

##### **Housing:**

- **H1: Percentage of dwellings re-let to deadline per quarter.**
- **H6: Percentage of tenants with more than 7 weeks rent arrears at the end of each quarter.**

These measures will continue to be tracked on a regular basis by the HousingTeam.

## 2.7 **Current corporate indicators proposed to remain unchanged for 2022/23**

- 2.7.1 It is proposed all the other existing corporate indicator descriptions and targets remain unchanged (as shown in white in Appendix 'A').

## 2.8 **Outstanding matter regarding indicators**

- 2.8.1 The following Corporate KPI was included in the data set for 2021/22 but as the service is not yet in place, no data has been available to report on. The indicator is for monitoring purposes only with no target set. The befriending service project is ongoing with currently an estimated end date of July 2022. Therefore, it is proposed that this Corporate KPI is removed from the data set but is added to the report at the relevant Quarter once the service is commissioned and has data to provide.

### **Customer, Digital and Collection Services:**

**C2: Number of Befriending referrals per quarter:** This will only be monitored in 2022/23 and no targets will be set.

## 3. **Policy framework implications**

- 3.1. The quarterly reporting of Corporate Key Performance Indicators forms part of Runnymede Borough Council's Performance Management Framework.

## 4. **Resource implications/Value for Money (where applicable)**

- 4.1. There are no resource implications directly arising from this report.

## 5. **Legal implications**

- 5.1. It is considered that there are no legal implications arising from this report.

## 6. **Equality implications**

- 6.1. It is considered that there are no equality issues arising from this report.

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

- 7.1. This has been considered and no implications identified directly associated with this report.

## 8. **Timetable for Implementation**

- 8.1. The proposal is for the Corporate Key Performance Indicator set for 2022/23 commencing on 1 April 2022.

## 9. **Conclusions**

- 9.1 After reviewing last year's results and considering other information, Officers propose a number of changes to the Corporate Performance indicator set as shown in Appendix 'A'.

9.2 The Committee is asked to approve the Corporate Key Performance Indicator set for 2022/23 as shown in Appendix 'A'.

**(To resolve)**

**Background papers**

None

# Proposed changes for the Corporate Performance Indicator set 2022-2023

## APPENDIX 'A'

### Key

	Existing corporate indicator with proposed change(s) to the description/targets for 2022/23 (as detailed in cover report).		New indicator proposed to be part of the corporate set for 2022/23.
	Existing corporate indicator proposed to be removed for 2022/23 CKPI set.		Existing corporate indicator with no proposed changes for 2022/23.
	Final indicator still to be determined (as detailed in cover report).		

Performance Indicator – final proposed description <i>(unless it is highlighted in red and then it is proposed to be dropped)</i>	Proposed targets 2022/23				
	Q1	Q2	Q3	Q4	Full year
	(Apr-Jun)	(Jul-Sept)	(Oct-Dec)	(Jan-Mar)	(Apr-Mar)
<b>Customer, Digital and Collection Services</b>					
CDCS1: Average number of days taken to process new Housing Benefit and Council Tax Support claims or changes (cumulative result)	8	8	8	8	8
CDCS2: Percentage of lost Customer Service calls per quarter	10%	10%	10%	10%	10%
<b>Financial Services</b>					
F1: Percentage of invoices paid in 30 days	98.0%	98.0%	98.0%	98.0%	98.0%
<b>Law and Governance</b>					
LG1: Percentage of FOI requests processed in statutory deadline	99.0%	99.0%	99.0%	99.0%	99.0%
LG2: Number of decisions investigated by the ombudsman requiring a remedy, including minor injustices	0	0	0	0	0
<b>Housing</b>					
H1: Percentage of dwellings re-let to deadline per quarter	50%	70%	85%	85%	85%
<b>NEW</b> H1: Percentage of Repairs completed within target timescale. (RP02)	90.0%	90.0%	95.0%	95.0%	95.0%
H2: Average number of calendar days to re-let a void property (excludes major works voids)	25	25	25	25	25
H3: Satisfaction with the overall reactive repairs service received (% of total number of responses returned)	95.0%	95.0%	95.0%	95.0%	95.0%
H4: Number of households in B&B for more than 2 weeks per quarter	4	4	4	4	16

H5: Rent arrears of current tenants as a percentage of rent due (cumulative result)	1.75%	1.75%	1.75%	1.75%	1.75%
<b>NEW H6: Percentage of homes that do not meet the Decent Homes Standard. (RP01)</b>	<b>30.0%</b>	<b>30.0%</b>	<b>30.0%</b>	<b>30.0%</b>	<b>30.0%</b>
<b>H6: Percentage of tenants with more than 7 weeks rent arrears at the end of each quarter</b>	<b>4.00%</b>	<b>4.00%</b>	<b>4.00%</b>	<b>4.00%</b>	<b>4.00%</b>
H7: Percentage of stock with a valid annual landlord gas safety certification	100%	100%	100%	100%	100%
H8: Percentage of stock with a valid safety certification Electrical Installation Condition Report	100%	100%	100%	100%	100%
H9: Number of outstanding high-risk Fire Risk Assessment actions	30	30	30	30	30
<b>NEW H10: Number of Anti-social behaviour cases per 1000 properties. (NM01)</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>18</b>
<b>Development Management and Building Control</b>					
P1: Percentage of 'Major' planning applications processed to deadline in each quarter.	60%	60%	60%	60%	60%
P2: Percentage of 'Non-major' planning applications processed to deadline in each quarter.	80%	80%	80%	80%	80%
P3: Percentage of 'Other' planning applications processed to deadline in each quarter.	85%	85%	85%	85%	85%
P4: Major planning appeals dismissed as a percentage of Major application decisions made (cumulative result).	90%	90%	90%	90%	90%
P5: Non-major planning appeals dismissed as a percentage of Non-major application decisions made (cumulative result).	90%	90%	90%	90%	90%
P6: Percentage of enforcement investigations closed compared with new requests received per quarter.	100%	100%	100%	100%	100%
<b>Environmental Services</b>					
ES1: Dry mixed recycling rate (paper, cans, glass, plastic).	24%	24%	24%	24%	24%
ES2: Garden waste and food waste recycling rate.	24%	24%	24%	24%	24%



ES3: Percentage of bins collected	99.9%	99.9%	99.9%	99.9%	99.9%
ES4: Number of street cleansing reports (overflowing litterbins, overflowing dog bins, and general litter/detritus)	150	150	150	150	600
<b>Community Services</b>					
C1: Number of community meals products served per quarter (lunch and afternoon tea recorded as separate products)	10,000	10,000	9,700	10,000	39,700
C2: Number of Befriending referrals per quarter	Once the service is in place this will only be monitored, and reported, however no targets set.				
<b>Human Resources</b>					
HR1: Staff sickness absence - short term (Surrey benchmarking methodology – rolling year to date)	4.6	4.6	4.6	4.6	4.6

# Corporate Performance/Activity Indicators

## Quarter 3 2021/22

RAG Legend		Chart Legend	
Performance/activity has met or exceeded the quarterly target	<b>Green</b>	2019/20	
Performance / activity has missed its quarterly target but is within ≤10% of relative target	<b>Amber</b>	2020/21	
Performance / activity has missed its quarterly target and is >10% of relative target	<b>Red</b>	2021/22	
Data not available	Not available	Target 2021/22	-----

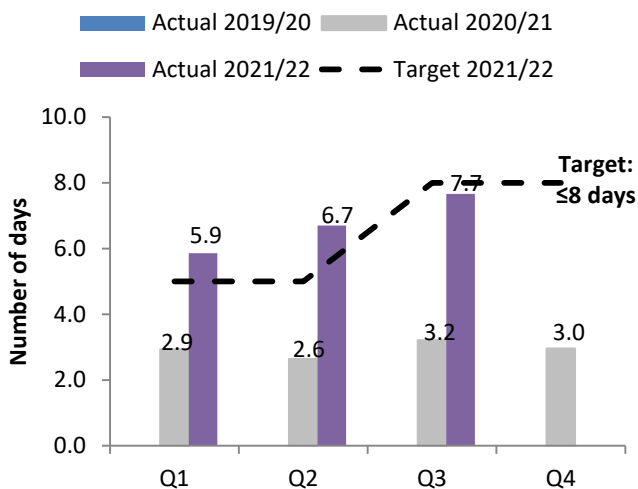
## CUSTOMER, DIGITAL and COLLECTION SERVICES

**CDCS1: Average number of days taken to process new Housing Benefit and Council Tax Support claims or changes - cumulative result.**

**Q2  
RED**

**Q3  
GREEN**

(Lower outturn is better)



Quarter	Actual 2019/20	Actual 2020/21	Target 2021/22	Actual 2021/22
Q1		2.9	5.0	5.9
Q2		2.6	5.0	6.7
Q3		3.2	8.0	7.7
Q4		3.0	8.0	
Annual		3.0	5.0	7.7 (YTD)

Comment: On target.

