

## Runnymede Borough Council

### Corporate Management Committee

**Thursday, 26 May 2022 at Time Not Specified**

Members of the Committee present: Councillors T Gracey (Chair), C Howorth (Vice-Chair), M Cressey, L Gillham, J Gracey, N King, R King, M Nuti, I Mullens, D Whyte and A Balkan (Substitute, in place of M Willingale).

Members of the Committee absent: Councillor M Heath .

In attendance: Councillors A King and S Williams.

#### 32 Minutes

The Minutes of the meeting held on 21 April 2022 were confirmed and signed as a correct record.

#### 33 Apologies for Absence

Apologies were received from Councillor Heath.

#### 34 Declarations of Interest

No declarations of interest were made.

#### 35 Improving Annual Leave Entitlement

The Committee considered proposals to improve the basic annual leave entitlement of officers to 28 days and, after 2 years, to 31 days to assist recruitment and retention, and give the Authority a more competitive edge over neighbouring Councils. The Committee also reviewed the current arrangements for an additional day's leave at Xmas and Banked leave.

The proposals had also been the subject of prior consideration by the HR MWP, CLT and SLT.

The Committee was generally supportive of the proposals which it was hoped would assist recruitment and retention.

The organisational costs of the proposed new leave arrangements would require a supplementary revenue estimate of £14,000 for 2022/23 increasing to £45,000 by 2024/25. was noted. However, the costs were estimated since much depended on the level of labour turnover and it was hoped this measure might reduce labour turnover overall. The Chairman asked that the actual spend against the supplementary estimate provision be tracked by Officers.

For some years, staff had received an additional day's leave at Christmas which altered from year to year in terms of timing and was deducted from their annual leave entitlement. The Committee agreed to give this as an additional day 'free gratis.' For staff who could not take the extra statutory day, they would be allowed to take it at some point in their current leave year or be paid for it (e.g., Refuse staff).

With regard to Banked Leave, Runnymede had a local arrangement called 'Banked Leave.

which was originally introduced to enable staff to set aside some leave to take the following year if they were planning to go on a long holiday. At present staff could bank 5 days of their leave each year for 2 years. However, in practice many staff banked and retained this leave, and this had become very expensive when staff left the Authority.

To off-set the costs of bringing in an enhanced leave entitlement, the Committee agreed to cease this practice for new staff and phase it out for existing staff over the next 2 years. To reduce banked leave to 5 days in one year and then to take the remainder in the second year. A Member asked for banked leave to be phased out over a longer period.

From the initial consultation UNISON had expressed concerns over elimination and phasing out of banked leave and its impact on longer serving staff and asked for the phasing out to be done over a longer period than proposed. A further consultation would take place with UNISON following the Committee decision.

HR MWP would review the overall package of staff benefits and also be informed of the impact of new leave arrangements on recruitment and retention.

### **Resolved that**

- 1. the proposals to improve the basic leave entitlement of officers to 28 days and after 2 years to 31 days, be approved and a supplementary revenue estimate in the sum of £14,000 for 2022/23 increasing to £45,000 by 2024/25 be approved;**
- 2. the additional extra statutory day which employees currently need to deduct from their annual leave entitlement at Christmas be given as an additional day to be taken at the date when CLT determine for all staff except those front-line staff who have to work it. For staff who cannot take the extra day they can either take it as an additional day's leave later in the year or be paid for it as at present; and**
- 3. subject to further consultation with UNISON, the system of banked leave be removed for new starters and phased out for existing staff over 2 years, by requiring staff to take 5 days in year 1 and the remainder in the second year.**

## **36 Annual Governance Statement 2021-2022**

The Committee received the Annual Governance Statement which provided a review of the effectiveness of the Council's system of internal control and governance framework alongside an action plan for improvements. The Committee was asked to consider the draft Statement and approve it for signature by the Leader of the Council and the Chief Executive, as required by the Accounts and Audit Regulations 2015.

The Statement described how the Council had complied with the seven core CIPFA/SOLACE principles of delivering good governance:

Some key improvements to the system of governance had been made this year which were set out in the Statement; notably the undertaking of a review against CIPFA's new Financial Management Code, as reported to Standards and Audit Committee in January 2022, and Member participation in the new Local Audit Forum.

