



# Corporate Management Committee

Thursday, 26 May 2022 at 7.30 pm

Council Chamber, Runnymede Civic Centre,  
Addlestone

## Members of the Committee

The Members of the Committee will be appointed at Annual Council on 18 May 2022.

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 B Fleckney, Democratic Services Section, Law and Governance Business Centre, Runnymede Civic Centre, Station Road, Addlestone (Tel: Direct Line: 01932 425620). (Email: [bernard.fleckney@runnymede.gov.uk](mailto:bernard.fleckney@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.

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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.

## List of matters for consideration

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### Part I

#### Matters in respect of which reports have been made available for public inspection

1. **Notification of Changes to Committee Membership**
2. **Minutes** 4 - 14  
To confirm and sign, as a correct record, the Minutes of the meeting of the Committee held on 21<sup>st</sup> April 2022 (Appendix 'A').
3. **Apologies for Absence**
4. **Declarations of Interest**  
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### Part II

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14. **Future Management of Property** To Follow

Runnymede Borough CouncilCORPORATE MANAGEMENT COMMITTEE21 April 2022 at 7.30 p.m.

Members of the Committee present: Councillor T Gracey (Vice-Chairman in the Chair), A Alderson, M Adams, M Cressey, L Gillham, J Gracey, M Heath, C Howorth, J Hulley, D Whyte and J Wilson.

Members of the Committee absent: None.

Councillors R King and I Mullens also attended.

**Notification Of Changes To Committee Membership**

The Group 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	Councillor D Cotty	Councillor M Adams
Conservative	Councillor N Prescott (Chairman)	Councillor J Hulley
Conservative	Councillor M Willingale	Councillor J Wilson

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

**Minutes**

The Minutes of the meeting held on 24 March 2022 were confirmed and signed as a correct record.

**Declaration Of Interest**

Councillor M Adams, who was a Director of RBC Investments (Surrey) Ltd which was the company that would be receiving the loan, declared a disclosable pecuniary interest in item 13 on the agenda – Loan Agreement for RBC Investments (Surrey) Ltd and left the room for the discussion and voting on this item.

**Runnymede Economic Development Strategy 2022 to 2026**

The Committee considered the Runnymede Economic Development Strategy for 2022 to 2026 which included a strengths, weaknesses, opportunities and threats (SWOT) analysis and provided an analysis of the local economy and identified the Council's priorities and deliverables for supporting economic growth over the next four years.

The Government approach to supporting economic recovery and growth post – pandemic was set out in the paper "Build Back Better: Our Plan for Growth March 2021". The Levelling Up White Paper published in February 2022 contained the Government's long-term economic and social plan to make opportunity more equal across the UK. The Shared Prosperity Fund would help resource the plan for levelling up and the Council would be allocated funding through this Fund from 2022 to 2025. It was noted that the Council had received £1 million from the Shared Prosperity Fund in common with all Surrey Councils.

Officers would report on proposals for the use of this £1 million as part of the Corporate Business Plan.

The Runnymede Economic Development Strategy 2022 to 2026 identified six strategic priorities and a number of deliverables for the Council to support economic growth. The Council had undertaken a Runnymede Economic Assessment which underlined that Runnymede had a highly competitive economy and was a dynamic location for business. It was noted that the Savill Court Hotel referred to in the last paragraph on page 41 of the Assessment had changed its name to Fairmont Windsor Park.

Runnymede was ranked as the most competitive borough in the UK outside London (UK Competitive Index 2021), was the largest economy in the Enterprise M3 Local Enterprise Partnership (5.8bn GVA) and was home to a significant number of national and international companies. There were a high proportion of jobs in tech and cyber security in Runnymede. The borough benefitted from foreign direct investment, e.g. Netflix at Longcross.

The Committee was pleased to note Runnymede's excellent performance against most of the economic indicators and commended the Economic Development Strategy. Runnymede was the 61<sup>st</sup> least deprived local authority but the borough received less favourable results for affordable accommodation, had pockets of deprivation and suffered from a high degree of traffic congestion and a high level of car use compared to other local authorities. One of the six strategic priorities (Number 6) in the Strategy was developing a low carbon economy. The aim of this priority was to support and encourage businesses to be more sustainable or greener.

A number of objectives and deliverables were identified in Appendix 1 of the Strategy. These included supporting inward investment, developing business awards and support for tech clusters, extending business engagement through Business Runnymede and the Town Teams, developing the tourism economy and strengthening pathways for residents to jobs in tech. The Committee noted an Equality Screening and an Equality Impact Assessment (EIA) for the Strategy. One of the key themes of the EIA was that the strategy would encourage skills and education providers and careers advisers to target residents from disadvantaged groups and provide stronger pathways to employment and skills by promoting opportunities and addressing barriers.

The Council agreed that the Council would need to show how it would encourage residents to reduce their car use to develop the low carbon economy. The Strategy would need to link to the Climate Change Strategy and encourage cycle, bus and train use. Tourism would need to be promoted as the Council had a number of environmental assets that would draw people to the borough who would then spend money and enhance the local economy.

Going forward the Committee indicated that it would like to see a specific Action Plan for the strategy. It was noted that the Corporate Business Plan would set out work plans for the various Council strategies which were being drawn up. These strategies formed the core elements for the Corporate Business Plan. It was agreed that the Council should make the connections between the strategies clear to the local public.

The Committee agreed that the Council should aim to improve performance on provision of affordable housing. It was noted that affordable housing had a specific definition which might not make it really affordable to people on lower incomes and it was suggested that providing low cost accommodation should be a key aim of the Council. In promoting economic development in the borough, it was agreed that the Council should seek to act as a catalyst for growth and that it was appropriate for risk taking to be undertaken by the private sector.

A Member referred to one of the key findings in the workforce dynamics section of the strategy that was also referred to in the Runnymede Economic Assessment. This was that

in 2020, there were 4,200 people in Runnymede with no qualifications which represented 7.2% of 16 to 64 year olds in the borough which was higher than the rate for Surrey and for the United Kingdom. It was noted that the statistic of 7.2% was based on a low sample number. It was agreed that the Member would be advised of the origin of the statistic and that officers would investigate whether there was any other data available which substantiated this statistic.

**Recommend to the Full Council meeting which considers the Corporate Plan:**

**that the Runnymede Economic Development strategy for 2022 to 2026 be approved and in particular the assessment of the local economy and SWOT analysis be noted and the six priorities set out in the Strategy and the deliverables identified in Appendix 1 of the Strategy be approved.**

### **Climate Change Strategy**

The Committee considered a final draft Climate Change Strategy which had been subject to wide internal consultation amongst Members and Officers. The comments and input received had been incorporated into the Strategy and Members were pleased with the progress that had been made in developing the Strategy which was a living document which would continually be updated. Illustrations and graphics would be included in the desktop publishing of the document once the content had been finalised.

Achieving net zero carbon emissions from the Council's services and operations by 2030 would be a major challenge. It was agreed that the Council should encourage the Government and other local authorities to promote climate change and encourage the community to reduce its carbon footprint. It was suggested that Members should lead by example in reducing their carbon footprint. For example, they should seek to reduce their car use and only visit the Civic Centre by car when it was necessary to do so.

It was agreed that a delivery plan should be provided for the Strategy and that the need for achievable and measurable targets for the Strategy should be a particular priority. It was suggested that an Executive Summary should be included in the Strategy. It was noted that many of the Actions within the Strategy were outside the remit of the Council and that an essential part of the strategy concerned how the Council would work with other organisations and could seek to influence other organisations to operate green and sustainable policies.

A Member suggested that the Council should be completely paperless in producing Committee documents. It was noted that the Council Summons still had to be produced in hard copy by law and that Members could elect not to receive paper but could not be compelled not to receive paper. It was noted that if Members considered that the production of Committee documents should be entirely paperless then they should lobby their local MP for a change in the law.

It was suggested that the Southampton to London Pipeline/Esso Pipeline that was routed through Chertsey Meads should be included in the section of the Strategy entitled Partner and Stakeholder Engagement: External Projects. It was noted that the Council had obtained various environmental requirements from Esso in carrying out work on the Pipeline in Chertsey Meads including the need for sequential layers to be replaced in the same order and reseeding of trenched areas.

It was suggested that the section of the Strategy entitled Air Quality and Congestion might include mention of encouragement of vehicles to stop idling (i.e. running engines while stationary) and that the Parks and Green Spaces part of the Strategy might include a commitment for the Council to not use peat and that in particular subcontractors might be encouraged not to use peat.

Policy SD8 in the Runnymede 2030 Local Plan expected development proposals of 1,000 square metres or more of additional floorspace to incorporate measures to supply a minimum of 10% of the development's energy needs from renewable and/or low carbon technologies unless it could be demonstrated with evidence that this was not feasible or viable. It was suggested that Action PP1.0 of the Strategy might be amended to include a statement that the Council would encourage developers to exceed this 10% expectation.

It was suggested that Action PPAT 1.0 might be amended to make a distinction between bicycle hire for leisure and for places of work, that food labelling might be included within Action CC 7.0 and that the Strategy might include reference to packaging standards and cup recycling. Where possible, electric charging points should be rolled out to encourage the use of electric vehicles and it was noted that all Council car parks were currently being reviewed for the potential to install charging point facilities.

The Committee supported the convening of a Citizens Panel so that the community was informed and could contribute to the climate change decision making process. It was noted that proposals for the Citizens Panel would be included in the Empowering Communities Strategy which would be submitted to the Committee's next meeting.

Action CC 1.0 related to the baseline by which performance on Climate Change would be measured. It was noted that there was no standard methodology for determining the baseline and the Council would have to create its own baseline which would be established during the course of 2022. The fact that the Council did not have a baseline at present did not hold up the other Actions in the Strategy. Many of the Key Performance Indicators (KPI)s referred to in Action CC 3.0 would be qualitative rather than quantitative so the production of a baseline would not prevent those KPIs being taken forward.

In the strategy, the Council had committed to continue to develop the 15 minute principle so that all essential services were within easy reach and accessible by public transport. It was noted that residents in Egham and Englefield Green did not live within 15 minutes travelling time if they wished to access services in Addlestone in person and noted that the Corporate Business Plan would set out proposals for community hubs to allow residents in different areas of the borough to access services more locally.

**Recommend to the Full Council meeting which considers the Corporate Plan-  
that the Draft Climate Change Strategy for Runnymede Borough Council be approved.**

### **Gender Pay Gap**

The Committee considered a report on the gender pay gap figures for Runnymede Borough Council. The purpose of the gender pay gap legislation was to encourage employers to close the pay gap between the genders. This gap arose as, in most organisations, male employees earned more than female employees and employers were required to make a series of calculations which showed the extent of the gap.

Data had been gathered, analysed and calculated for Runnymede Borough Council as at the snapshot date of 31 March 2021 as required by the Gender Pay Gap regulations. The mean gender pay gap for Runnymede was 8.44% which was a reduction on the result for the previous year which was 9.06% and represented an improvement when compared to the mean gender pay gap as at 31 March 2020. The median gender pay gap was 0.54% which had increased from the previous year when there had been no median gender pay gap. The number of women in the top pay quartile had reduced although there were a larger number of women on the Council's Senior Leadership Team. It was the impact of the number of low paid male manual workers which was helping to keep the gender pay gap relatively low for Runnymede Borough Council.

The Committee agreed that the production of a suitable action plan to encourage the gradual reduction of the gender pay gap would be considered by the HR Member Working Party.

**Resolved that –**

**the report be noted and a suitable action plan is subsequently devised to encourage the gradual reduction in the gender pay gap.**

### **Superannuation – Carers’ Policy**

The Committee considered whether it would be appropriate to amend the Carers’ Policy in respect of superannuation payments.

In May 2021, the Committee had approved a new Carers’ Policy to support employees who were Carers so that they could more easily combine this role with their employment role. It had also been agreed to consider an amendment to the policy proposed by Councillor Robert King in respect of superannuation payments based on an assessment of costs over a six month period. During this period no Carers had altered their hours and therefore instead an assessment of potential costs to the Council for employees at Grade 7, Grade 10 and SMA level for a 6 month and for a 12 month period had been considered by the Human Resources Member Working Party (HRMWP) at its meeting in March. It had been agreed at that Working Party meeting to propose an amendment to this policy to the Committee based on this exercise.

The purpose of the proposed amendment from the HRMWP was to ensure that an employee did not lose out on pension benefit as a result of reducing their hours on a temporary basis due to being a Carer. This protection was proposed for a 6 month period with any further extension being at the discretion of the employee’s line manager. The Committee noted the estimated costs to the Council that had been considered by the HRMWP. These costs would already be budgeted for on the assumption that the post was operating at full time so there would not be any additional budgetary consequences unless the Council employed a temporary member of staff to cover the reduced hours and they too wished to join the pension scheme.