Member Working Party confirmed their acceptance of the proposed change of target from 5 days to 8 days.

Q1 - 119 new claims and 4,764 changes processed.

Q2 - 80 new claims and 9,435 changes processed.

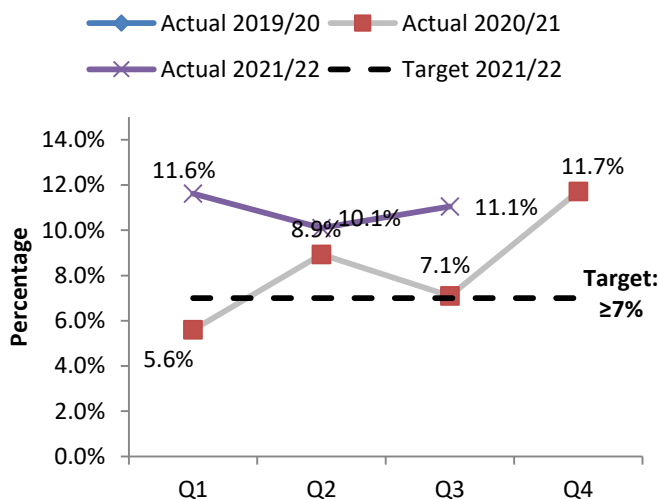
Q3 - 207 new claims and 4,266 changes processed.

**CDCS2: Percentage of lost Customer Service calls per annum.**

**Q2  
RED**

**Q3  
RED**

(Lower outturn is better)



Quarter	Actual 2019/20	Actual 2020/21	Target 2021/22	Actual 2021/22
Q1		5.6%	7.0%	11.6%
Q2		8.9%	7.0%	10.1%
Q3		7.1%	7.0%	11.1%
Q4		11.7%	7.0%	
Annual		8.5%	7.0%	10.9% (YTD)

Comment: Q3 performance was slightly worse as Customer Services are still training new staff and the number of staff vacancies increased. One new staff member did start in early January 2022.

Q1 - 4,316 of 37,131 lost Customer Service calls.

Q2 - 3,376 of 33,388 lost Customer Service calls.

Q3 - 2,781 of 25,167 lost Customer Service calls

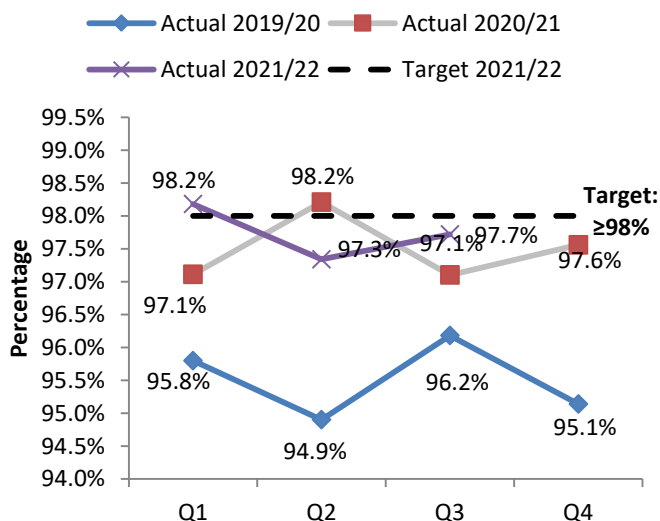
## FINANCE

**F1: Percentage of invoices paid in 30 days.**

**Q2  
AMBER**

**Q3  
AMBER**

(Higher outturn is better)



Quarter	Actual 2019/20	Actual 2020/21	Target 2021/22	Actual 2021/22
Q1	95.8%	97.1%	98.0%	98.2%
Q2	94.9%	98.2%	98.0%	97.3%
Q3	96.2%	97.1%	98.0%	97.7%
Q4	95.1%	97.6%	98.0%	
Annual	95.5%	97.5%	98.0%	97.8% (YTD)

Comment: November and December exceeded the 98% target

(99.21% and 99.03% respectively) although October was a poor month at 94.76%. Overall for the quarter we achieved 97.72% and year to date we are at 97.78%. This is the best YTD end of Quarter 3 that we have achieved with the potential to still meet 98% for the year.

Q1 - 2,157 of 2,197 invoices paid in 30 days.

Q2 - 1,867 of 1,918 invoices paid in 30 days.

Q3 - 1,802 of 1,844 invoices paid in 30 days.

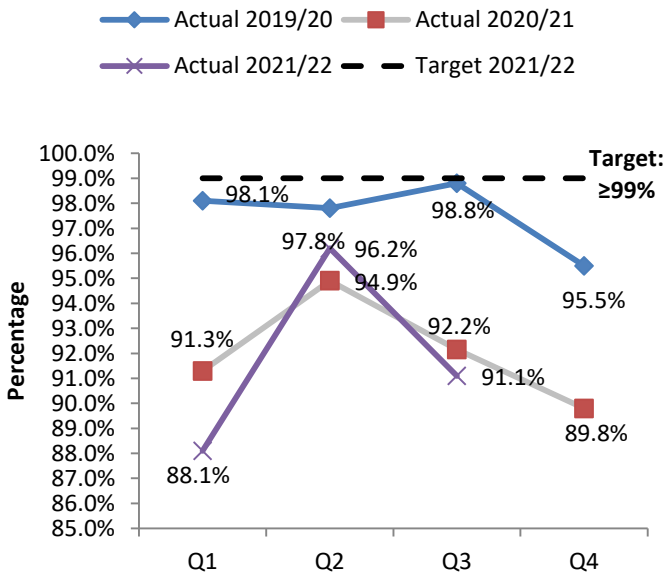
## LAW & GOVERNANCE

**LG1: Percentage of FOI requests processed in statutory deadline.**

**Q2  
AMBER**

**Q3  
AMBER**

(Higher outturn is better)



Quarter	Actual 2019/20	Actual 2020/21	Target 2021/22	Actual 2021/22
Q1	98.1%	91.3%	99.0%	88.1%
Q2	97.8%	94.9%	99.0%	96.2%
Q3	98.8%	92.2%	99.0%	91.1%
Q4	95.5%	89.8%	99.0%	
Annual	97.5%	92.1%	99.0%	92.1% (YTD)

Comment: Five requests were part-completed on time with the remainder of the information missing the deadline. One request was a day late. One request the information was only available in hardcopy so delayed until the Officer attended the office. One request was due to limited resources. One request involved multiple services. Two were late with no explanation.

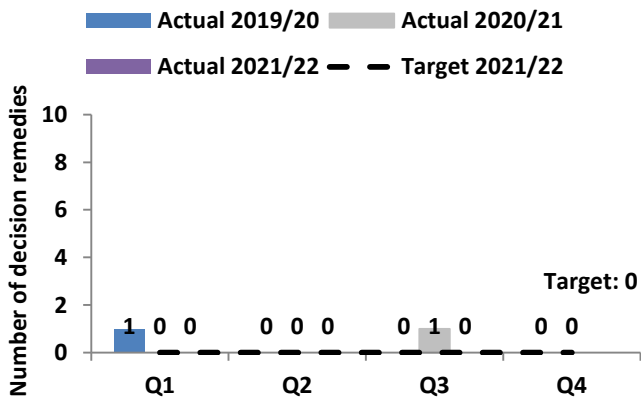
Q1 - 127 of 144 requests processed to statutory deadline.  
 Q2 - 130 of 135 requests processed to statutory deadline.  
 Q3 - 124 of 135 requests processed to statutory deadline.