An update on progress against previously identified areas for improvement were set out in the appendix to the Statement alongside any new areas identified for improvement in the coming financial year. The review was an iterative process, ensuring that the Council's system of governance adapted to external change, such as new regulatory frameworks, government guidance and the current risk environment.

The Annual Governance Statement had been considered by the Standards and Audit Committee at its meeting the previous evening and the comments of that Committee were verbally reported. These included additions recommended to Principles D and E to change the frequency of Constitution updates and to add other partnerships. The Committee accepted these additions.

The Chairman was pleased with the significant financial savings achieved on detection of fraud.

Some minority group Members commented on the degree of engagement with them on the Corporate Business Plan prior to report to Committee.

**Resolved that:**

**the draft Annual Governance Statement 2021/22 as reported, be approved with additions recommended by Standards and Audit Cttee to Principles D and E to change the frequency of Constitution updates and to add other partnerships, and the AGS be signed by the Leader of the Council and the Chief Executive .**

**37 Use Of Contain Outbreak Management Funding**

The Committee was provided with an update on the use of the Council's Contain Outbreak Management Fund allocation which had been allocated to it by the Government via SCC.

A list of items the funding had been spent to date and where it was still earmarked for was out in the agenda report. Not all of the money had been earmarked for schemes as it was anticipated that additional money might be required for events associated with the Queen's Platinum Jubilee celebrations and also for potential requirements over the winter period.

The money received by the Council had been spent in accordance with the grant conditions focusing on keeping both the local community and the Council operating throughout the pandemic.

In response to suggestions by some Members, Officers would consider whether time limited funding for Free School Meals and additional support for CAB fit the criteria. Suggestions were invited from Members on potential uses for the remaining monies

**38 Empowering Communities Strategy**

A final draft of the Empowering Communities Strategy would be circulated by the Chief Executive to Committee Members shortly. The Chairman offered to meet with the Leader of RIRG in advance of the final version being brought to the June meeting of this Committee.

**39 Annual Appointments to Outside Bodies**

The Committee considered the Council's appointments to outside bodies that were presently due for renewal in accordance with the recently approved new procedure for such appointments.

There were several outside bodies where no nominations had been received and a further nomination round would be undertaken to invite nominations to those outside bodies and a report thereon would be made to the July meeting of this Committee.

**RESOLVED that –**

- i) the following appointments be made for the Municipal Year 2022/23 or for longer periods where stated:**

**Addlestone Chamber of Commerce**

Member Representative: Councillor J Broadhead

Deputy Representative: *Vacancy*

**Air Training Corps (No 398 Squadron) Management Committee**

Representative: Mr M Adams

**Armed Forces Champion**

Representative: Councillor S Walsh

**Basingstoke Canal JMC**

Member Representative: Councillor S Lewis

Deputy Representative: *Vacancy*

**Chertsey Chamber of Commerce**

Member Representative: *Vacancy*

Deputy Representative: *Vacancy*

**Chertsey Combined Charity (Four Year Term of Office)**

Trustee: Councillor Clarke

Trustee: Mr N Rubidge

**Chertsey Market and Fairs Charity-Feoffees of Chertsey Market**

Trustee: Councillor Nuti

**Chobham Common Liaison Group**

Representative: *Vacancy*  
*(Officers to confirm the continued existence of this Group)*

**Community Safety Partnership**

Representative: Councillor Burton

Representative: *Vacancy*

**Egham Chamber of Commerce**

Member Representative: Councillor A Balkan

Deputy Representative: Councillor N Prescott

*Councillor S Williams was also nominated as the Council's representative on this Committee. The nominations of Councillors Balkan, Prescott and Williams were put to the vote and Councillors Balkan and Prescott received the greater number of votes and were*

*duly appointed. A named vote was required and the voting was as follows:*

*For Cllrs Balkan and Prescott (7): Cllrs Balkan, Cressey, J Gracey, T Gracey, Howorth, N King and Nuti .*