Surrey Pensions who administered the pensions of staff at Runnymede Borough Council had advised that no other authorities had proposed to make this provision for their employees. They had also advised that although it was possible for an employer to pay additional contributions for an employee for a period of time, an Additional Pension contribution contract in respect of that employee would be required and that under the Pension Regulations an employee could only make additional contributions for themselves for a minimum of one year. Therefore if the Committee wished to change the Policy on the basis suggested by the HRMWP, where the employee made matching contributions, then Runnymede would need to support the difference for the employer’s side contribution for one year and not six months. Accordingly, officers had produced revised wording to reflect supporting the difference for one year.

The Committee noted that members of all the political groups on the HRMWP had supported the change to the Policy and the Committee approved the revised wording to reflect supporting the difference for one year subject to the addition of a sentence stating that any extension of this arrangement would be at the discretion of the Corporate Head of Human Resources and Organisational Development. The HRMWP had recommended that any extension of the arrangement would be at the discretion of the employee’s manager but the Committee agreed that it would be appropriate for any extension to be at the discretion of the Corporate Head of Human Resources and Organisational Development to provide a consistent approach across the organisation.



**Resolved that –**

**paragraph 7 of the Carers’ Policy be amended to read as follows:-**

**“Where an employee reduces their hours as a consequence of being a Carer on either a temporary or a permanent basis, the difference between the employers’ superannuation contribution on a full-time salary and on the reduced hours will be paid by the Council for the first year subject to the employee also bearing the difference in employee contribution cost for a minimum of one year (which is required under the provisions of the Local Government Pension Scheme). Any extension of this arrangement for a further year will be at the discretion of the Corporate Head of Human Resources and Organisational Development.”**

**Proposed Letting At Addlestone One**

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 seeking approval for the proposed letting of a commercial unit in the Addlestone One development. The details of the proposed business operation and the proposed outline terms for the letting were noted. The Committee commended officers on bringing this proposal forward which would enhance the development and increase footfall and approved the outline terms for the unit. The Committee agreed that delegated authority be given to finalise and sign off the completed deal as set out in resolution i) below. The Committee approved the capital contribution required for the fit out of the unit and noted that the sum required was in line with the post Covid market. The arrangements for the financial vetting of the letting were noted by the Committee.

**Resolved that –**

- i) the outline terms in the report which are agreed for the letting of the commercial unit in the Addlestone One development as reported to the business as reported be approved and delegated authority be given to the Chief Executive and Assistant Chief Executive in consultation with the Leader and Deputy Leader of the Council to finalise and sign off the completed deal; and**
- ii) a capital contribution be approved for fit out works in the sum reported to be funded from the Addlestone One development budget held in the Capital Programme.**

**Proposed Management Agreement For Land**

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 setting out the main terms proposed for a Management Agreement for land. A Highways improvements scheme to the local road network would remove grassland and woodland from a parcel of land in Runnymede and in return it was proposed that Runnymede would enter into a Management Agreement with an organisation as reported for that organisation to provide grassland and woodland in another parcel of land in the borough for the time period reported.

The parcel of land which had been identified on which the organisation would provide grassland and woodland was noted by the Committee. The ongoing working relationship which the organisation would have with the Council's Green Spaces Team and the ecological benefits which would result on this land were also noted by the Committee. It was noted that the Highways improvements scheme to the local road network was essential for Runnymede's Local Plan to be delivered and it was agreed that entering into the Management Agreement would represent the best option available to Runnymede associated with securing those improvements.

The organisation would carry out the works specified in their Landscape and Ecological Management Plan (LEMP) on this land. As the LEMP had not yet been provided it was agreed that authority to finalise the terms particularly relating to the LEMP be delegated to officers as set out in resolution ii) below.

**Resolved that -**

- i) a Management Agreement be granted for the time period reported to the organisation reported to facilitate the Highways improvements reported; and**
- ii) the authority to finalise the terms particularly relating to the Landscape and Ecological Management Plan be delegated to the Chief Executive and Assistant Chief Executive in consultation with the Corporate Head of Assets and Regeneration.**

**Financial Update On The Construction Of 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.

The Committee noted an update on the construction spend of the Magna Square development in Egham and noted progress on the delivery of the development. It was envisaged that the project would be completed within the budget sum allocated. The Committee commended officers on the scheme which represented a blueprint for other developments within the borough.

**Loan Agreement For RBC Investments (Surrey) Ltd**

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 recommending the adjustment of the purchase price discount rate associated with Magna Square properties which were subject to the loan agreement to RBC Investments (Surrey) Ltd (RBCI) approved by Full Council on 26 January 2022. This was necessary to reflect the market changes which had been verified by the Council's independent valuers.

At its meeting on 25 November 2021, the Committee had considered a report containing a proposal that the Council enter into an agreement to provide a further loan to RBCI which was a Special Purpose Vehicle (SPV) that had been set up to acquire and manage residential investment property for letting in the private rented sector.

The Magna Square (formerly known as Egham Gateway) development report presented to

the Committee in February 2020 had set out the agreement for RBCI to take on private residential units in the new development. This was required in order for the residential units to be let as Private Rented Sector units with Assured Shorthold Tenancies. In order to achieve this, a new loan agreement was required to enable the company to buy the units from the Council.

The Committee had recommended to Full Council the approval of the execution of a loan facility agreement between the Council and RBC Investments (Surrey) Ltd for the purchase of residential units in the Magna Square development at up to the sum reported to be repaid over a time period as reported. This recommendation had been agreed by Full Council on 26 January 2022.

When it had considered this matter on 25 November 2021, the Committee had noted that the valuations and anticipated market rents were being reviewed to ensure that the original assumptions were still viable for RBCI to take on the loan and that should there be a need to review any of these details a further report would be brought to a future meeting of the Committee.

The Committee was advised that the Council's independent external valuers had informed officers that market factors had changed significantly since the original purchase price discount rate had been agreed and that reduced rental income was now predicted. As a result of these reductions, RBCI were now seeking an increase in the purchase price discount rate to ensure that the company remained viable once the residential accommodation was purchased. This increase would be in line with the current market practice. The financial and legal implications of this adjustment were noted. This increase would make the scheme affordable to RBCI but would have the effect of reducing the loan value, reducing the interest payments and reducing the investment income to the Council.

The Committee agreed to recommend that this adjustment be made and to recommend that a supplementary revenue estimate be approved to account for the reduced investment income to the Council which would result from the adjustment.

**Recommend to Full Council on 28 April 2022 that –**

- i) the purchase price discount rate that forms part of the loan facility agreement between the Council and RBC Investments (Surrey) Ltd for the purchase of residential units in the Magna Square development be adjusted from the percentage reported to the percentage reported thereby reducing the loan facility agreement from the sum reported to the sum reported; and**
- ii) a supplementary revenue estimate be agreed in the sum reported to account for the reduced investment income to the Council resulting from the lower amount loaned to RBC Investments (Surrey) Ltd.**

**Investment Property – Rent Arrears**

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 paragraphs 1 and 3 of Schedule 12A to Part 1 of the Act.

The Committee considered a report relating to irrecoverable rent arrears requiring write off approval, Covid period rent concessions and peaceable re-entry to obtain possession of an asset when all other avenues had been exhausted.

The Committee approved the write off of bad debts in the sum reported set out in paragraph 2.4 of the report and noted the reasons for the write off of these bad debts. The Committee also noted and agreed the Covid period rent concessions under the Commercial Rent (Coronavirus) Act 2022 set out in paragraph 3.7 of the report, the other sums which were likely to be irrecoverable to some extent as set out in paragraph 5.2 of the report and the total potential loss of income set out in paragraph 5.3 of the report.

The total potential loss of income equated to a small proportion of the Council's overall income from its investment property portfolio and spanned several years. The Committee was pleased to note that the Council was collecting a higher proportion of its rental income than the national average and commended officers on the collection performance.

The Council as landlord had the legal right to re-enter a commercial property where a tenant was in breach by non-payment of rent and to take possession of that property by a process known as peaceable re-entry. The Committee noted the circumstances under which peaceable re-entry was allowed and where it might be beneficial to a landlord. In view of the sensitivity associated with this course of action, the Committee approved the approach to be taken if peaceable re-entry was proposed by officers as set out in paragraph 4.4 of the report.

It was agreed that officers would assess the commercial feasibility of the Council entering into a scheme for Council employees with one of the organisations that had received a Covid period rent concession and that Members would be advised of the findings of the assessment.

**Resolved that –**

- i) the write off of the bad debts as set out in paragraph 2.4 of the report be approved;**
- ii) the Covid period rent concessions, as set out in paragraph 3.7 of the report, that are in accordance with the principles of the Commercial Rent (Coronavirus) Act 2022, be noted and agreed; and**
- iii) the principle of peaceable re-entry for obtaining possession of the Council's commercial property be approved and delegated authority be given to the Chief Executive and Assistant Chief Executive in consultation with the Leader and Deputy Leader of the Council to ensure appropriate due process is followed with part of the process involving officers liaising confidentially with Ward Members where the property in question is located in their Ward to ensure complete transparency.**

**Community Services Structure**

The Committee considered proposed changes to the Council's Community Services structure.

A restructuring of Community Services had been completed earlier in the year under which Community Development functions had been absorbed into the unit. The services provided by Community Services had expanded and the unit was looking to evolve further to provide services which had a high social value as well as generating income for the Council.

This increased spread of operational and strategic delivery had led to the requirement for the appointment of a Deputy Head of Community Services, a regrading of the Parks and Open Space Manager post to a Community and Open Space Development Manager post in view of the larger parks and open spaces service and a Policy and Projects Officer. Minor

savings had been identified in the unit which resulted in the requirement for a supplementary revenue estimate in the sum reported to facilitate these changes.

The Committee approved these proposals noting that increased income would be generated for the Council in the future by ensuring that the business unit could function to full capacity by making these changes.

**Resolved that –**

**the changes/additions to the structure of Community Services be approved and an ongoing supplementary revenue estimate be agreed in the sum reported.**

**Law and Governance Service Review 2021-22**

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 paragraphs 1 and 3 of Schedule 12A to Part 1 of the Act.

The Committee considered the final revised proposals for the Council's Legal Services business unit, further to consultation with staff and UNISON and updates on the recruitment of staff in Democratic Services and Election Services.

At its meeting on 20 January 2022, the Committee had considered a report on a service review of the Council's Law and Governance Business Centre. The review contained proposals in respect of three of the Teams within Law and Governance – Democratic Services, Elections Services and Legal Services. Further to the voluntary early retirement of two existing officers, the Committee had agreed to create two new posts of Head of Democratic Services and Deputy Head of Democratic Services. The Committee noted the progress which had been made in recruiting to both of these posts. The Committee had also agreed the funding required for a new Elections Assistant post to be added to the Elections Team. The Committee was advised that recruitment to this post had been put on hold until after the forthcoming local election.

At its meeting on 20 January 2022, the Committee had also approved a series of proposed new Legal posts which were required to support the Council's property management and procurement activities which were core Legal services fundamental to the delivery of the Council's functions and financial well-being. The Committee had agreed that a staff consultation be commenced regarding the proposed changes and that UNISON be consulted on the changes. As a result of the staff consultation, there were some changes to the proposals for the Legal Services business unit.

The proposed changes arising from the consultation in respect of Legal Services included not proceeding with two Legal Support Officer posts on the basis that the tasks that those officers would have carried out could be undertaken by existing staff. This resulted in the retention of a post that had been proposed to be deleted in the report to the Committee on 20 January 2022 and the regradings, additional hours and revised Job Descriptions as set out in resolutions vi) and vii) below. The savings created by these changes could be repurposed to increasing the hours of two of the newly created posts without requiring any additional budget. The Committee noted a revised structure for the Legal Services Team. One existing post was now proposed to be deleted. It was also proposed to enter into a Service Level Agreement with an external legal service provider as set out in resolution viii) below. The Committee noted the legal and environmental/sustainability/biodiversity implications of these proposals and an Equality Screening Assessment for the proposed changes in the Legal Services business unit.

The Committee gave detailed consideration to UNISON comments on the Legal Services Review and officers advised Members on the reasoning for the revised proposals which were now being put forward and on the consultation process which had been followed. Having considered the responses of officers, the Committee approved the final revised proposals for the Council's Legal Services business unit.