**LG2: Number of decisions investigated by the ombudsman requiring a remedy, including minor injustices.**

**Q2  
GREEN**

**Q3  
GREEN**

(Lower outturn is better)



Quarter	Actual 2019/20	Actual 2020/21	Target 2021/22	Actual 2021/22
Q1	1	0	0	0
Q2	0	0	0	0
Q3	0	1	0	0
Q4	0	0	0	
Annual	1	1	0	0 (YTD)

Comment: Optimal performance

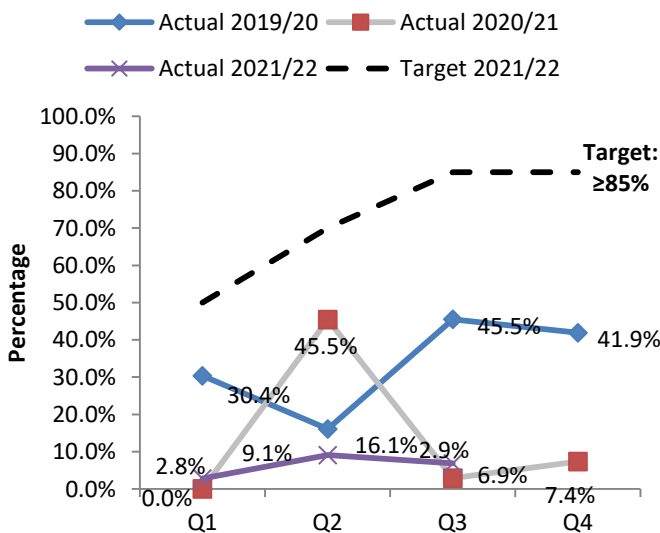
## HOUSING

**H1: Percentage of dwellings re-let to deadline per quarter.**

**Q2  
RED**

**Q3  
RED**

(Higher outturn is better)



Quarter	Actual 2019/20	Actual 2020/21	Target 2021/22	Actual 2021/22
Q1	30.4%	0.0%	50.0%	2.8%
Q2	16.1%	45.5%	70.0%	9.1%
Q3	45.5%	2.9%	85.0%	6.9%
Q4	41.9%	7.4%	85.0%	
Annual	35.5%	15.9%	85.0%	6.9% (YTD)

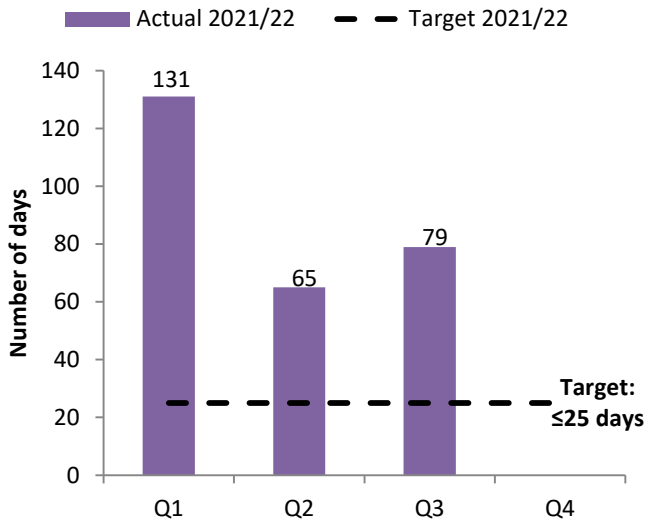
Comment: Problems with void turnaround are sector-wide and include difficulties recruiting staff, e.g. this quarter the gas contractor did not meet contract requirements due to covid absences and staff retention issues. This impacted on a number of voids where boiler installations and pre-let commissioning have been delayed.

Q1 - 35 dwellings re-let, 1 to deadline.  
 Q2 - 44 dwellings re-let, 4 to deadline.  
 Q3 - 29 dwellings re-let, 2 to deadline.

**NEW H2: Average number of calendar days to re-let a void property (excludes major works voids).**

**Q2 RED Q3 RED**

(Lower outturn is better)



Quarter	New indicator in 2021/22	Target 2021/22	Actual 2021/22
Q1		25	131
Q2		25	65
Q3		25	79
Q4		25	
Annual		25	92 (YTD)

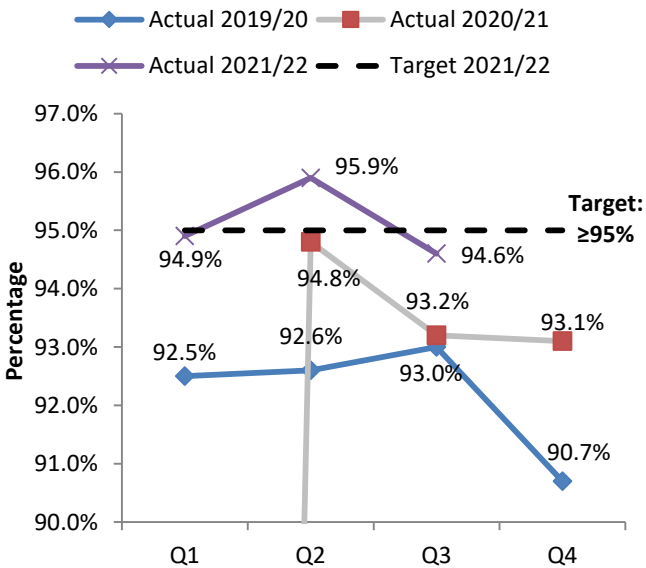
Comment: The Void Improvement plan, which includes weekly monitoring meetings, should deliver lasting improvements to performance. However, difficulties recruiting staff, which is a key part of our contractors void improvement strategy, has impacted the Q3 performance.

Q1 - median result = 72.5 days.  
 Q2 - median result = 57 days.  
 Q3 - median result = 70 days.

**H3: Satisfaction with the overall reactive repairs service received (% of total number of responses returned).**

**Q2 GREEN Q3 AMBER**

(Higher outturn is better)



Quarter	Actual 2019/20	Actual 2020/21	Target 2021/22	Actual 2021/22
Q1	92.5%	N/A	95.0%	94.9%
Q2	92.6%	94.8%	95.0%	95.9%
Q3	93.0%	93.2%	95.0%	94.6%
Q4	90.7%	93.1%	95.0%	
Annual	91.9%	93.7%	95.0%	95.2% (YTD)

Comment: Q3 was extremely close to meeting target, e.g. 106 of 111 would be above target.

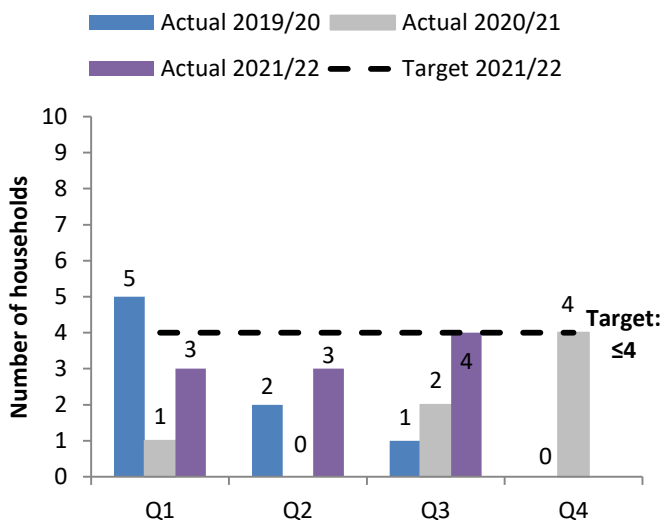
A new online survey is being prepared to encourage greater and more representative participation and provide more granular feedback.

Q1 = 169 out of 178 survey respondents were satisfied.  
 Q2 = 187 out of 195 survey respondents were satisfied.  
 Q3 = 105 out of 111 survey respondents were satisfied.

**H4: Number of households in B&B for more than 2 weeks per quarter.**

**Q2 GREEN Q3 GREEN**

(Lower outturn is better)



Quarter	Actual 2019/20	Actual 2020/21	Target 2021/22	Actual 2021/22
Q1	5	1	4	3
Q2	2	0	4	3
Q3	1	2	4	4
Q4	0	4	4	
Annual	8	7	16	10 (YTD)

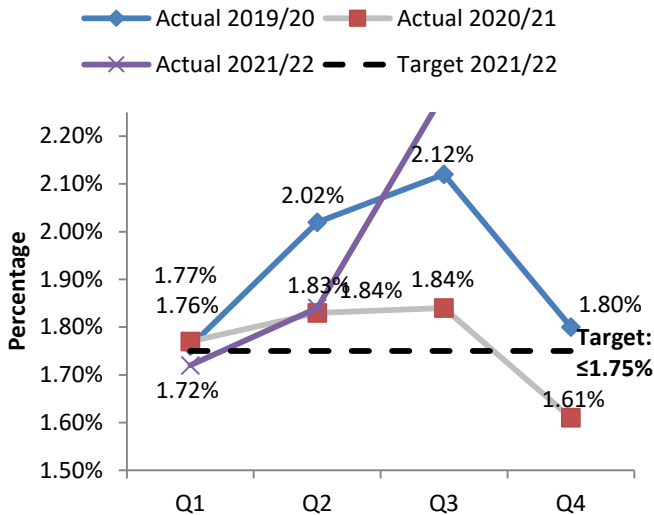
Comment: Continuing good performance.