*For Cllr Williams (4): Cllrs Gillham, R King, Mullens and Whyte.*

**Fairoaks Airfield Joint Consultative Committee**

Member Representative: Councillor J Broadhead

Deputy Representative: Councillor Mann

**Frank Muir Memorial Field**

Councillors E Gill, L Gillham and M Harnden

**Heathrow Community Noise Forum**

Member Representative: *Vacancy*

Deputy Representative: *Vacancy*

Community Representative: Mr P Conway

**Henry Smith's Charity**

Trustee: Ms K Reed-Brooke

Trustee: Councillor M Nuti

Trustee: Councillor S Dennett

**Mary Drew Almshouses Charity**

Trustee: Mr P Taylor

**Joint Committee of the Traffic Penalty Tribunal (Patrol)**

Representative: *Vacancy*

**Runnymede Access Liaison Group (RALG)**

Representative: Councillor Jenkins

Representative: Councillor Harnden

**Runnymede and Spelthorne Citizens' Advice Bureau Management Committee**

Representative: Councillor Mullens

Representative: Councillor Balkan

**Runnymede Open Awards Centre – Formerly Duke of Edinburgh's Award**

Representative: Councillor Walsh

Deputy Representative: *Vacancy*

**South East England Employers**

Member Representative: Councillor Gillham

Deputy Representative: *Vacancy*

**South East England Councils**

Member Representative : Councillor T Gracey

Deputy Representative: Councillor Willingale

**Staines Shopmobility**

Representatives: Councillor M Harnden

Representative: *Vacancy*

**Surrey Museums Partnership**

Member Representative: Councillor M Harnden

Deputy Representative: Councillor J Wilson

**Thames Basin Heath Special Protection Area Strategic Partnership Board**

Member Representative: Councillor Snow

Deputy Representative: *Vacancy*

**Virginia Water Community Association**

Representative: *Vacancy*

Representative: *Vacancy*

- ii) **a further nomination round be undertaken to invite nominations to those outside bodies where no nominations have been received and vacancies exist.**

40 **Strode's Foundation Appointment of Replacement Trustee**

The Committee considered the nomination received from Cllr Williams to replace Councillor Balkan, as a Trustee on Strode's Foundation following Cllr Balkan's resignation from the Foundation.

**Resolved that:**

**Councillor Williams be appointed to serve as a Trustee on Strode's Foundation for the remaining 3 years of a 4 year term until May 2025.**

41 **Standing Order 42 -Urgent Action**

Proforma 997 detailing action taken after consultation with the Chairman and Vice-

Chairman of the Committee was noted by the Committee

#### 42 **Exclusion of Press and Public**

By resolution of the Committee, the press and public were excluded from the meeting during the consideration of the remaining matters under Section 100A (4) of the Local Government Act 1972 on the grounds that the discussion would be likely to involve the disclosure of exempt information of the description specified in paragraphs 3 and 5 of Schedule 12A to Part 1 of the Act.

#### 43 **Q4 January - March 2022 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 until the end of quarter 4 and the year end for 2021/22. The Committee noted project updates for the thirteen grade A and eleven grade B projects ranging from the initiation to execution stages, the key project achievements over the fourth quarter of 2021/22, the project execution delays highlighted and the corrective actions in place to address them, the pipeline projects that had been approved in service area business plans for delivery in 2021/22 and a status update on grade C projects. The Committee also noted a Project Portfolio Dashboard which provided a summary of the projects and Members asked that instructions regarding accessing the Project Dashboard be sent to all Members

The Committee was pleased to note the progress on many projects and the Chairman of Housing Committee advised the Committee that the St Georges development had been completed.

#### **RESOLVED that –**

- i) project updates for the thirteen grade A and eleven grade B projects, ranging through the initiation to execution stages, be noted;**
- ii) One programme update be noted;**
- iii) key project achievements over the final quarter of 2021/2022 be noted;**
- iv) the project execution delays or issues highlighted and the corrective actions in place to address them be noted;**

#### 44 **Future Management of Property**

The Committee considered a detailed comprehensive report on the future management of one of its properties. The Council had granted a lease to occupy and use the property which was owned by the Council.

The Committee received background information on the historical and current relationship of the Council with the Tenant, the current legal position with the Tenant and 5 options for moving forward with associated risks, and financial and operational implications.

The Committee favoured options 3 and 5 set out in the report as the preferred route moving forward. An Action Plan with timeline and details of any supplementary revenue estimates or other resource requirements required in pursuance of these options would be brought back to Committee for approval in July.

#### **Resolved that-**

- i) options 3 and 5 be adopted from now as the preferred route;**
- ii) An Action Plan with timeline and supplementary revenue estimates be brought back to Committee for approval in July.**

(The meeting ended at 9.25pm.)

Chairman