- i) the revised changes to the establishment list as set out in paragraph 2.10 of the report be approved;**
- ii) commencement of the external recruitment exercise be authorised to appoint to the following newly created and regraded existing posts:**
  - a. Posts D0046 and D0047 Principal Solicitors (Property) (2 posts) (at grade SMA plus MFS);**
  - b. New Principal Solicitor (Contracts) (at grade SMA);**
  - c. Post D0048 Senior Solicitor (Contracts) (at grade MMB);**
- iii) the post as reported be deleted from the current establishment list;**
- iv) a supplementary revenue estimate be approved in the sum reported for redundancy payments and pension strain costs payable further to the deletion of the post referred to at resolution iii) above;**
- v) the post as reported be retained and the proposed posts of Legal Support Officer (Property) and Legal Support Officer not be proceeded with;**
- vi) the revised salary grading of the two existing posts as reported to the grades reported be approved and the additional hours per week of one of those posts be agreed as reported;**
- vii) it be noted that the Corporate Head of Law and Governance in consultation with the Corporate Head of Human Resources will approve the revised Job Descriptions for the officers mentioned in recommendation vi) above; and**
- viii) delegated authority be given to the Corporate Head of Law and Governance further to consulting the Chief Executive to enter into a Service Level Agreement with the legal service provider as reported to take on the legal work as reported from the date as reported.**

(The meeting ended at 10.12.p.m.)

Chairman

## Improving Annual Leave Entitlement (Human Resources – Fiona Skene)

### Synopsis of report:

To consider 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 associated issues in relation to leave.

### Recommendation:

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 is given as an additional day which is 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. 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.

## 1. Context of report

- 1.1 Runnymede is a Council which is located in close proximity to London and competes for skilled professional staff in close competition with several London Boroughs, and other Surrey districts. The main condition of service which acts as a detractor as a recruiter and a disincentive on retention is the poor level of our annual leave entitlement which compares unfavourably with the NHS and London Boroughs and several of the other Surrey districts. Although some other Surrey districts start at 23, like us, some have leave entitlements which rise with grade. However RBC prefers to treat staff equally. As a recruitment and retention measure, we therefore need to address this issue and improve our annual leave entitlement.

## 2. Report

### 2.1 Current Leave provisions

The annual leave entitlements currently commence at 23 days for new entrants unless they already have 5 years continuous local government service with other councils, in which case they start on 28 days. The current annual leave provisions are as follows:-

On appointment	23
After 1 yr	24
After 2 yrs	25
After 3 yrs	26
After 4 yrs	27
After 5 yrs LG service	28
After 10 yrs RBC service	31
Chief Officer level	31

Employees may carry over a maximum of 5 days leave for 3 months into the next leave year and can bank up to 5 days leave per year to take in a future year subject to never having more than 10 days banked leave. Employees may buy up to 5 days leave but only those returning from maternity leave or long-term sickness may sell annual leave. Employees are required to set aside one day's leave for Christmas but otherwise have an entitlement to 8 bank holidays. This extra day is taken either before or after Christmas. Leave is pro-rata for part-time staff.

- 2.2 This matter has been considered by SLT, CLT and HR Member Working Party. Originally improving to 26 days was considered but this still causes a problem with the fact that staff who have 5 years previous local government service get 28 days and SLT wished to retain this. Taking into account the increasingly competitive jobs market which is very strongly a 'candidate market' the proposal was therefore amended to having all entrants to Runnymede getting 28 days as a basic leave entitlement moving to 31 days after two years. This gives us a competitive edge over neighbouring councils in terms of leave. (A copy of leave entitlements is attached at Appendix A)
- 2.3 When increasing leave entitlement was initially muted, HR were asked to liaise with Accountancy to check out the impact for the two main areas who would need to use agency staff to provide coverage where additional leave was given, (Refuse Collection and Community Transport.) This has been done. In practice, however the costs of moving to 28 days corporately are low - £14,000, due to the fact that many existing staff are already on 28 days leave, due to having at least 5 years' local government service. This measure will primarily benefit those staff joining us who have less than 5 years' local government service and staff coming from other sectors which has become increasingly common.
- 2.4 Moving up to 31 days leave after 2 years' service is a bit more expensive. The estimated costs are £45k which is the estimated costs of additional agency staff. However, the costs are estimated since much depends on the level of labour turnover. However, if we take into account the fact that this measure may reduce our labour turnover overall (which is currently 14%) then the costs could be considered worthwhile.

### **3. Other Leave issues**

#### **3.1 Additional Day at Christmas**

For some years, staff have received an additional day's leave at Christmas which alters from year to year in terms of timing and is deducted from their annual leave entitlement. We could either continue this practice under the proposed arrangement or give this as an additional day 'free gratis.' For staff who cannot take the extra statutory day, allow them to take it at some point in their current leave year or pay them for it (e.g., Refuse staff).

#### **3.2 Banked Leave**

Runnymede has a local arrangement called 'Banked Leave'. It 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. However, in practice many staff bank it and retain it. This has become very expensive when staff leave.

At present staff can bank 5 days of their leave each year for 2 years. We could perhaps off-set the costs of bringing in an enhanced leave entitlement by ceasing this practice for new staff and phasing it out for existing staff over the next 2 years. This matter was also considered by the HR Member Working Group in October 2021. Members had some concern that staff who had genuine service reasons for not taking leave should lose their banked leave. Therefore, their preference was to



allow staff to carry banked leave forward for a set period of time and then take it out. SLT were broadly supportive of this.

There are several options - for example, continue with banked leave for 2 years and then take it out or get staff to reduce banked leave to 5 days in one year and then to take the remainder in the second year.

We could then move to a simpler approach of allowing employees to carry over a maximum of 5 days leave per annum unless they are going on a special holiday, for example, when they are allowed to carry over more at their Corporate Head's discretion but they then need to take it as planned or it expires at the end of their leave year.

#### **4. Policy Framework Implications**

- 4.1 These proposals would need to be consulted on with UNISON

#### **5. Resource Implications**

- 5.1 Adding additional annual leave to employee contracts will mean lost productivity on those days when staff would have been working but are now on leave. In financial terms, if staff were to be paid for these additional days it would equate to approximately £76,000 to move staff to 28 days and £196,000 in a full year if all staff were to reach the maximum of 31 days.
- 5.2 In practice this is unlikely to happen and the additional costs of keeping front line services going are expected to be limited to organisational costs of £14,000 and £45,000 for the move to 28 and 31 days respectively. What cannot be factored in, is the lost productivity and it's effects on services to deliver existing and future workloads. Should the improved leave arrangements have the expected positive effects on recruitment and retention however, this may offset some of the lost productivity as turnover would be reduced.
- 5.3 The inclusion of an additional days leave at Christmas (which currently forms part of the annual leave provisions listed in paragraph 2.1 above), would effectively take the annual leave entitlements to 29 & 32 days and would cost an additional £60,000 a year on top of the figures quoted above.

#### **6. Legal Implications**

- 6.1 Under the provisions of section 112 Local Government Act 1972 a local authority shall appoint such officers as they think necessary for the proper discharge by the authority of such of their or another authority's functions as fall to be discharged by them. An officer appointed by a local authority shall hold office on such reasonable terms and conditions, including conditions as to remuneration, as the authority appointing him/her thinks fit.
- 6.2 The amount of annual leave which an employer is prepared to provide to an employee falls within the terms and conditions of employment. It is open to the Council, as an employer, to increase the amount of annual leave offered to employees. The exercise of this power falls within the powers granted to the Council under section 112 Local Government Act 1972.

(To resolve)

#### **Background Papers**

None stated

## Annual Leave

## Appendix A

### Closest London Boroughs

Richmond	31
Kingston	23/26/29
Sutton	27 or 31
Wandsworth	31
Merton	26; 31 after 5 years' service

### Districts in Surrey

Guildford	linked to grade -22/24/26/28 + after 5 years 27/28/28/30 + extra day after 10
Waverley	linked to grade – 22/24/26/29/32+ after 5 years 27/27/29/32/35
Woking	23; after 5 years 28, 29 after 10, more after 20
Spelthorne	same as RBC
Surrey Heath	23 + 5 after 5 yrs
Elmbridge	23. Increases by one day per year up to 25 after 2 years. Then 28 after 5 Yrs. CEX,COs, HOS get 35 but no flexi.
Mole Valley	24+ 1 day per yr up to 28 after 5 yrs(use 1 for extra day at Xmas)
Epsom & Ewell	23 + 5(after 5 yrs)
Reigate & Banstead	28; after 5 yrs – 33 (but must use 1 day for extra day at Xmas)
Tandridge	22 – increases by one day each year up to 28 days after 6 years. An extra day After 10 years and then 15 years
<u>NHS</u>	31 days

## Annual Governance Statement 2021/22 (Amanda Fahey – Assistant Chief Executive)

### Synopsis of report:

All local authorities are required to undertake, at least annually, a review of the effectiveness of their system of internal control and to report on this review alongside the Statement of Accounts. This review is set out in the Annual Governance Statement which explains how Runnymede Borough Council has complied with its own governance framework and identifies any areas for improvement.

### Recommendation(s):

To consider the draft Annual Governance Statement 2021/22 attached at Appendix A for signature by the Leader of the Council and the Chief Executive.

1. **Context of report**
  - 1.1 Good governance provides a framework to enable an authority to deliver outcomes for its residents and stakeholders, underpinned by appropriate controls and the management of risk. The overall aim is to ensure that resources are directed in accordance with agreed policy and according to priorities, with sound and inclusive decision-making and clear accountability for the use of resources.
  - 1.2 In order to achieve effective corporate governance, the Council has adopted a local code of corporate governance (the Code) which reflects guidance contained in the CIPFA / SOLACE Framework *Delivering Good Governance in Local Government*.
  - 1.3 The Code, which is set out in the Council's constitution, is built around seven underlying principles of good governance, and demonstrates how the Council's internal processes and governance framework support the delivery of those principles.
  - 1.4 The Annual Governance Statement meets statutory requirements to report publicly on the extent to which the Council is complying with its own code of governance and should include:
    - How the effectiveness of governance arrangements has been monitored and evaluated in the year, and
    - Any planned changes in the coming period.
  - 1.5 There is a strong link between governance and financial management, with a focus on sustainability, as the Council needs to recognise its responsibilities not just to its existing stakeholders but to understand the impact of current decisions and actions on future generations.
  - 1.6 The Annual Governance Statement will be considered by the Standards and Audit Committee at its meeting on 25 May 2022. Any Member comments at that meeting will be reported verbally to this Committee

## 2. **Report**

- 2.1 The Draft Annual Governance Statement is set out at Appendix A.
- 2.2 The Statement relates to the governance systems in place for the financial year 2021/22 but should also reflect any significant developments to the governance system up to the date that the Responsible Financial Officer signs the Statement of Accounts.
- 2.3 The Statement describes how the Council has complied with the following seven core principles:
- Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law
  - Ensuring openness and comprehensive stakeholder engagement
  - Defining outcomes in terms of sustainable economic, social, and environmental benefits
  - Determining the interventions necessary to optimise the achievement of the intended outcomes
  - Developing the Council's capacity, including the capability of its leadership and the individuals within it
  - Managing risks and performance through robust internal control and strong public financial management, and
  - Implementing good practices in transparency, reporting, and audit to deliver effective accountability
- 2.4 Some key improvements to the system of governance have been made this year and are 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.
- 2.5 An update on progress against previously identified areas for improvement is set out in the appendix to the Statement alongside any new areas identified for improvement in the coming financial year. The review is an iterative process, ensuring that the Council's system of governance adapts to external change, such as new regulatory frameworks, government guidance and the current risk environment.

## 3. **Policy framework implications**

- 3.1 The Annual Governance Statement supports the policy framework of the Council by undertaking a regular, robust review of its governance arrangements, in an open and transparent way. The policy framework may be updated or amended as a result of the action plan that is set following the review. The Annual Governance Statement will touch on many of the policies and strategies of the Council, including, but not limited to, financial plans, procurement, risk management, HR policies, data protection, transparency, freedom of information and many more.

## 4. **Legal implications**

- 4.1 The preparation and publication of an Annual Governance Statement in accordance with Delivering Good Governance in Local Government: Framework (2016) fulfils the statutory requirements set out under Regulation

6(1)(a) of the Accounts and Audit Regulations 2015 which require a local authority to conduct a review at least once in a year of the effectiveness of its system of internal control and include a statement reporting on the review with any published Statement of Accounts. Regulation 6(1)(b) of the Accounts and Audit Regulations 2015 requires this statement to be an Annual Governance Statement.

**5. Equality implications**

- 5.1 There are no specific equality implications of this report, other than acknowledgement of the importance of equality matters and how they are addressed as part of the local code of governance, which in turn is reviewed via the Annual Governance Statement.

**6. Environmental/Sustainability/Biodiversity implications**

- 6.1 Again, while there are no specific environmental, sustainability or biodiversity implications contained within this report, the delivery of sustainable outcomes lies at the core of the Council's vision and the Annual Governance Statement has a key role in ensuring that key priorities and outcomes are delivered, by reviewing the framework for decision-making and resource allocation.