**H5: Rent arrears of current tenants as a percentage of rent due - cumulative result.**

**Q2  
AMBER**

**Q3  
RED**

(Lower outturn is better)



Quarter	Actual 2019/20	Actual 2020/21	Target 2021/22	Actual 2021/22
Q1	1.76%	1.77%	1.75%	1.72%
Q2	2.02%	1.83%	1.75%	1.84%
Q3	2.12%	1.84%	1.75%	2.29%
Q4	1.80%	1.61%	1.75%	
Annual	1.80%	1.61%	1.75%	2.29% (YTD)

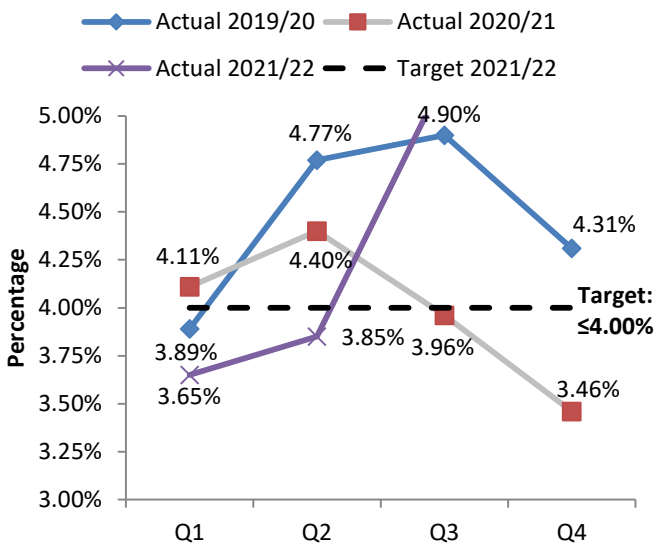
Comment: Due to staff turnover, and the resulting period of adjustment for new staff to the service, it is not anticipated that performance will improve before the end of Q4. Emphasis remains on Tenancy Sustainment and assisting tenants to deal with increased fuel poverty.

**H6: Percentage of tenants with more than 7 weeks rent arrears at the end of each quarter.**

**Q2  
GREEN**

**Q3  
RED**

(Lower outturn is better)



Quarter	Actual 2019/20	Actual 2020/21	Target 2021/22	Actual 2021/22
Q1	3.89%	4.11%	4.00%	3.65%
Q2	4.77%	4.40%	4.00%	3.85%
Q3	4.90%	3.96%	4.00%	5.20%
Q4	4.31%	3.46%	4.00%	
Annual	4.31%	3.46%	4.00%	5.20% (YTD)

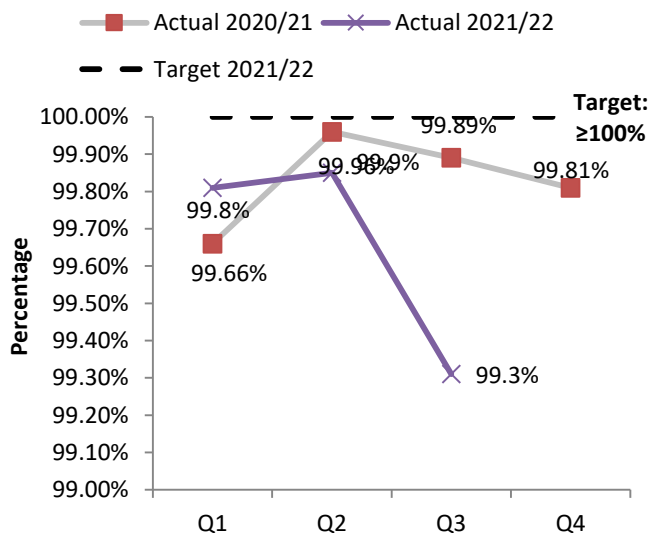
Comment: Although we have an early intervention policy where tenants will work with us to address their issues, our current rent collection performance reflects the current national trend.

**H7: Percentage of stock with a valid annual landlord gas safety certification.**

**Q2  
AMBER**

**Q3  
AMBER**

(Higher outturn is better)



Quarter	Actual 2019/20	Actual 2020/21	Target 2021/22	Actual 2021/22
Q1		99.66%	100%	99.8%
Q2		99.96%	100%	99.9%
Q3		99.89%	100%	99.3%
Q4		99.81%	100%	
Annual		99.81%	100%	99.3% (YTD)

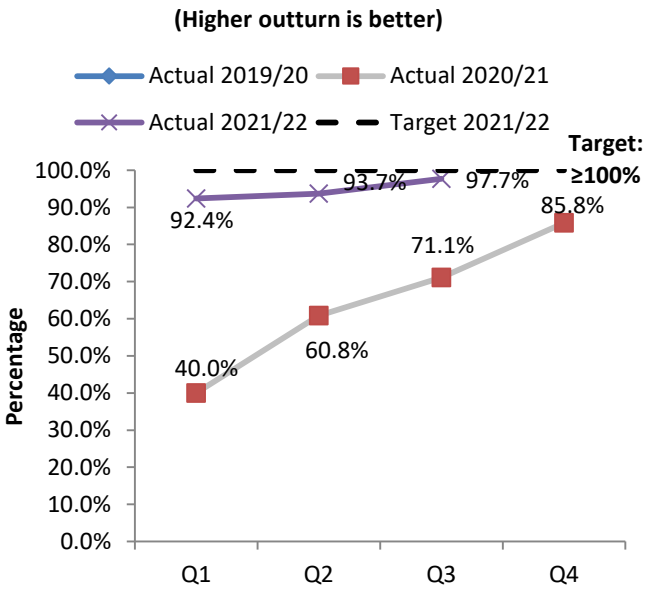
Comment: The contractors have been unable to certify several properties, mainly due to access issues including Covid.

Q1 - 2,641 certificates out of 2,646 properties.  
 Q2 - 2,639 certificates out of 2,643 properties.  
 Q3 - 2,625 certificates out of 2,643 properties.

**H8: Percentage of stock with a valid safety certification Electrical Installation Condition Report.**

**Q2  
AMBER**

**Q3  
AMBER**



Quarter	Actual 2019/20	Actual 2020/21	Target 2021/22	Actual 2021/22
Q1		40.0%	100%	92.4%
Q2		60.8%	100%	93.7%
Q3		71.1%	100%	97.7%
Q4		85.8%	100%	
Annual		85.8%	100%	97.7% (YTD)

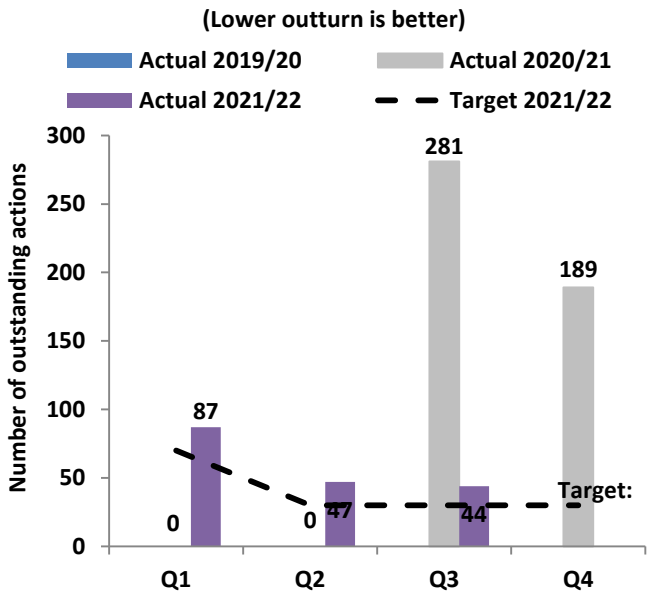
Comment: Recent meetings with the Regulator of Social Housing indicate that there are no ongoing concerns regarding RBC's Electrical Compliance. As with Gas certification, there have been access issues including Covid.

Q1 - 2,639 certificates out of 2,857.  
 Q2 - 2,679 certificates out of 2,859.  
 Q3 - 2,788 certificates out of 2,855.

**H9: Number of outstanding high risk Fire Risk Assessment actions.**

**Q2  
RED**

**Q3  
RED**



Quarter	Actual 2019/20	Actual 2020/21	Target 2021/22	Actual 2021/22
Q1		N/A	70	87
Q2		N/A	30	47
Q3		281	30	44
Q4		189	30	
Annual			30	44 (YTD)

Comment: Slight improvement from Q2 however performance has been adversely affected by access issues.

The actions relate to fire doors where access is needed to confirm repair or replace the doors. RBC have written to all properties (10 in total) requesting access to complete the required urgent works.

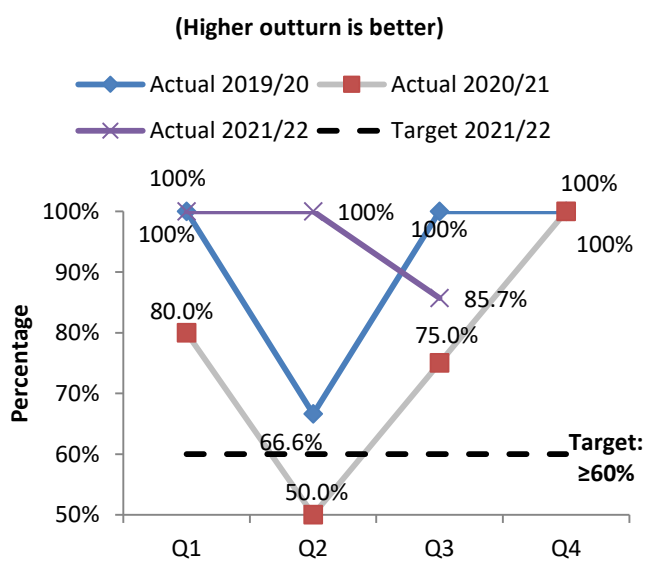
It is expected the actions will be closed by the end of Q4.

**PLANNING**

**P1: Percentage of C processed to deadline in each quarter.**

**Q2  
GREEN**

**Q3  
GREEN**



Quarter	Actual 2019/20	Actual 2020/21	Target 2021/22	Actual 2021/22
Q1	100%	80.0%	60.0%	100%
Q2	66.6%	50.0%	60.0%	100%
Q3	100%	75.0%	60.0%	85.7%
Q4	100%	100%	60.0%	
Annual	92.9%	77.8%	60.0%	90.9% (YTD)

Comment: Good performance.

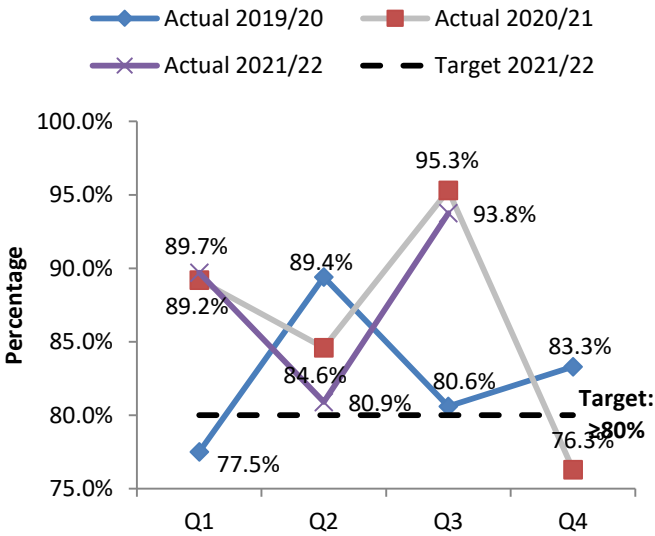
Q1 - 2 of 2 processed to deadline.  
 Q2 - 2 of 2 processed to deadline.  
 Q3 - 6 of 7 processed to deadline.

**P2: Percentage of 'Non-major' planning applications processed to deadline in each quarter.**

**Q2 GREEN**

**Q3 GREEN**

(Higher outturn is better)



Quarter	Actual 2019/20	Actual 2020/21	Target 2021/22	Actual 2021/22
Q1	77.5%	89.2%	80.0%	89.7%
Q2	89.4%	84.6%	80.0%	80.9%
Q3	80.6%	95.3%	80.0%	93.8%
Q4	83.3%	76.3%	80.0%	
Annual	82.7%	86.6%	80.0%	88.4% (YTD)

Comment: Ongoing good performance has delivered an improved position compared with Q2.

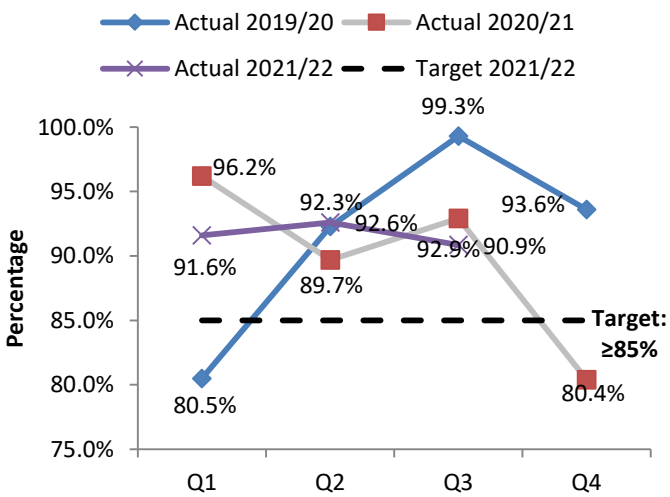
Q1 - 35 of 39 processed to deadline.  
 Q2 - 34 of 42 processed to deadline.  
 Q3 - 45 of 48 processed to deadline.

**P3: Percentage of 'Other' planning applications processed to deadline in each quarter.**

**Q2 GREEN**

**Q3 GREEN**

(Higher outturn is better)



Quarter	Actual 2019/20	Actual 2020/21	Target 2021/22	Actual 2021/22
Q1	80.5%	96.2%	85.0%	91.6%
Q2	92.3%	89.7%	85.0%	92.6%
Q3	99.3%	92.9%	85.0%	90.9%
Q4	93.6%	80.4%	85.0%	
Annual	91.2%	89.4%	85.0%	91.7% (YTD)

Comment: Continuing good performance.

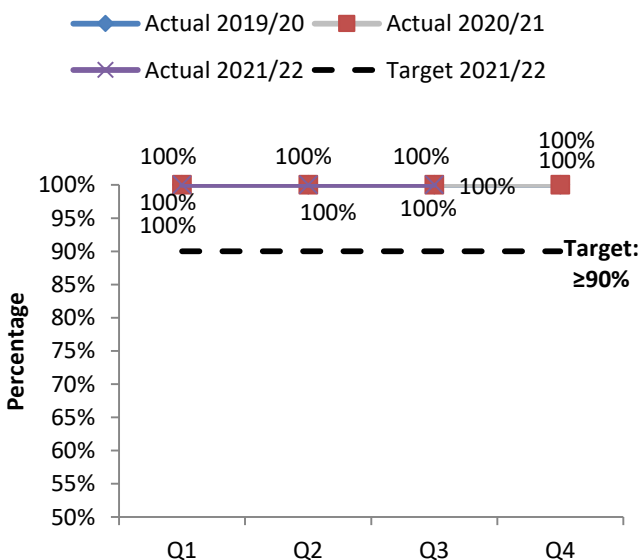
Q1 - 153 of 167 processed to deadline.  
 Q2 - 164 of 177 processed to deadline.  
 Q3 - 159 of 175 processed to deadline.

**P4: Major planning appeals dismissed as a percentage of Major application decisions made - cumulative result.**

**Q2 GREEN**

**Q3 GREEN**

(Higher outturn is better)



Quarter	Actual 2019/20	Actual 2020/21	Target 2021/22	Actual 2021/22
Q1	100%	100%	90.0%	100%
Q2	100%	100%	90.0%	100%
Q3	100%	100%	90.0%	100%
Q4	100%	100%	90.0%	
Annual	100%	100%	90.0%	100% (YTD)

Comment: Optimal performance

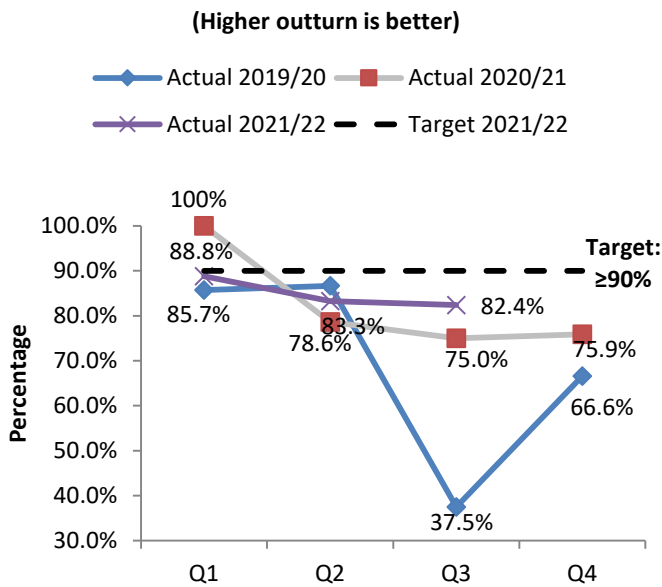
Q1 - 0 of 0 appeals dismissed in the period.  
 Q2 - 0 of 0 appeals dismissed in the period.  
 Q3 - 1 of 1 appeals dismissed in the period.