**7. Conclusions**

- 7.1 The Annual Governance Statement set out at Appendix A provides a review of the effectiveness of the Council's system of internal control and governance framework alongside an action plan for improvements. The review demonstrates that a sound system of control has been in place for the financial year 2021/22. The Committee is 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.

**(To resolve)**

**Background papers**

CIPFA/Solace Delivering Good Governance in Local Government: Framework 2016

## Annual Governance Statement 2021/22

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### Scope of responsibility

Runnymede Borough Council (“the Council”) has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which it works, having regard to a combination of economy, efficiency and effectiveness. This includes a responsibility to ensure that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for.

In discharging this duty, the Council must put in place proper arrangements for the governance of its affairs and facilitating the effective exercise of its functions, which includes arrangements for the management of risk.

The Council has formally adopted a code of corporate governance which is consistent with the seven principles of the CIPFA/SOLACE framework *Delivering Good Governance in Local Government 2016* and the Annual Governance Statement explains how the Council has complied with its code.

Production of the Statement also meets the requirements of Regulation 6 of the Accounts and Audit Regulations 2015 to review its system of internal control and to publicly report on the outcome of that review. In line with the CIPFA/SOLACE framework, the Statement should be “an open and honest self-assessment” which:

- describes key elements of the Council’s governance arrangements, covering key corporate systems and the range of activities for which the Council is responsible;
- describes processes applied in reviewing their effectiveness; and
- lists actions to deal with significant governance issues identified.

### The purpose of the Governance Framework

The governance framework comprises:

- the systems, policies, processes, culture and values by which the Council is directed and controlled; and
- the Council’s activities through which it accounts to, engages with and leads the community.

The framework enables the Council to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate, cost-effective services.

The system of internal control is a significant part of that framework and is designed to manage risk to a reasonable level. It cannot eliminate all risk of failure to achieve policies, aims and objectives and can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to:

- identify and prioritise the risks to the achievement of Runnymede Borough Council’s policies, aims and objectives;
- to evaluate the likelihood of those risks being realised and the impact should they be realised; and
- to manage those risks efficiently, effectively and economically.

The governance framework outlined in this document has been in place at Runnymede Borough Council for the year ended 31 March 2022 and up to the date of approval of the Statement of Accounts.

# Annual Governance Statement 2021/22

## Response to the external environment

While the governance framework sets out the internal processes that the Council follows in order to deliver outcomes, it must also be responsive to the changing external environment. For example, the effects of the coronavirus pandemic continued throughout the year with the Council developing policies, processes and governance arrangements to ensure support reached those in need, that grants were correctly administered and that appropriate measures were put in place to contain the spread of the virus. The Council continues to put additional measures in place to respond to other external stimuli, such as.

- increased cyber security threat,
- changing regulatory regime, (including capital finance and investment guidance),
- economic factors including the rising cost of living,
- local impact of the events in Ukraine.

Examples of the impact of these external events on the Council's governance framework are included in this Annual Governance Statement and demonstrate a constantly evolving, responsive approach to risk, adapting and strengthening governance arrangements where appropriate.

## Review of the Governance Framework

This annual review of the Council's governance framework ensures its continuing effectiveness in supporting the seven CIPFA/SOLACE<sup>1</sup> principles of delivering good governance.

Key elements of the governance framework in place at Runnymede Borough Council are shown against each of the seven principles in the following table. Processes undertaken to review effectiveness and examples of improvements to the system are also shown.

### Principle A – Behaving with integrity, demonstrating strong commitment to ethical values and respecting the rule of law

- ✓ The Council has adopted a [Constitution](#) which sets out how the Council operates and how decisions are made. The Constitution details the roles and functions of its various Committees and of its key statutory officers; namely

Chief Executive	Head of Paid Service	Section 4, Local Government and Housing Act 1989
Corporate Head of Law and Governance	Monitoring Officer	Section 5, Local Government and Housing Act 1989
Assistant Chief Executive	Chief Finance Officer	Section 151, Local Government Act 1972 and Section 114, Local Government Finance Act 1988

- ✓ The statutory officers each have specific responsibilities to ensure reports to Members for decision comply with Financial Regulations, Standing Orders and are lawful.
- ✓ A Member and Officer Code of Conduct form part of the Constitution
- ✓ The Member Code of Conduct is based upon [The Seven Principles of Public Life](#) (also known as the Nolan Principles) which promote Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership for everyone who works in public service.

<sup>1</sup> CIPFA Chartered Institute of Public Finance and Accountancy / SOLACE The Society of Local Government Chief Executives and Senior Managers

## Annual Governance Statement 2021/22

- ✓ The Constitution also includes specific codes of conduct for Planning and Licensing Committees as well as protocols for Member/Officer relations and use of information technology (IT).
- ✓ The Council operates to a set of Corporate Values which underpin individual and collective behaviour and are reflected in discussion, communication and the decision-making process: Customer-focused, Passionate, Performance driven, Innovative, Promoting equality and diversity and Delivering excellent value for money
- ✓ The [Standards and Audit Committee](#) continues to have oversight of governance issues including ethical standards and code of conduct.
- ✓ Following the publication of a series of best practice recommendations from the independent Committee on Standards in Public Life, the Council have introduced reporting of complaints and compliments about Councillors to the Standards and Audit Committee. In the municipal year 2021/22, two complaints were received, one of which was resolved, and one was closed due to no further information being received from the person/s making the complaint.
- ✓ Standards and Audit Committee have received a number of follow up reports on the recommendations made by the Committee on Standards in Public Life, some resulting in changes being made to the Council's processes, as above, and some being for information purposes such as informing Members of the Government's response to the recommendations, in order to provide context for the Council's own response.
- ✓ The Council also has a [Customer Complaints Policy](#) which recognises the importance of providing an excellent service to every member of our community. A core part of this is an open, responsive approach to feedback and complaints, the central monitoring of which is a key governance role. Complaints (and compliments) are analysed quarterly and a report on these and any lessons learnt is considered by the Standards and Audit Committee.
- ✓ Members are required to declare any personal interest in items coming before Committees and as part of the governance regime, all Members are required to declare if they held any executive positions with organisations that carry out business with the Council. Members and Officers are required to disclose any [gifts or hospitality](#) received in the course of their duties, where the value exceeds £50.

### Principle B – Ensuring openness and comprehensive stakeholder engagement

- ✓ The Council is committed to making information available to the public as part of its normal business activities. Details about how to [access and request](#) information under the Freedom of Information Act 2000, can be found on the Council's website along with the Council's FOI [Publication Scheme](#). The Council also publishes [information](#) in line with the Local Government Transparency Code 2015.
- ✓ The Council publishes its Contracts Register on a Quarterly basis of all live contracts with total contract value above £5,000 in accordance with the Transparency Code
- ✓ The Council's Annual Governance Statement is published online as part of its [Statement of Accounts](#). Information notifying local electors about their rights to access this information, and the periods in which they can raise issues with the Council's external auditors, is also published on the Council's website.
- ✓ All Council meetings are open to the public except where personal or confidential matters are to be discussed. All [agendas](#) are published on the Council's website and are available by contacting the Council should electronic access not be possible. A full record of decisions taken is also published.
- ✓ The Council engages with local businesses via [Business Runnymede](#), a partnership between the business community, education providers, police and the Council. In February, a breakfast briefing was held which included consultation on the Council's



## Annual Governance Statement 2021/22

developing Corporate Business Plan and on its budget proposals for 2022/23.

- ✓ The Council publishes a magazine called Runnymede Talks which is delivered to every home in the Borough at least once per year. The Council also has a strong presence on Facebook, LinkedIn, Twitter and Nextdoor. These and other channels of communication are used to explain the work of the authority and promote decisions made by Members. They are also used to encourage residents and other stakeholders to engage through meetings, consultations and other methods.
- ✓ A list of open [consultations and surveys](#) is published online.
- ✓ In March 2022, the Council was successful in securing £90,020 of funding from the DLUHC<sup>2</sup> PropTech Engagement Fund; designed to support the widespread adoption of digital citizen engagement tools and services.

### Principle C – Defining outcomes in terms of sustainable economic, social and environmental benefits.

- ✓ Review of the Runnymede 2030 Local Plan commenced in January 2021. The Council has prepared a [Sustainability Appraisal/Strategic Environmental Assessment Scoping Report](#) to support the review. The purpose of the SA/SEA is to consider the likely economic, social and environmental effects of implementing a plan or programme and any reasonable alternatives. This is the first stage of the process setting out the sustainability/environmental baseline and highlighting any current issues which the Local Plan should seek to address.
- ✓ In February 2022, the Council published its updated [Strategic Land Availability Assessment 2021](#) as part of its suite of evidence-based documents to support the Local Plan review, which includes a 5-year housing land supply statement.
- ✓ The Council is developing a new Corporate Business Plan which will be considered by Members in the new municipal year. The draft plan contains 5 themes: Empowering Communities, Health and Well Being, Economic Development, Climate Change and Organisational Development. The [draft Economic and Development Strategy](#) and the [draft Climate Change Strategy](#) have been subject to extensive officer and Member consultation during 2021/22.
- ✓ In March 2022, in response to a Notice of Motion, the Council expressed its support for the Declaration adopted on 28 February 2022 by the Bureau of the Congress of Local and Regional Authorities of the Council of Europe on the situation in Ukraine.
- ✓ Reports to Members for decision-making are assessed for any financial and legal implications and for any impact on equality and diversity. The Council has also introduced a mandatory requirement to consider any environmental, sustainability and bio-diversity implications of any proposed actions.
- ✓ The Council has continued its regeneration activities during 2021/22, with the expected completion of the Magna Square development in May 2022 as part of long-term place-shaping and revitalisation initiatives. This development is expected to be delivered on time and within budget despite the effects of the coronavirus pandemic. The regeneration of the Borough is expected to deliver sustainable economic, social and environmental benefits to the area.
- ✓ Three Council-owned companies support the activities of the Council, allowing it to deliver long-term sustainable goals. The accounts of the Companies are consolidated into the Council's own Statement of Accounts.
  - RBC Investments (Surrey) Limited - manages properties in the private sector rental market

<sup>2</sup> Department for Levelling Up, Housing and Communities

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- RBC Services (Addlestone One) Limited – administers service charges for commercial and residential properties within the Council's developments
- RBC Heat Company Limited - provides heating and hot water as a commercial undertaking to all the dwellings on the Addlestone ONE development and those commercial tenants who choose to buy the service
- ✓ The Council's Medium-Term Financial Strategy seeks to deliver a sustainable budget to enable the Council to continue to deliver services into the future.
- ✓ Social Value is considered for all procurement activity and included in evaluation criteria where appropriate

### Principle D – Determining the interventions necessary to optimise the achievement of the intended outcomes.

- ✓ The Council sets overall strategy and policy, and has in place a well-defined organisational structure, with clearly understood lines of responsibility and delegation of authority to help ensure that strategies and policies are effectively implemented and adhered to. The system of internal control is based on a framework contained within the [Constitution](#) which sets out how decisions are taken and the processes and controls required in managing risk.
- ✓ The Constitution is reviewed each year. This process includes consultation with staff and Councillors, a report to the Corporate Management Committee on proposed changes, and the approval of the revised Constitution by the Full Council. Changes are made through the year as appropriate.
- ✓ As outlined under Principle B, the Council uses a number of methods of engagement with its stakeholders in order to determine when and how interventions are necessary.
- ✓ Option appraisal is undertaken for major schemes to ensure alternative proposals and methods of delivery are considered. Reports to Members include discussion of alternatives considered.
- ✓ The Council has a range of key performance indicators which are [monitored by Members](#) alongside regular reporting on the progress of key projects.
- ✓ The Medium-Term Financial Strategy sets the context for the annual budget setting, ensuring resources are matched to priorities. Realistic estimates are drawn up, taking account of the whole life costing of capital projects, and ensuring a sustainable funding strategy is developed alongside [other key strategies](#) such as the Treasury Management Strategy, Annual Investment Strategy, Minimum Revenue Provision Statement and Capital Strategy. This provides a core framework to underpin the delivery of the Council's intended outcomes.
- ✓ Service reviews are regularly carried out to ensure capacity and resources are aligned to priorities; most recent examples have been in Legal Services and Financial Services, to respond to a challenging recruitment market and changing service requirements, in order to ensure that the right resources are available to support front-line services. The Human Resources team has also been reviewed to improve resilience and strengthen support for the delivery of the new Organisational Development Strategy.
- ✓ A major review of the Council's Commercial Service was completed during 2021/22, resulting in a complete overhaul of the structure supporting the Council's property income streams, its regeneration plans and management of its property assets, under the newly formed Assets and Regeneration Service.
- ✓ A Corporate Risk Register is maintained to keep abreast of existing and emerging risks.
- ✓ The Council's companies comply with registration requirements of Companies House, have Articles of Association, bespoke shareholder agreements and business plans, and

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have duly appointed directors and non-executive directors.