**P5: Non-major planning appeals dismissed as a percentage of Non-major application decisions made - cumulative result.**

**Q2  
AMBER**

**Q3  
RED**



Quarter	Actual 2019/20	Actual 2020/21	Target 2021/22	Actual 2021/22
Q1	85.7%	100%	90.0%	88.8%
Q2	86.7%	78.6%	90.0%	83.3%
Q3	37.5%	75.0%	90.0%	82.4%
Q4	66.6%	75.9%	90.0%	
Annual	72.7%	75.9%	90.0%	82.4% (YTD)

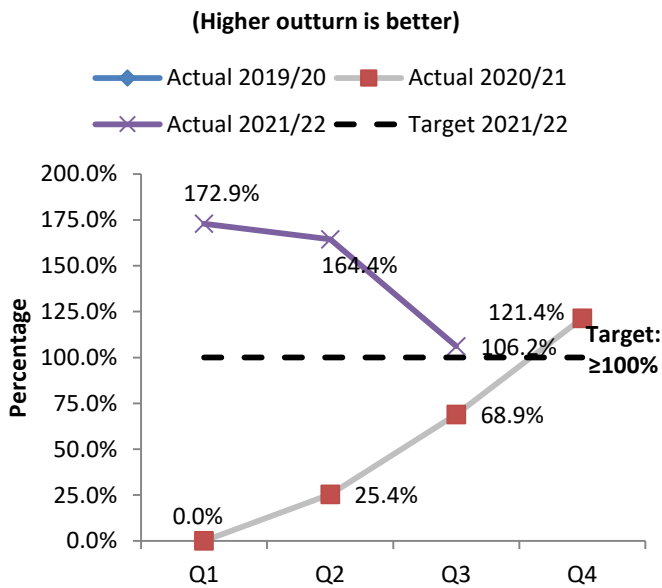
Comment: The one appeal lost was an enforcement appeal where the Inspector agreed with the Council that the extension was harmful to the neighbour's amenity but decided to allow the appeal subject to a condition requiring an amended scheme be submitted and agreed with the LPA.

Q1 - 8 of 9 appeals dismissed in the period.  
 Q2 - 2 of 3 appeals dismissed in the period.  
 Q3 - 4 of 5 appeals dismissed in the period.

**P6: Percentage of enforcement investigations closed compared with new requests received per quarter.**

**Q2  
GREEN**

**Q3  
GREEN**



Quarter	Actual 2019/20	Actual 2020/21	Target 2021/22	Actual 2021/22
Q1		N/A	100%	172.9%
Q2		25.4%	100%	164.4%
Q3		68.9%	100%	106.2%
Q4		121.4%	100%	
Annual		73.1%	100%	151.3% (YTD)

Comment: The team has cleared mainly lower priority requests and in doing so exceeded the performance target.

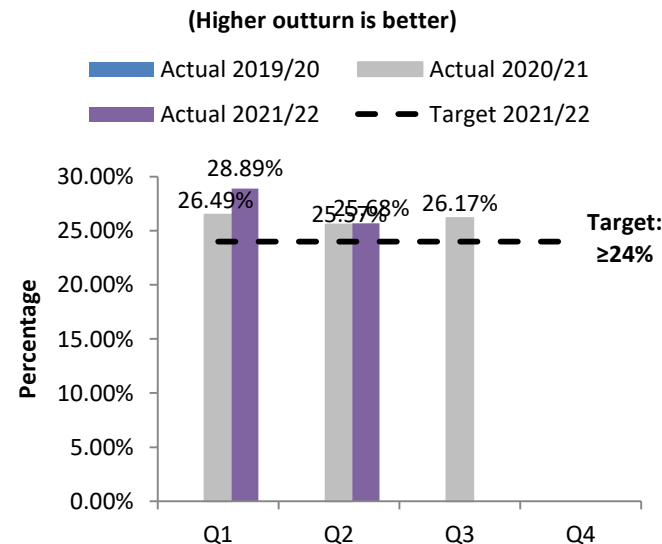
Q1 - 102 closed compared to 59 new requests received.  
 Q2 - 83 closed compared to 49 new requests received.  
 Q3 - 51 closed compared to 48 new requests received.

**ENVIRONMENTAL SERVICES**

**ES1: Dry mixed recycling rate (paper, cans, glass, plastic).**

**Q1  
GREEN**

**Q2  
GREEN**



Quarter	Actual 2019/20	Actual 2020/21	Target 2021/22	Actual 2021/22
Q1		26.49%	24.0%	28.89%
Q2		25.57%	24.0%	25.68%
Q3		26.17%	24.0%	
Q4			24.0%	
Annual		26.08%	24.0%	27.28% (YTD)

Comment: Q2 - Good performance better than target.

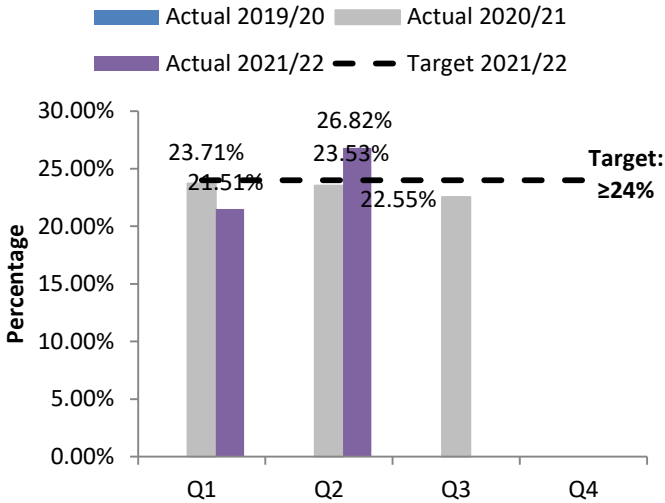
Q2 Less collection of recycling waste during quarter.

Q3 results will be provided by Surrey Waste Services in Jan/ February.

**ES2: Garden waste and food waste recycling rate.**

**Q1  
RED**      **Q2  
GREEN**

(Higher outturn is better)



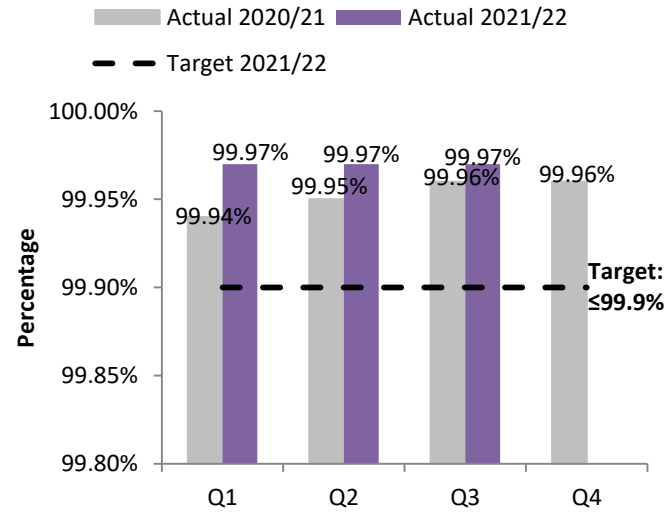
Quarter	Actual 2019/20	Actual 2020/21	Target 2021/22	Actual 2021/22
Q1		23.71%	24.0%	21.51%
Q2		23.53%	24.0%	26.82%
Q3		22.55%	24.0%	
Q4			24.0%	
Annual		23.26%	24.0%	24.16% (YTD)

Comment: Q2 - Good performance better than target.  
 Q2 change in weather and warmer / wet growing conditions leading to higher yields  
 Q3 results will be provided by Surrey Waste Services in Jan/Feb.

**ES3: Percentage of bins collected.**

**Q2  
GREEN**      **Q3  
GREEN**

(Higher outturn is better)



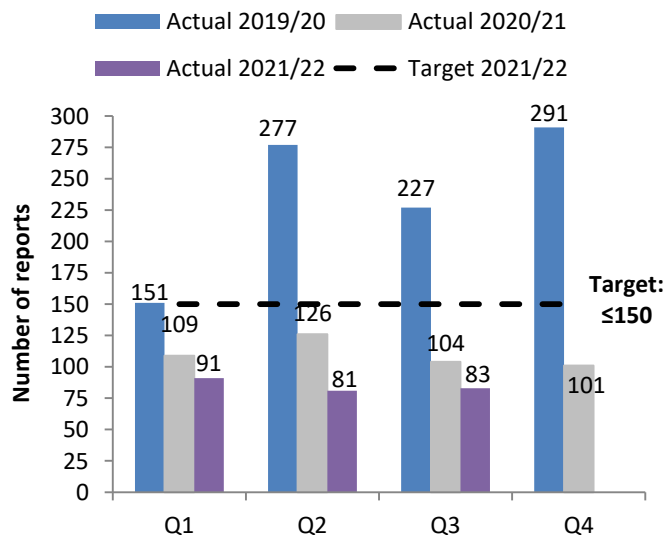
Quarter	Actual 2019/20	Actual 2020/21	Target 2021/22	Actual 2021/22
Q1		99.94%	99.90%	99.97%
Q2		99.95%	99.90%	99.97%
Q3		99.96%	99.90%	99.97%
Q4		99.96%	99.90%	
Annual		99.95%	99.90%	99.97% (YTD)

Comment: Excellent performance.  
 Q1 - 2,089,761 of 2,090,388 bins collected.  
 Q2 - 2,089,566 of 2,090,179 bins collected.  
 Q3 - 2,089,761 of 2,090,388 bins collected.

**ES4: Number of street cleansing reports (overflowing litterbins, overflowing dog bins, and general litter/detritus).**

**Q2  
GREEN**      **Q3  
GREEN**

(Lower outturn is better)



Quarter	Actual 2019/20	Actual 2020/21	Target 2021/22	Actual 2021/22
Q1	151	109	150	91
Q2	277	126	150	81
Q3	227	104	150	83
Q4	291	101	150	
Annual	946	440	600	255

Comment: Excellent performance.

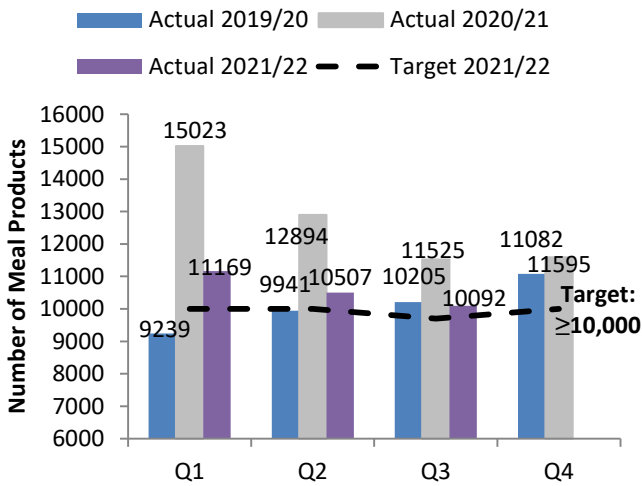
## COMMUNITY SERVICES

**C1: Number of community meals products served per quarter (lunch and afternoon tea recorded as separate products).**

**Q2  
GREEN**

**Q3  
GREEN**

(Higher outturn is better)



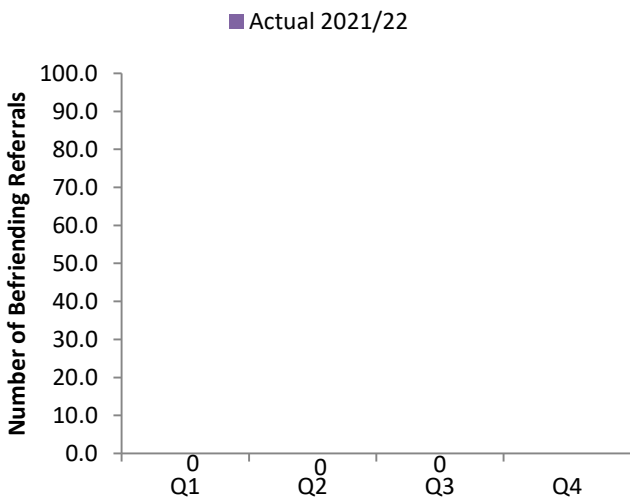
Quarter	Actual 2019/20	Actual 2020/21	Target 2021/22	Actual 2021/22
Q1	9239	15023	10000	11169
Q2	9941	12894	10000	10507
Q3	10205	11525	9700	10092
Q4	11082	11595	10000	-
Annual	40467	51037	39700	31768 (YTD)

Comment: Good performance better than target.

**NEW C2: Number of Befriending referrals per quarter.**

N/A

(Higher outturn is better)



Quarter	New indicator in 2021/22	Target 2021/22	Actual 2021/22
Q1	-	-	N/A
Q2	-	-	N/A
Q3	-	-	N/A
Q4	-	-	-
Annual	-	-	N/A

Comment: Reported for monitoring purposes only

A befriending service has not yet been procured so no stats will be provided for Q3.

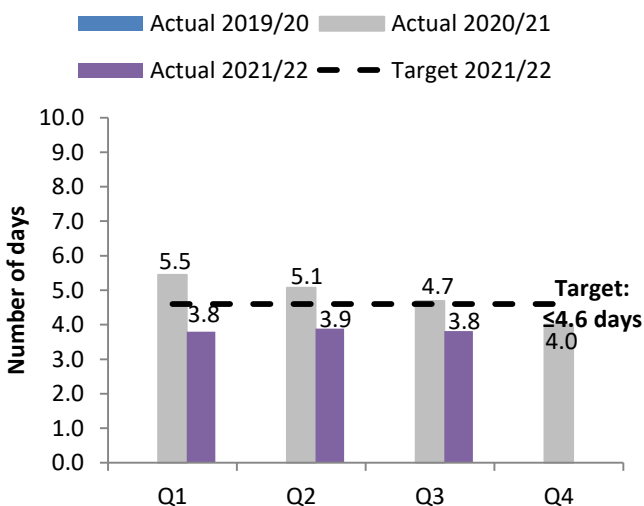
## Human Resources

**HR1: Average number of short term sickness days per FTE (Surrey benchmarking methodology – rolling year to date).**

**Q2  
GREEN**

**Q3  
GREEN**

(Lower outturn is better)



Quarter	Actual 2019/20	Actual 2020/21	Target 2021/22	Actual 2021/22
Q1	-	5.5	4.6	3.8
Q2	-	5.1	4.6	3.9
Q3	-	4.7	4.6	3.8
Q4	-	4.0	4.6	-
Annual	-	4.0	4.6	3.8 (YTD)

Comment: Good performance better than target.

## **Governance Arrangements for the Magna Carta Trust (Law and Governance - Andrew Finch)**

### **Synopsis of report:**

**The person who holds the office of the Mayor of Runnymede Borough Council has been a Trustee of The Magna Carta Trust since the creation of the Borough in 1974. The Trust has recently converted to Charitable Incorporated Organisation (CIO) status and the terms of Trusteeship have changed so that appointments are made on their own merit rather than because of the qualifying office they hold.**

**Members are therefore asked to decide whether the Council should enter into a new relationship with the new trust by identifying a person it could propose to act as a Trustee, and if so to consider a suitable nomination(s), or whether to take up an ambassadorial or associate member position.**

### **Recommendation:**

**The Committee decides whether the Council should try to find a person who would be willing, in principle, to apply to be a Trustee of the newly formed Magna Carta Trust CIO or instead take up an ambassadorial or associate member position, subject to the financial costs of both options being clarified.**

## **1. Context and background of report**

- 1.1 The Magna Carta Trust (MCT) was established in 1956 by Lord Evershed, the incumbent Master of the Rolls, and its Trustees contains senior representatives from significant bodies including the judiciary, church, various district/borough councils, the English Speaking Union, The Pilgrims of Great Britain and The Royal Empire Society. The serving Master of the Rolls chairs the Trust's meetings.
- 1.2 Given the significance of the Magna Carta to Runnymede, Runnymede Borough Council, which was created in 1974, has been an active member of the MCT, and provides its Honorary Treasurer, Honorary Secretary, and administration support to the MCT's 1-2 meetings per year. The serving Mayor of Runnymede is a Trustee.
- 1.3 Discussions about the MCT converting to a Charitable Incorporated Organisation (CIO) have been ongoing since soon after the Magna Carta's 800<sup>th</sup> anniversary in 2015, and after a lengthy application process the Charity Commission approved the application to CIO status in December 2021.
- 1.4 At the MCT's most recent meeting in February 2022 the Trustees resolved to both formally disestablish the Magna Carta Trust in favour of the Magna Carta Trust CIO, and transfer its assets to the new CIO.
- 1.5 Furthermore, Trustees of the "old" structure are now required to formally decide whether to become a Trustee of the new CIO. Corporate Management Committee (CMC) are therefore asked whether to continue Runnymede's involvement as a Trustee, in principle, in the new CIO.