- ✓ The Council's internal audit service has a risk-based rolling programme of work to ensure audit coverage across the organisation. Management agree responses to the recommendations and the audit team follow up to ensure the recommendations are implemented in a timely manner. Regular reporting on progress is made to the Standards and Audit Committee.
- ✓ The Council also responds to recommendations from external bodies such as the Regulator for Social Housing, in making plans to improve the quality of its housing stock, for example.
- ✓ As set out in Principle B, the Council has a range of methods to undertake consultation and engagement with stakeholders. The emerging Empowering Communities Strategy, which will form part of the Corporate Business Plan, sets out a framework for consultation with our residents through the Citizens Panel.

### **Principle E– Develop the entity's capacity, including the capability of its leadership and the individuals within it.**

- ✓ As noted under Principle D, the Council regularly carries out service reviews to ensure it has the capacity to deliver outcomes.
- ✓ The Medium-Term Financial Strategy will be aligned with the new Corporate Business Plan so that appropriate levels of resources (financial and staffing) are allocated to programmes of work.
- ✓ The Council participates in a number of partnership arrangements which enable it to address capacity and resilience. These include:
  - In 2015/16 the Council set up an employee-led mutual with Spelthorne Borough Council called Applied Resilience. This has increased both Councils' capacity to respond to civil emergencies such as the recent Storm Eunice and to address business continuity and risk management. This arrangement continued in 2021/22 and is set to continue in 2022/23.
  - Community Services providing a range of community services in partnership with Surrey Heath Borough Council.
  - Safer Runnymede provides a CCTV service for other Councils as well as Thorpe Park (a large theme park) and various NHS establishments.
  - Most recently the Council has entered into a shared management arrangement for its Building Control Service, with a view to exploring a full shared service arrangement over the next year.
- ✓ 2021/22 saw the continuation of Member working groups, providing access for all Members to be involved in developing policy.
- ✓ Senior Leaders in the organisation have been participating in a Management Development Programme including modules on commercial awareness, change management, leading your managers, collaborative leadership, employment law and political awareness. The Human Resources team have recently developed a Talent Management Strategy.
- ✓ The Project Management Office has responsibility for embedding a project management approach across the organisation to support, monitor and report on the progress of projects within the Council's Project Portfolio. This includes the provision of a range of in-house training and support tools.
- ✓ Annual budgets are set aside for both corporate training and professional development. The Council commits to supporting the cost of membership of appropriate professional

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bodies for officers.

- ✓ As noted under Principle C, service reviews are carried out regularly to ensure the right resources are in place to deliver the aims of the Council; where necessary additional resources are put in place to support delivery. Recent examples are Human Resources, Legal, Procurement and Community Services.
- ✓ The Council is supported by bodies such as the Local Government Association who can provide advice and support where required, to Members and officers. Recently the Council has made a commitment to the LGA's [National Graduate Development Programme](#) to support new entrants to the local government sector and add capacity to the organisation.
- ✓ Senior Leadership Team, comprising the chief Executive, Assistant Chief Executive, Corporate Heads of Service, members of the Chief Executive's office and the Communications team, meet on a monthly basis to debate cross-service issues. The Corporate Leadership Team led by the Chief Executive and supported by the Monitoring officer, the Assistant Chief Executive and other officers when necessary, meets on a weekly basis. The officer structure in place at the end of 2021/22 is appended to this Statement.
- ✓ Member induction sessions are held for new Members after local elections.
- ✓ Weekly briefings are held with the Leader and Deputy Leader.

### **Principle F– Managing risks and performance through robust internal control and strong public financial management.**

- ✓ The Council's system of internal financial control is based on a framework of regular management information, financial regulations, administrative procedures (including segregation of duties), management supervision, and a system of delegation and accountability. Managers within the Council undertake development and maintenance of the system. The system includes:
  - Comprehensive budgeting systems
  - Clearly defined capital expenditure guidelines
  - Named budget managers who hold devolved responsibility for delivering services within approved their budget
  - Setting and monitoring of key performance indicators
  - Regular financial monitoring reports comparing financial performance against forecasts
  - Project management and procurement training and templates
  - Financial regulations and contract standing orders as set out in the [Constitution](#)
- ✓ During 2021/22 the Council undertook a detailed self-assessment against CIPFA's new Financial Management Code and reported its findings to the [Standards and Audit Committee](#) in January 2022. The Committee will monitor the implementation of the recommendations from the review.
- ✓ The Standards and Audit Committee also monitor the implementation of recommendations made by the internal audit service, ensuring that management action is taken to address any identified weaknesses or potential improvements to the system of internal control.
- ✓ The [Overview and Scrutiny Select Committee](#) may review decisions made or actions taken relating to the discharge of any of the Council's functions. In exceptional cases it may "call in" the decision of another Committee for further consideration before it is

## Annual Governance Statement 2021/22

implemented. The Committee makes reports and recommendations to the Full Council or the appropriate Committee and presents [an annual report](#) on its work programme to the Full Council. The main aim of the Overview and Scrutiny Select Committee is to act as a “critical friend” to the Council to promote better services, policies and decisions. No Member may be involved in scrutinising a decision in which they have been directly involved.

- ✓ The Council also has [Planning](#), [Licensing](#) and [Regulatory](#) Committees which discharge the regulatory functions in respect of planning applications and enforcement, and the regulation of taxis, private hire vehicles and other licenses including liquor and public entertainment.
- ✓ The senior leadership team regularly reviews the Council’s Corporate Risk Register to ensure action is taken to mitigate known risks and identify future threats. During the pandemic, there has been an increasing number of cyber-attacks reported nationally and this has led the Council to improve its cyber security and upskill officers in this area. Following a detailed gap analysis, a Cyber Treatment Plan was developed and in February 2022, the Council secured £125,000 of funding from the DLUHC’s Cyber Support Fund. An area of improvement that has been highlighted in the review of the Financial Management Code is to develop regular risk reporting to the Standards and Audit Committee and this will be followed up in the new municipal year.
- ✓ The Council has a Continuous Performance Management system in place including regular one-to-one conversations and performance reviews, promoting the following benefits;
  - Greater individual and, as a result, Council success
  - The clarification of roles and responsibilities
  - The ability to adapt to change and align with Council priorities
  - Enabling succession planning through regular personal and career development discussions
  - The identification of training and development needs

### **Principle G – Implementing good practices in transparency, reporting, and audit to deliver effective accountability.**

- ✓ The Council has a standard template for committee reports designed to capture relevant information for the reader, stakeholder or decision-maker in a fair, balanced and understandable way.
- ✓ All public reports are available on the Council’s website. Where reports are not able to be made public due to containing sensitive personal or commercial information for example, this is made clear on the relevant agenda.
- ✓ Members of the public have access to formal Committee and Council meetings and have rights to speak at public meetings as laid out in the Constitution.
- ✓ As outlined under Principle F, the Council regularly reports on its performance, through the monitoring of key performance indicators, project performance and financial monitoring reports in addition to receiving reports from its internal and external auditors.
- ✓ The Council produces an annual Statement of Accounts in line with statutory deadlines, accompanied by a review of its system of internal control (Annual Governance Statement)
- ✓ The Council also produces an Annual Report that provides a summary of its activity and achievements throughout the previous year.
- ✓ As part of the governance review, senior managers are asked to complete a declaration

## Annual Governance Statement 2021/22

that acknowledges their role in upholding the internal control and assurance framework. This covers areas such as reviewing internal controls and implementing audit recommendations, deployment of resources, achievement of targets and production of service plans, risk management, familiarisation with Council procedures and decision-making. The declarations also provide an opportunity for Managers to request further guidance or training.

- ✓ The implementation of internal and external audit recommendations is monitored by the Standards and Audit Committee. Both the Head of Internal Audit and the External Auditor have unfettered access to the Committee and can meet in private with Members should the need arise.
- ✓ The Council supports both the CIPFA Statement on the Role of the Chief Financial Officer in Local Government and its Statement on the Role of the Head of Internal Audit.
- ✓ The Council reports its partnership arrangements in its Statement of Accounts and ensures robust mechanisms are in place for monitoring the delivery of partnership work, thorough contractual arrangements and Service Level Agreements.
- ✓ The Council has a Whistle-Blowing Policy included in its [anti-fraud and corruption policy](#)
- ✓ In September 2021, the Council expanded its anti-fraud arrangements with Reigate and Banstead Borough Council to cover all areas of fraud work including participation in the National Fraud Initiative data matching exercise. As part of this work, fraud awareness sessions were rolled out to teams where it is considered that risk of fraud is high, including Housing, Revenues and Benefits Teams. 495 cases were investigated and closed during 2021/22 with fraud or error detected in 52 cases (10.5%) resulting in financial savings to the public purse of £170,526.72
- ✓ The Council has continued to participate in monitoring of grant spend, particularly in relation to various support schemes for businesses and individuals to mitigate the impact of coronavirus and has anti-fraud processes in place in relation to these payments, in line with government guidance.

### Conclusion

The review of effectiveness carried out as part of the production of the 2022/23 Annual Governance Statement supports the conclusion that there is a sound system of internal control and governance in place at Runnymede Borough Council. The Council adapts to external change, moderating its plans in line with emerging risks, and responds to recommendations of auditing bodies and other external regulators. Where weaknesses in controls are identified, the Council acts to strengthen those controls.

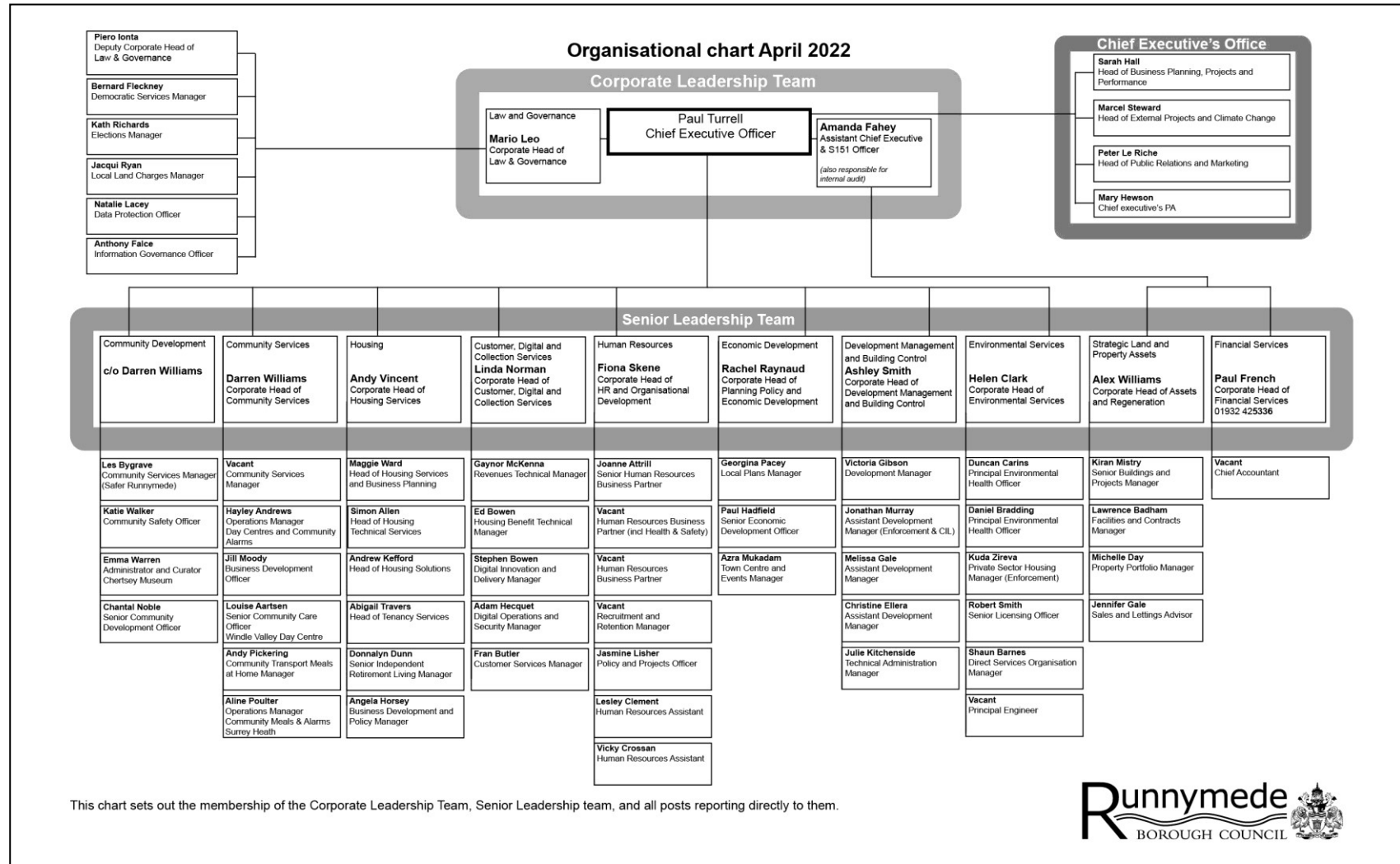
As part of this review, no significant weaknesses in the governance framework have been identified. However, some areas of improvement to further enhance the Council's governance arrangements are planned.

The action plan appended to this Statement includes an update on action taken in 2021/22, in areas identified for improvement in the previous year's Statement, alongside those issues identified during this review for action in 2022/23.

**Councillor xxxxxxxxxxxx**  
**Leader of the Council**  
**26 May 2022**

**Mr. P Turrell**  
**Chief Executive**  
**26 May 2022**

# Annual Governance Statement 2021/22



## Annual Governance Statement 2021/22

### Review of actions from 2020/21 Annual Governance Statement

Item	Issues raised in 2020/21	Action taken during 2021/22
1.	<p><b>Partnership working</b></p> <p>There is a growing pressure for the Council to deliver services and policy objectives in partnership with a wide range of organisations from the public, private and voluntary sectors.</p> <p>There is a risk that local authorities may enter into partnerships without due regard to controls, financial and operational risks, and robust governance procedures.</p>	<p>The Council has continued to develop its shared service strategy during 2021/22, building on its experience and learning from previous arrangements. Partnership working is entered into on the basis of sound governance arrangements, under a contractual basis or with agreed Service Level Agreements.</p> <p>The latest partnership working with Surrey Heath Borough Council for Building Control Services is being implemented in a staged process, commencing with shared management arrangements, in order to formulate a full business case for the future shared working arrangements, in a collaborative and measured way based on data and evidence. Further partnership arrangements are actively being pursued.</p> <p>Many Council services are delivered to improve the health and wellbeing of residents (both statutory functions and discretionary services) and the Council sits on the Partnership and Transformation Boards of the NW Surrey Health Alliance, as part of the integrated health and care agenda. This allows for local place shaping of community infrastructure, as well as the development of services and pathways to meet resident need. The Council are valued as a key partner within the prevention agenda.</p>
2.	<p><b>Business Continuity Planning</b></p> <p>A Business Continuity Plan is a series of arrangements to ensure that standards of service are maintained during a period of disruption. There are some gaps in the planning process which could be improved i.e. plans at a service level. The greatest risk is an incident that leaves all or a substantial part of the Civic Centre unusable for a period.</p>	<p>The Council was operating in business continuity mode for much of 2021 into 2022 given the impact of the coronavirus pandemic. As such, the strategic and service level business continuity plans were activated and tested throughout this period. Ahead of an external business continuity audit in 2021/2022, Applied Resilience completed an extensive review of service level business continuity plans with Corporate Heads of Service, using a reformatted business continuity plan. The review addressed gaps identified in 2020 and incorporated the relevant learning from the pandemic response into the updated plans. Key areas included contingencies for loss of staff and denial of access to the Civic Centre. The Strategic Business Continuity Policy and Plan were also reviewed to reflect advances in capacity to work from home, changes to recovery location requirements and other learning from the pandemic.</p> <p>Applied Resilience delivered two all-staff 'Introduction to Business Continuity' training sessions to improve awareness of business continuity risks and arrangements across the Council.</p>
3.	<p><b>Commercial property rents</b></p> <p>Due to the significant level of commercial property rents received by the Council, it is essential that processes are in place to ensure that rent reviews are</p>	<p>A new team of professional chartered surveyors is now in place, with the Borough divided into clear geographical centres between the team. Out-of-Borough investment properties are also divided between the team. The Property Management System, Concerto, stores all lease information and includes an 'estates action centre' to remind surveyors when rent reviews and other lease events are due. In</p>



## Annual Governance Statement 2021/22

<p>actioned correctly and on a timely basis, thus reducing the risk of lost potential income to the Council.</p>	<p>addition, the surveyors maintain asset management plans for each of their investment properties, which informs asset management priorities for the year ahead.</p>
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### Areas of improvement for 2022/23

Item	Issues raised in 2021/22 for action in 2022/23	Responsible Officer
1.	<p><b>Risk Reporting</b></p> <p>As part of the Financial Management Code review, an area for improvement was identified around reporting risk matters to Standards and Audit Committee. This will be developed in consultation with the Chair of the Committee, to ensure proper oversight of risk management arrangements.</p>	Assistant Chief Executive
2.	<p><b>Emergency Committee</b></p> <p>Following the debriefing sessions which took place after Storm Eunice, it is proposed to put together an officer group that meets on a regular basis outside of emergency situations, to consider topics related to business continuity and emergency response, supported by Applied Resilience. This will strengthen arrangements and bring a greater element of co-ordination in readiness for emergency situations.</p>	Assistant Chief Executive/ Head of External Projects
3.	<p><b>Refresh Member Training Programme</b></p> <p>Given the changes to local government finances, the increasing complexity of the services provided by the Council, increased partnership working and new codes of practice, it would be prudent to refresh the Member training programme during 2022/23 for all Members, rather than just those newly inducted to the Council.</p>	Monitoring Officer
4.	<p><b>Refresh of the Local Code of Corporate Governance</b></p> <p>The review carried out as part of the Annual Governance Statement has highlighted a number of changes in the way services are provided. It would therefore be appropriate to refresh the Code of Corporate Governance to reflect these changes.</p>	Assistant Chief Executive/Monitoring Officer

## **Use Of Contain Outbreak Management Funding (Finance) (Paul French – Corporate Head of Finance)**

### **Synopsis of report:**

**To provide an update on the use of the Council's Contain Outbreak Management Fund allocation**

### **Recommendation(s):**

**None**

**For Information only.**

### **1. Context of report**

- 1.1 In June 2020, the government distributed £300 million of Contain Outbreak Management Funding (COMF) to English upper tier authorities to assist with implementing measures to identify and contain outbreaks of the Covid19 virus and break the viral chain of transmission.
- 1.2 In 2-tier authority areas, this funding was provided on the expectation that Upper Tier Local Authorities work closely with their lower tier partners and ensure those partners are given opportunities to deliver the outcomes this funding is meant to support where delivery by those partners would be the most efficient and cost-effective means of delivery. In those cases, it is essential that Upper Tier Local Authorities provide sufficient resources to Lower Tier Local Authorities within the former's allocated funding so that the latter can carry out any responsibilities that they are asked to undertake.

### **2. Report and, where applicable, options considered**

- 2.1 Surrey County Council received the payments from the Contain Outbreak Management Fund and passported a proportion of the payments onto the Surrey districts and boroughs to be used for public health purposes to tackle COVID-19. The specific public health activities that could be funded were subject to the judgement of authorities in coordination with the Director of Public Health. The activities below are not exhaustive, but form the basis of what the funding must be aimed at:
  - a) Targeted testing for hard-to-reach groups out of scope of other testing programmes.
  - b) Additional contact tracing.
  - c) Enhanced communication and marketing, for example towards hard-to-reach groups and other localised messaging.
  - d) Delivery of essentials for those in self-isolation.
  - e) Targeted interventions for specific sections of the local community and workplaces.
  - f) Harnessing capacity within local sectors (voluntary, academic, commercial).
  - g) Extension/introduction of specialist support (behavioural science, bespoke communications).

- h) Additional resource for compliance with, and enforcement of, restrictions and guidance.
- i) Measures to support the continued functioning of commercial areas and their compliance with public health guidance.
- j) Funding Military Aid to the Civil Authorities (marginal costs only).
- k) Targeted support for school/university outbreaks.
- l) Community-based support for those disproportionately impacted such as the BAME population.
- m) Support for engagement and analysis of regional areas to assess and learn from local initiatives.
- n) Providing initial support, as needed, to vulnerable people classed as Clinically Extremely Vulnerable who are following tier 3/lockdown guidance.
- o) Support for rough sleepers

2.2 The money passported on to Runnymede for use in the borough was as follows:

Tranche		£	Received
1	3 Nov – 1 Dec 20	268,272	05/01/21
2	2 – 29 Dec 20	91,645	16/03/21
3	30 Dec – 26 Jan 21	134,136	20/05/21
4	27 Jan – 23 Feb 21	134,136	20/05/21
5	24 Feb – 31 Mar 21	172,460	20/05/21
		<b>800,650</b>	

2.3 At the time of the first two tranches, the Council was unaware of the additional payments coming our way. As a result officers restricted what the 2 tranches could be spent on to focus on the essential areas to keep the Council running Covid-free and focusing on empowering local communities. The last 3 payments were not paid to Runnymede until after SCC received the Director of Public Health’s permission to redistribute it to districts and boroughs in mid April 2021. In order to spend this new money, several new schemes were investigated but were not pursued. Having sought and failed to identify new schemes, officers agreed to set the balance aside in case of a fresh wave of lockdowns over the winter of 2022 which thankfully never materialised.

2.4 A list of where the funding has been spent to date and where it is still earmarked for, is set out in Appendix A. Not all of the money has been earmarked for schemes as it is anticipated that additional money may be required for events associated with the Queen’s Platinum Jubilee celebrations and also for potential requirements over the winter period.

2.5 A second wave of COMF funding for 2021-22 totalling £107,000 with some modified criteria was paid direct to Runnymede. This has been used to offset the lost income from the use of the Council’s Public Halls as vaccination centres.

### 3. Resource implications

3.1 The COMF funding has been an additional resource to the Council to help it provide facilities and funding to certain sections of the local community throughout the pandemic.

4. **Equality implications**

- 4.1 The criteria set out in paragraph 2.1 for spending the COMF money was set by Central Government and was aimed at providing help and assistance for those most at risk of the coronavirus and to help control and contain the spread of the virus. Regular monitoring reports have been sent to Surrey County Council to ensure that the money has been spent appropriately.

5. **Conclusions**

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

**(For information)**

**Background papers**

None

<b>Contain Outbreak Management Fund Monitoring Form</b>			
<b>Category</b>	<b>Brief description/ breakdown (Including timeline/date of activity if possible)</b>	<b>Spend to 31st March 2022 £</b>	<b>Estimated Total spend to end of 2022/23 £</b>
a.	Purchasing additional testing kits for hard to reach groups	-	5,000
c.	Covid awareness advert in local community magazines	-	800
d.	Befriending Services (tendered to vol sector). Befriending services were requested/demanded by members during lockdown so the funding would allow for development of such a service in Runnymede.	-	100,000
e.	Subsidising the rent of the Runnymede Foodbank who have had to move to new larger premises to allow for social distancing and to increase the service to vulnerable families in Runnymede, Spelthorne and Elmbridge	35,973	35,973
e.	Subsidising the rent of the Runnymede Canteen to assist RBC, SCC & Surrey Police to continue working in the office to March 2022	9,000	9,000
e.	Subsidising the rent of the Runnymede Canteen to assist RBC, SCC & Surrey Police to continue working in the office to March 2023	-	12,000
e.	Purchase of gazebos for lateral flow testing. Tests will need to be conducted outside to reduce transmissions and the gazebos will provide shelter while people do the tests and await the results	1,135	1,135
e.	Purchasing additional testing kits for Runnymede staff to keep front line services going	-	10,000
e.	Grant to Runnymede Foodbank to increase the service to vulnerable families in Runnymede, Spelthorne and Elmbridge	-	24,100
e.	Voluntary sector grant scheme for organisations that are trying to get back up and running after COVID. Other councils do this. Perhaps small grants of up to 3k/5k with a pot of say 50k – this creates some good PR stuff for us and goes straight in the health and wellbeing strategy!!	-	50,000
f.	Project aligning Citizens Advice services to Councils Social Prescribing offer, providing support to residents impacted by Covid, linked to Primary Care.	40,000	40,000

<b>Category</b>	<b>Brief description/ breakdown (Including timeline/date of activity if possible)</b>	<b>Spend to 31st March 2022 £</b>	<b>Estimated Total spend to end of 2022/23 £</b>
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f.	Extending CAB social prescribing for one year. This comes to an end soon and it would be good if we could do another year, as they have done some really good work with us. It also allows us more time to push on health to provide this funding long term	-	45,000
h.	Test and Trace Discretionary fund to ensure those on low income are able to self isolate for 14 days without undue financial hardship. Building on £18,885.06 previously provided by Government to allow 61 more families to benefit. Jan - March 2021	30,115	30,115
h.	Enforcement Support to August 2022 for admin, dealing with public events and COVID Marshaling. A dedicted resource dealing with covid risk assessments and pubic events for the next six months would provide the SAG with much needed input on which events could be allowed to proceed.	92,847	165,700
h.	Extension of 2 x Enforcement Support posts to the end of March 2023	-	50,000
h.	Backfilling HR function to allow support for organising staff and volunteers to assist, test and trace, surge testing, vaccination centres, welfare centre etc	31,353	44,000
h.	Keeping May 2022 elections safe	-	5,000
h.	Managing our outdoor spaces, particularly with Jubilee events coming up (additional litter bin emptying, cleansing toilet facilities, queue management for events, keeping play equipment safe	-	TBA
h.	Marshalling support for Jubilee events, safety signs to be used during events, freestanding hand sanitisers for events that can be managed by the retailers	-	TBA
h.	New signage etc required to keep vaccination centres open and functioning efficiently	-	TBA
i.	PPE & additional cleaning regime Civic Centre and Depot to protect staff doing their roles. To March 2022	27,705	30,000
i.	Extension of PPE & additional cleaning regime Civic Centre and Depot to end Sept 2023	-	15,000
i.	Increased street cleansing of towns, retail areas and public realm	-	TBA
<b>TOTAL ALLOCATED</b>		<b>268,129</b>	<b>672,823</b>

<b>Funding Allocated by SCC</b>	<b>£800,650</b>
<b>Unallocated available for future schemes/events</b>	<b>£127,827</b>

## Annual Appointments to Outside Bodies (Law and Governance – Carol Holehouse)

### Synopsis of Report:

This report updates the Committee on nominations received for outside bodies due for renewal this year.

### Recommendations:

- i) **The Committee considers the nominations received and makes appointments; and**
- ii) **a further nomination round be undertaken to invite nominations to outside bodies where no nominations have been received**

1. In accordance with the new procedure for appointments to outside bodies as agreed at Corporate Management on 20<sup>th</sup> January 2022. The report attached at Appendix 'A' lists all the appointments to outside bodies due for renewal and nominations received. For ease of reference nominations received are highlighted in blue text. Voting on appointments will be by hand and no debate or new nominations are allowed at this stage.
2. There are several outside bodies where no nominations have been received and a further nomination round will be undertaken to invite nominations to those outside bodies and a report thereon will be made to the July meeting.
3. For the assistance of Members, Officers have been able to categorise the nature of each body listed for appointment in Appendix 'A' as follows:
  - A:** These bodies are internal Council bodies or are formal joint Committees or joint working groups set up with other authorities. Members serve on them as Council Members and as far as liability is concerned are covered by the Council's insurances.
  - B:** These bodies are independent of the Council but are advisory or consultative and appointees have a representative function rather than an executive one. The purpose of the appointment is to speak on behalf of Runnymede Borough Council. Appointees should not find themselves participating in any act which incurs legal liabilities.
  - C:** These bodies are independent outside bodies and the appointees are placed there to act as Trustees, members of the Management Committee, or some similar role. They are not there to act as Council representatives but to use their judgement in the best interests of the Charity. In many cases, while acting on the outside body, they will be under a positive legal duty to act in its best interests rather than those of the Council. Council insurance does not cover them, but **Members of the Council are currently covered by an indemnity** when appointed by the Council, which the Council has agreed to provide.

Representatives who are not Members of the Council, however, are not covered by the Council's indemnity.

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

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

**(To resolve)**

**Background Papers**

None



**RUNNYMEDE BOROUGH COUNCIL**  
**EXTERNAL APPOINTMENTS DUE TO BE MADE IN 2022**

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

<p>ARMED FORCES CHAMPION</p> <p><b>* B Representative function: Must be a Member of the Council</b></p>	<p>1 YEAR</p>	<p>Current Representative: Councillor S Walsh</p> <p><b>Action:</b></p> <p><b>1 Councillor Representative to be appointed – <u>Member of Community Services Committee preferred</u></b></p> <p><b>Councillor Walsh has put his name forward as representative</b></p>
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<p>BASINGSTOKE CANAL JMC</p> <p><b>*A: must be a Member of the Council</b></p> <p><b>Number of meetings per annum: 3</b> <b>Frequency: Every 4 Months</b> <b>Time: Usually mornings</b> <b>Venue: Basingstoke Canal Centre, Mytchett Canal Centre</b></p>	<p>1 YEAR</p>	<p>Current Representatives: Councillor S Lewis (Member) Councillor J Gracey (Deputy)</p> <p><b>Action:</b></p> <p><b>1 Councillor representative as Member to be appointed; and</b></p> <p><b>1 Councillor representative as Deputy to be appointed</b></p> <p><b>Councillor Lewis has put his name forward as Member</b></p>
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<p>CHERTSEY CHAMBER OF COMMERCE</p> <p><b>* B Representative function: Must be a Member of the Council</b></p> <p><b>Number of meetings per annum: 10</b>  <b>Frequency: Every Month (except August and December)</b>  <b>Time: Noon</b>  <b>Venue: The Boat House Restaurant, Chertsey</b></p>	<p>1 YEAR</p>	<p>Current Representatives:</p> <p>Member: Councillor D A Cotty (Member)  Deputy: Councillor M L Willingale (Deputy)</p> <p><b>Action:</b></p> <p><b>1 Councillor representative as Member to be appointed; and</b></p> <p><b>1 Councillor representative as Deputy to be appointed</b></p>
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<p>CHERTSEY COMBINED CHARITY</p> <p><b>*** C Trustees: Do not have to be Member of the Council Should be a Chertsey Resident or represent a Chertsey Ward</b></p> <p><b>Number of meetings per annum: 4</b>  <b>Frequency: Quarterly</b>  <b>Time: Evening</b>  <b>Venue: St Peter's Church Hall, Chertsey</b></p>	<p>4 YEARS</p>	<p>Current Trustees:</p> <p>Mr Neill Rubidge  Councillor D Clarke</p> <p><b>Action: Two Trustees to be appointed – on the recommendation of the Charity –Mr N Rubidge and Councillor D Clarke are happy to continue until 2024 and their nominations are supported by the charity so no further nominations are required.</b></p> <p>Other serving Nominative Trustees:  Councillor S Dennett (until 2025) and  Councillor D Cotty (until 2023)</p>
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<p>CHERTSEY MARKET AND FAIRS CHARITY – Feofees of Chertsey Market</p> <p><b>*** C Trustees: Do not have to be Member of the Council Should be a Chertsey Resident or represent a Chertsey Ward</b></p> <p>Number of meetings per annum: 3  Frequency: Quarterly  Time: Evening  Venue: Secretary's house in Chertsey</p>	<p>4 YEARS</p>	<p>Current Representative:  Councillor M Nuti</p> <p><b>Action: 1 Trustee to be appointed</b></p> <p><b>Action: One Trustee to be appointed</b></p> <p><i>Councillor Nuti has confirmed he is happy to continue</i></p>
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<p>CHOBHAM COMMON LIAISON GROUP</p> <p><b>*** B Member Appointment</b></p> <p><b>Representative type function: Although a Councillor appointment is preferred, it does not have to be a Member of the Council</b></p> <p>Number of meetings per annum: 3 (Quarterly)  Time: Late afternoon  Venue: Chobham Community Hall</p>	<p>1 YEAR</p>	<p>Current Representative:  Councillor I Mullens</p> <p><b>Action: 1 representative to be appointed</b></p>
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<p>COMMUNITY SAFETY PARTNERSHIP</p> <p><b>* B Member Appointment</b></p> <p><b>Note:</b> It would be logical to suggest that the same person should also be the person whom the Council has appointed to be the representative on the Surrey Police and Crime Panel and possibly who will also serve on the Crime and Disorder Committee</p> <p><b>Number of meetings per annum: 4</b>  <b>Frequency: Quarterly</b>  <b>Time: Daytime</b>  <b>Venue: RBC Civic Offices</b></p>	<p>1 YEAR</p>	<p>Current Representative: Councillor J Furey</p> <p><b>Action:</b></p> <p><b>2 Councillor representatives to be appointed</b></p> <p><u>Additional Member needed from 2022 – Must be a Member of the Community Services Committee</u></p> <p>Councillor Burton has put her name forward</p>
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<p>EGHAM CHAMBER OF COMMERCE</p> <p><b>* C Management Committee role: Must be a Member of the Council</b></p> <p><b>Number of meetings per annum: 10</b>  <b>Frequency: 3<sup>rd</sup> Wed. of Month (exc. August and December)</b>  <b>Time: Daytime – Noon to 1pm</b>  <b>Venue: High Street, Egham</b></p>	<p>1 YEAR</p>	<p>Current Representatives: Member: Councillor A Balkan (Member) Deputy: Councillor N Prescott (Deputy)</p> <p><b>Action:</b></p> <p><b>1 Councillor representative as Member to be appointed; and</b>  <b>1 Councillor representative as Deputy to be appointed</b></p> <p>Councillor Williams has put her name forward</p> <p>Councillor Prescott has put his name forward</p> <p>Councillor Balkan has put his name forward</p>
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<p>FAIROAKS AIRFIELD JOINT CONSULTATIVE COMMITTEE</p> <p><b>* B Management Committee role: Must be a Member of the Council</b></p> <p>Number of meetings per annum: 4 (Quarterly)  Time: Daytime  Venue: Sales Conference Room, Fair Oaks</p>	<p>1 YEAR</p>	<p>Current Representatives:</p> <p>Member: Councillor J Broadhead  Deputy: Former Councillor R Edis</p> <p><b>Action:</b></p> <p><b>1 Councillor representative as Member to be appointed; and  1 Councillor representative as Deputy to be appointed</b></p> <p>Councillor Broadhead has put his name forward as Member</p> <p>Councillor Olorenshaw has put his name forward</p>
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<p>THE FRANK MUIR MEMORIAL FIELD</p> <p><b>* C Management Committee/Trustee: Must be Member of the Council</b></p> <p>Number of meetings per annum: 4 including the AGM  Frequency: Quarterly  Time: Evening  Venue: At Trustee's home</p>	<p>1 YEAR</p>	<p>Current Representatives:</p> <p>Councillor Mrs E Gill  Councillor Mrs L M Gillham  Councillor Mrs M T Harnden</p> <p><b>Action: To be appointed</b></p> <p>Formally appoint the three elected Councillors representing the Thorpe Ward as per the Terms of the Trust</p>
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<p>HEATHROW COMMUNITY NOISE FORUM</p> <p><b>*B Councillor Representative</b>  <b>***B Community Representative</b></p> <p><b>Number, frequency, time and venue of meetings not known</b></p>	<p>1 YEAR</p>	<p>Current Representatives:</p> <p>Councillor C Howorth (Member)  Councillor R King (Deputy)</p> <p>Community Representative : P Conway</p> <p><b>Action:</b></p> <p><b>1 Councillor representative as Member to be appointed; and</b>  <b>1 Councillor representative as Deputy to be appointed</b></p> <p><u><i>1 person as a community representative — P Conway happy to continue</i></u></p>
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<p>HENRY SMITH'S CHARITY</p> <p>These Trustees need not be Members of the Council.</p> <p><b>***C Community Representative</b></p> <p><b>Number of meetings per annum: 1</b>  <b>Time: Evening</b>  <b>Venue: RBC, Civic Offices</b></p>	<p>4 YEARS</p>	<p>Current Trustees up for reappointment - Ms K Reed-Brooke and Councillors Nuti and S Dennett</p> <p>Other Trustees still serving are: Mrs Weavers, Former Councillor Parr and Former Councillor Ms E Bancroft</p> <p><b>Action:</b> Three Trustees to be appointed – on the recommendation of the Charity – Ms K Reed-Brooke, Councillors Nuti and Dennett are happy to continue and their nominations are supported by the charity so no further nominations are required.</p>
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<p>MARY DREW ALMSHOUSES CHARITY</p> <p><b>*** C Need not be a Member of the Council</b></p> <p><b>Number of meetings per annum: 3 - 4</b>  <b>Time: Daytime</b>  <b>Venue: Englefield Green</b></p>	<p>4 YEARS</p>	<p>Current Representatives:</p> <p>Former Councillor Mr P Taylor is up for reappointment.</p> <p>Other Trustees still serving are Councillor Prescott and former Councillor Meares, both until 2023.</p> <p><b>Action:</b> One Trustee to be appointed – on the recommendation of the Charity  Former Councillor Mr P Taylor is happy to continue</p>
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<p>PATROL- Parking and Traffic Regulations Outside London Adjudication Joint Committee and the Traffic Penalty Tribunal</p> <p><b>* B Member of the Council with Officer support will receive and vet papers and attend/advise as necessary</b></p> <p><b>Subject to any major unforeseen issues arising, there are no meetings to attend.</b></p>	<p>1 YEAR</p>	<p>Current Representative: Former Councillor D Anderson-Bassey</p> <p><b>Action: One <u>Nominal</u> Member Representative to be appointed</b></p>
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<p>RUNNYMEDE ACCESS LIAISON GROUP (RALG)</p> <p><b>* B Consultative/Advisory role: Must be a Member of the Council</b></p> <p><b>Number of meetings per annum: 6 (Bi-monthly)</b> <b>Time: Evenings</b> <b>Venue: Addlestone Community Centre</b></p>	<p>1 YEAR</p>	<p>Current Representatives: Councillor Mrs M T Harnden and one vacancy</p> <p><b>Action: 2 Councillor representatives to be appointed</b></p> <p><b>Sam Jenkins (Egham Town Candidate) has put his name forward if elected.</b></p> <p><b>Councillor Mrs Harnden has put her name forward</b></p>
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<p>RUNNYMEDE AND SPELTHORNE CITIZENS' ADVICE BUREAU MANAGEMENT COMMITTEE</p> <p><b>* C Management Committee type role. Must be a Member of the Council</b></p> <p><b>Number of meetings per annum: 5 (Quarterly plus AGM)</b> <b>Time: 6.30pm, AGM noon</b> <b>Venue: The Old Library, Addlestone</b></p>	<p>1 YEAR</p>	<p>Current Representatives: Councillor S Dennett (Member) Councillor R Bromley (Deputy)</p> <p><b>Action:</b></p> <p><b>1 Councillor representative as Member to be appointed; and</b></p> <p><b>1 Councillor representative as Deputy to be appointed</b></p> <p><b>Councillor Mullens has put her name forward</b></p> <p><b>Councillor Balkan has put his name forward</b></p>
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<p>RUNNYMEDE OPEN AWARDS CENTRE – FORMALLY DUKE OF EDINBURGH’S AWARD</p> <p><b>*** B Advisory/consultative role. Need not be a Member of the Council</b></p>	<p>1 YEAR</p>	<p>Current Representatives:</p> <p>Councillor T Gracey (Member) Councillor S Walsh (Deputy)</p> <p><b>Action:</b></p> <p><b>1 Councillor representative as Member to be appointed; and</b></p> <p><b>1 Councillor representative as Deputy to be appointed</b></p> <p><b>Councillor Walsh has put his name forward</b></p>
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<p>SOUTH EAST EMPLOYERS</p> <p><b>* B Representative role: Must be a Member of the Council</b></p> <p><b>Meetings: Every 2 weeks</b> <b>Venue: London or Winchester</b></p>	<p>1 YEAR</p>	<p>Current Representatives:</p> <p>Vacancy following death of Councillor Maddox Councillor Mrs L Gillham (Deputy)</p> <p><b>Action:</b></p> <p><b>1 Councillor representative as Member to be appointed; and</b></p> <p><b>1 Councillor representative as Deputy to be appointed</b></p> <p><b>Councillor Gillham has put her name forward</b></p>
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<p>SOUTH EAST ENGLAND COUNCILS</p> <p><b>* B Representative role: Must be a Member of the Council</b>  <b>Meetings: Quarterly</b>  <b>Venue: Engineering Employers' Federation, Broadway House, Tothill Street, London, SW1H 9NQ</b></p> <p>Appointments to the SEEC Executive are made each year at the AGM, seats on the Executive are allocated based on political template.</p>	<p>1 YEAR</p>	<p>Current Representatives:  Councillor N Prescott (Member)  Councillor T Gracey (Deputy)</p> <p><b>Action:</b></p> <p><b>1 Councillor representative as Member to be appointed; and</b></p> <p><b>1 Councillor representative as Deputy to be appointed</b></p> <p><i><u>(normally the Leader and Deputy Leader of the Council)</u></i></p>
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<p>STAINES SHOPMOBILITY</p> <p><b>* B Representative function: Must be a Member of the Council</b></p> <p><b>Number of meetings per annum: 10-12</b>  <b>Frequency: Ad hoc – roughly every 5 weeks</b>  <b>Time: Daytime</b>  <b>Venue: Spelthorne Borough Council Offices</b></p>	<p>1 YEAR</p>	<p>Current Representatives:  Councillor Mrs M Harnden  Councillor R King</p> <p><b>Action: 2 Councillor Representatives to be appointed</b></p> <p><b>Councillor Mrs Harnden has put her name forward</b></p>
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<p>SURREY MUSEUMS PARTNERSHIP</p> <p><b>* C Consultative/Trustee role: Must be a Member of the Council</b></p> <p><b>Number of meetings per annum: 3 Committee meetings, 1 or 2 Grant Allocations meetings in June and November</b></p> <p><b>Frequency: Committee – February, July, October Grant Allocation – June/November</b></p> <p><b>Time: Committee evenings - Grant Allocation daytime</b></p> <p><b>Venue: Varies, but Surrey-wide</b></p>	<p>1 YEAR</p>	<p>Current Representatives:</p> <p>Member: Councillor Mrs M T Harnden Deputy: Councillor J Wilson</p> <p><b>Action:</b></p> <p><b>1 Councillor representative as Member to be appointed; and</b></p> <p><b>1 Councillor representative as Deputy to be appointed</b></p> <p><b>Councillor Wilson has put his name forward as Deputy</b></p> <p><b>Councillor Mrs Harnden has put her name forward</b></p>
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<p>THAMES BASIN HEATH SPECIAL PROTECTION AREA STRATEGIC PARTNERSHIP BOARD</p> <p><b>* C Note: Member Representative MUST have Planning Committee experience</b></p> <p><b>Number of meetings per annum: Ad-hoc – (3 max.)</b>  <b>Frequency: As necessary</b>  <b>Time: Daytime</b>  <b>Venue: Throughout Surrey but predominantly at Surrey Heath</b></p>	<p>1 YEAR</p>	<p>Current Representatives:</p> <p>Member: Councillor M Willingale</p> <p>Deputy: Councillor P Snow</p> <p><b>Action:</b></p> <p><b>1 Councillor representative as Member to be appointed; and</b></p> <p><b>1 Councillor representative as Deputy to be appointed</b></p> <p><u>Appointments are usually the Chairman and Vice-Chairman of Planning Committee</u></p> <p><b>Councillor Snow has put his name forward as Deputy</b></p>
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<p>VIRGINIA WATER COMMUNITY ASSOCIATION</p> <p><b>* B Council representative function</b></p> <p><b>Number of meetings per annum: AGM (1)</b>  <b>Frequency: Annual</b>  <b>Time: 8pm</b>  <b>Venue: Virginia Water Community Centre</b></p>	<p>1 YEAR</p>	<p>Current Representatives:</p> <p>Councillor D Coen Councillor J Hulley</p> <p><b>Action: 2 Councillor representatives from the Virginia Water Ward be appointed</b></p>
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**Strode's Foundation -Appointment of Replacement Trustee –  
(Law and Governance – Carol Holehouse)**

**Synopsis of report:**

**To ask Members to consider the nomination received to replace Councillor Alex Balkan as a Trustee on Strode's Foundation for the remaining 3 years of a 4 year term.**

**Recommendation:**

**To consider the nomination received from Councillor Williams and vote thereon**

Officers had received notification that Councillor Balkan wished to resign as Trustee on the Strode's Foundation from May 2022. Councillor Balkan was appointed in 2021. The term of office is 4 years and so the successful nominee will serve for the remainder of the 4 year term of office until 2025. This appointment falls outside of the annual appointments scheduled for this year.

Officers contacted all Members to ask for nominations for the role and Councillor Williams expressed an interest. Councillor Williams nomination is fully supported by the Strode's foundation. Members are therefore asked to consider the nomination received, and vote thereon.

**(To resolve)**

**Background papers**

Nomination form received.

**Urgent Action – Standing Order 42 (Law and Governance – Bernard Fleckney)**

A copy of proforma 997 detailing action taken after consultation with the Chairman and Vice-Chairman of the Committee is attached at Appendix 'A'.

**(For information)**

**Background Papers**

None



## RUNNYMEDE BOROUGH COUNCIL

### CONSULTATION WITH APPROPRIATE CHAIRMAN AND VICE- CHAIRMAN FOR URGENT ACTION TO BE TAKEN UNDER STANDING ORDER 42

**TO: Councillors  
Chairman and Vice- Chairman of the Corporate Management Committee**

**FROM: Linda Norman**

**OFFICER REFERENCE: Jubilee Weekend Parking      DATE: 23.04.22**

#### 1. Synopsis of report:

To approve the suspension of parking charges across all council owned car parks for the Jubilee weekend; 2 June 2022 to 5 June 2022. This will enable the public to attend Jubilee celebrations and street parties without the need to pay for off street parking and will mitigate any congestion around the borough following road closures approved for Jubilee celebrations. The potential loss of income to the Council would be approximately £5000 but as this is once in a generation event, the Council wishes to support residents in celebrating the Queen's Platinum Jubilee.

#### 2. Reasons why this matter cannot wait for a Committee Decision. (Please state if agreement of Chairman and Vice-Chairman required within 24 hours, and why)

The Council wishes to publicise the suspension to assist residents with the planning of their Jubilee events so that organisers will be able to factor in parking requirements to maximise the number of residents wishing to attend their events. The next meeting of Corporate Management Committee is not until 26 May 2022 which will give Street Party organisers very little time to incorporate this opportunity into their plans or for the Council to promote the suspension of parking for this auspicious occasion.

#### 3. Recommendation(s)

To approve the suspension of parking charges across a council owned carparks for the Jubilee weekend; 2 June 2022 to 5 June 2022.

#### 4. Context of report

A request was received by Councillor Mullens as to whether the Council would consider free parking in Hummer Road on Thursday 2 June 2022 to accommodate a street party to celebrate the Queen's Diamond Jubilee. Parking in the vicinity is limited and by offering free parking, this would ensure many more residents could attend without causing congestion around the surrounding roads.

Officers looked at the wider implications of this request as the Council were aware that many residents were planning to hold street parties and were expecting a large number of road closure requests to facilitate these parties. As of 21 April 2022, 60 applications have been received.

Analysis of income received from council owned carparks suggests a maximum potential loss of approximately £5000 over the four days but as this is a once in a generation event, where many residents wish to celebrate the Queen's Platinum Jubilee, officers feel this is an acceptable cost to the Council to support these community events.

5. **Report and, where applicable, options considered**

Officers considered the following options prior to coming to a decision:

- To suspend parking in Hummer Road car park to facilitate the Street party being organised in the vicinity
- To offer visitor parking permits in Hummer Road at £2.00 a day parking to facilitate guests wanting to attend the street party
- **To suspend parking across all council owned car parks to support Jubilee celebrations and reduce on-street parking congestion for the bank holiday weekend**

Officers concluded that the simplest and most efficient option would be to suspend parking charges across all council owned car parks so that all residents could benefit from this opportunity at minimal cost to the Council.

6. **Policy framework implications**

- This will reduce congestion around the borough where on-street parking is limited and mitigate any safety issues from dangerous parking where road closures are in force
- Underpins the Council's Corporate theme of 'Supporting Local People'

7. **Financial and Resource implications (where practicable)**

Resource implications of suggested course of action:-

- There is a maximum potential loss of income of approximately £5000 by suspending parking charges across the four days. However, this income is not necessarily guaranteed and by suspending parking charges for the period in question, will ensure the maximum number of residents can celebrate the Queen's Jubilee without impacting on road safety with illegal or unsafe parking.

8. **Legal implications**

There are no legal implications. The Council as the owner of the land used for off-street parking can amend or suspend parking charges as appropriate as part of the Council's Off street parking orders.

9. **Equality implications**

By suspending parking charges across all council owned car parks will not negatively impact on any residents with protected characteristics and disabled bays will be available as normal.

10. **Other implications (Environmental/biodiversity/ sustainability must be addressed)**

By allowing residents to park free of charge that weekend, will ensure road safety is not compromised in congested areas where parking is limited or roads are narrow.

11. **Background papers**

There are none

12. **Chief Officer(s) Decision**

Signature of authorised officer .....Linda Norman.....



I have been consulted and am in agreement with the above

Signature(s) and position(s) of other relevant Chief Officer, Corporate Heads or authorised representatives

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**NB:** this must include the Assistant Chief Executive or his authorised representative where the decision involves expenditure, loss of income, or future implications for budget or financial forecast.

13. **Chief Executive's Decision**

Signature of Chief Executive .....

I have been consulted and am in agreement with the above

14. **Chairman and Vice-Chairman Comments**

I concur in the Chief Officer's decision

Signed \_\_\_\_\_

Date \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

I have the following further comments:

Further information may be obtained from \_\_\_\_\_ on Ext. \_\_\_\_\_ .

The completed copy is to be returned by the Councillors to the Corporate Head of Law and Governance (Democratic Services) who will send a copy to the Chief Officer and report to the relevant Committee for information.

**Exclusion of Press and Public  
Officers' Recommendation that –**

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

**(To resolve)**

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.

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