## 2. Conversion to CIO Status

2.1 The MCT grew out of the Magna Carta Society which was itself constituted following an announcement in 1921 that land at Runnymede was being put up for auction by the Commissioners of Woods and Forests. Following an outcry locally and in the press, the land that comprised the meadow where the Magna Carta was signed was withdrawn from the sale. On the 24 October 1956 a meeting was called for the purpose of the formation of a Magna Carta Trust to succeed the Society.

2.2 The MCT was established with the following objectives:

- To perpetuate the principles of Magna Carta. These are the Rule of Law, Human Rights, Democracy and Access to justice
- To preserve and enhance for public use the sites and resources associated with Magna Carta
- To encourage and facilitate public understanding of the role and impact of Magna Carta worldwide

2.3 Despite the goodwill following the 800<sup>th</sup> anniversary of the sealing of Magna Carta in 2015, it is generally considered that some of the momentum of that occasion has been lost, and a high level of churn has resulted in a large number of stakeholders who were engaged in those events no longer being in post.

2.4 Furthermore, a number of member towns and cathedrals have withdrawn from the Trust, and it was hoped that converting to CIO status would give the MCT fresh impetus ahead of 2025, which marks the 800<sup>th</sup> anniversary of the definitive and final version of Magna Carta.

2.5 One of the key benefits of converting to CIO status means the MCT is a legal entity that can enter into contracts in its own right, and if appropriate, hold property in its own name. It also provides a means to incorporate and gain the benefits currently available to companies without the burden of dual regulation by both the Charity Commission and Companies House.

2.6 Funding for the “old” version of the MCT was mainly limited to donations, which had become harder to come by in recent years during recessions and a pandemic. The Trust had built up its investments to offset running costs but this was not considered a long-term option due to the volatility of the Stock Market. Increasing financial contributions would be one of the new CIO’s primary objectives, and offering modest subscription charges to individuals and groups was considered a realistic way of achieving this.

2.7 The majority of members of the “old” Trust would be undertaking internal consultation exercises to determine whether to become members of the new CIO, and the inaugural meeting of the CIO would take place once the number of Trustees had been established.

2.8 This inaugural meeting would aim to set the strategic direction of the CIO, with the following draft mission and objective proposed:

**Mission:** “to be the leading body working with individuals and organisations to promote the historical and contemporary relevance of Magna Carta”

**Vision:** “Magna Carta inspires everyone to respect the Rule of Law, Democracy and Human Rights, and Access to Justice.”

### **3. Implications for Runnymede**

- 3.1 Historically Runnymede’s Trustee has been the incumbent Mayor. This was by virtue of the fact that in order to be a trustee a person had to hold what was termed a qualifying office. Once a person ceased to hold the qualifying office they would cease to be a trustee and their successor in that office could become a trustee. However, a significant change to the set up of the CIO would mean that Trustees would be appointed on their own merits on a three or four year term rather than because of the qualifying office they hold.
- 3.2 The direction of CMC is sought to establish whether Runnymede should seek to identify, in principle, a person who would wish to become a Trustee, or whether to fulfil a more informal role within the Trust, such as an associate organisation or ambassador. It should be noted that under the new arrangements organisations like the Council are not given a formal ability to nominate a person to be a Trustee, as exists in respect of certain other charities the Council has a link with, but rather are being given an opportunity to identify someone who has a connection with the Borough who can bring a Runnymede perspective to the work of the MCT.
- 3.3 The financial cost both to the individual and to RBC is currently unknown. Clarification is being sought from the preliminary trustees of the MCT CIO to establish what these costs/subscription would be. It is anticipated that RBC would cover any subscription or membership costs.
- 3.4 During the final meeting of the Trust, Cllr Elaine Gill in her capacity as Mayor of Runnymede stated a preference for an Egham Ward Councillor fulfilling the role of Trustee given that Runnymede Meadows is located within Egham Town ward. However, given the significance of the Magna Carta to the whole borough, should CMC decide to identify a person who can be approached to be a Trustee it can be any councillor, or even a resident or someone from the local community who has a strong interest in Magna Carta.
- 3.5 Should Runnymede decide to identify a person to approach to be a Trustee, that individual’s responsibilities would be exclusively to serve the interests of the MCT. They would not be the Council’s spokesperson or representative but would use their judgement in the best interest of the MCT. The Council could not instruct them to take a particular stance on a matter.
- 3.6 Should CMC decide to identify someone one to be approached to be invited to become a Trustee of the new MCT CIO then nominations are invited. In the event that more than one individual is interested in becoming a Trustee Standing Order 39.6 applies.
- 3.7 Should CMC decide to identify someone to be approached to be invited to become a Trustee of the new MCT CIO but no nominations are forthcoming during the meeting then Members are invited to contact Mario Leo, Corporate Head of Law & Governance, and the nomination(s) would be considered at the next Corporate Management Committee.

### **4. Resource implications/Value for Money (where applicable)**

- 4.1 Clarification is being sought from the preliminary trustees of the MCT CIO to establish what the costs of various subscriptions would be and to what extent Runnymede Officers would be involved in the new set up.

## **5. Legal implications**

- 5.1 As explained in the body of the report the relationship of the Council with the “old” version of the MCT was unusual. The system operated by the “old” version was that if a person held what was termed a qualifying office they could become a trustee as long as they held that office. When the person vacated the qualifying office they ceased to be entitled to be a trustee. Given that some people only held qualifying offices for short periods of time it meant that there was a regular change in membership and continuity was not established.
- 5.2 The approach which has been adopted by the new MCT CIO mirrors the approach adopted by most charities. People have an opportunity to apply to be a trustee because they have an interest in the work of the charity in question. This approach means that people who are truly committed to the work of the charity apply to become a trustee and they serve for a reasonable amount of time. This enables the charity to plan for the long term.
- 5.3 As explained in the body of the report the Council is not being granted a formal right to nominate a person as a trustee of the new MCT CIO but rather an opportunity to use its knowledge to identify a person who would be suitable to approach to invite to apply to be a trustee of the new MCT CIO.
- 5.4 Should the Council wish to have a connection with the new MCT CIO it can instead seek to be an associate organisation or seek ambassador status. The proposal for what this would look like is currently being drawn up by the new MCT CIO.

## **6. Equality implications**

- 6.1 The Council has a public sector equality duty under Section 149 of the Equality Act 2010 (as amended). This duty involves having due regard to the need to: a) Eliminate discrimination harassment victimisation and other conduct prohibited by the Act: b) Advance equality of opportunities: and c) Foster good relations between persons who share a relevant protected characteristic and persons who do not share that protected characteristic.
- 6.2 While the decision to provide nominees for consideration by the Trust would open up the opportunity for more candidates to be nominated in general, where it was clear that there is a disproportionately low number of or an absence of nominees from one or more protected characteristics, the Council will be in a position to consider ways of encouraging potential nominees with that or other protected characteristics to agree to be included in the pool of nominees.

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

- 7.1 There are no Environmental/Sustainability/Biodiversity implications

## **8. Timetable for Implementation and Next Steps**

- 8.1 Should Runnymede decide to identify a person to approach to apply, in principle, to be a Trustee this would be put forward by Mario Leo to Mr Mark Gill, Project

Manager of the conversion to CIO status. The prospective candidate would then receive paperwork to fill out and return to Mr Gill.

8.2 The CIO's inaugural meeting is expected to take place in spring 2022.

9. **Conclusion**

9.1 The Committee is requested to decide whether the Council should try to find a person who would be willing, in principle, to apply to be a Trustee of the newly formed Magna Carta Trust CIO or instead take up an ambassadorial or associate member position, subject to the financial costs of both options being clarified.

**(To resolve)**

**Background papers**

None



**Exclusion of Press and Public**

**Officers' Recommendation that –**

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

**(To resolve)**

By virtue of paragraph(s) 1, 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

By virtue of paragraph(s) 1, 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

By virtue of paragraph(s) 1, 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

By virtue of paragraph(s) 1, 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted