

Runnymede Borough CouncilCorporate Management CommitteeThursday, 25 May 2023 at 7.30 pm

Members of the Committee present: Councillors T Gracey (Chairman), C Howorth (Vice-Chair), D Coen, M Cressey, L Gillham, A King (In place of S Ringham), R King, I Mullens, M Nuti, P Snow, D Whyte and M Willingale.

Members of the Committee absent: Councillor S Ringham.

In attendance: Councillor M Smith.

### 1 **Notification of Changes to Committee Membership**

Councillor A. King substituted for Councillor Ringham.

### 2 **Minutes**

The minutes of the meeting held on 20 April 2023 were agreed and signed as a correct record.

### 3 **Apologies for Absence**

There were no apologies for absence.

### 4 **Declarations of Interest**

#### Agenda item 10 – Surplus Properties

Councillor Coen declared that he was a director of RBC Investments (Surrey) Limited and did not participate or vote during this item.

### 5 **Annual Governance Statement**

The Annual Governance Statement had been reviewed by the Standards and Audit Committee the previous night, and had been recommended for approval by the Corporate Management Committee. A summary of the changes that had been made since the document was last reviewed was provided, which aimed to make the document more digestible and transparent. An overview of the progress made against the previous year's actions was presented to the Committee. Some of these actions, such as those pertaining to risk reporting, had been incorporated into the proposed Governance Statement for 2023/24.

[Councillor Howorth arrived.]

The Committee discussed the proposed Governance Statement. It was felt that the document was comprehensive and the changes made to the structure were welcomed. The importance of risk monitoring was noted with particular regard to recent investigations carried out by the Chartered Institute of Public Finance and Accountancy (CIPFA) on behalf of the Department for Levelling Up, Housing and Communities (DLUHC). It was reported that CIPFA's report into Woking Borough Council's finances had been published earlier in the day. An update from DLUHC regarding CIPFA's review into Runnymede Borough Council's finances would continue to be pursued.

It was **resolved** that the Annual Governance Statement 2022/23 be approved.

[Councillor Howorth did not vote as he was not present for the entirety of the item.]

## 6 **Climate Change Action Plan**

The report outlined the Council's initial approach to engaging with residents (including young people), businesses and local community groups, with the eventual aim of changing people's behaviour and minimising their climate impact. The survey, which sought to generate a manageable level of useable data, had been created with the input of a third party consultant. In addition to the survey, a number of engagement activities were planned, many of which would be linked to the 'great big green week'. Further updates on the Council's climate change activities would be provided to the Committee at regular intervals.

The Committee welcomed the proposals set out in the report, and agreed that a significant amount of progress had been made. It was also pleased to note that further proposed activities would be considered by the Committee in due course.

Members reviewed the proposed questionnaire. A number of potential amendments were discussed. Suggestions included asking about people's diet and consumption of resources, and asking for their views on the biggest barriers that they faced when choosing whether to engage with climate change activities. Careful consideration would be given to the language used in introducing the survey, to ensure that it was relevant to a range of respondents.

There was discussion about how the consultation would take account of the views of harder to reach groups. The consultation would be conducted through a range of media – both online and physical – in order to generate a broad range of responses. It was noted that whilst the Council could consider making use of existing data that it held about residents, caution was required due to data protection requirements. The Council's relationships with local businesses and other organisations could also potentially provide an additional means of reaching individuals.

It was **resolved** that the following be approved:

- a) the research and engagement plan, as set out in the report, including the use of online surveys for residents, businesses and young people as shown in draft format at Appendix 1 of the report;
- b) a commencement date of 1 June 2023, for implementing the engagement plan, including launching the online surveys for a period of six weeks;
- c) the Chief Executive be granted delegated authority, in consultation with the Chairman and Vice Chairman of the Corporate Management Committee, to agree any further required minor changes to the online surveys as shown in Appendix 1 of the report, prior to the consultation commencement date of 1 June 2023.

## 7 **Appointment to Outside Bodies**

Applications to join outside bodies needed to be submitted in accordance with the new process, that was implemented in January 2022. As there were still a number of positions for which nominations had not been received, a further round of applications would be invited in time for the next Corporate Management Committee.

Members were reminded of the requirement to provide reports on the activities of the

body(ies) they were appointed to.

It was **resolved** that:

1. The following appointments be made, in accordance with the arrangements set out in the report:

<b>Organisation/type of representation</b>	<b>Appointees</b>
Armed Forces Champion	Councillor Walsh
Basingstoke Canal JMC	Councillor Ringham (deputy)
Chertsey Combined Charity	Mr D Cotty
Community Safety Partnership	Councillor Balkan Councillor Burton
Egham Chamber of Commerce	Councillor Balkan
Egham United Charity	Mr H Shah
Fairoaks Airfield JCC	Councillor Mann
Frank Muir Memorial Field	Councillor Gill Councillor Gillham Councillor Harnden
Mary Drew Almshouses	Councillor Prescott Mr H Meares
Noise and Airspace Community Forum	Councillor Howorth Mr P Conway (community representative)
Runnymede Access Liaison Group	Councillor Jenkins
Runnymede and Spelthorne Citizens' Advice	Councillor Mullens (member) Councillor Balkan (deputy)
Runnymede Open Awards Centre	Councillor Walsh
Thames Basin Health Special Protection Area Strategic Partnership Board	Councillor S Whyte
Thorpe Parochial Charities	Mrs J Gruncell Mr I Patenall

2. A further round of nominations be invited, where none had been received, for consideration at a future Corporate Management Committee.

## 8 Code of Corporate Governance

The Code of Corporate Governance had been reviewed by the Standards and Audit Committee the previous night, and was recommended for approval by the Corporate Management Committee, prior to its consideration by the Council on 20 July 2023.

The format of the Code of Corporate Governance had been updated to reflect the structure of the Governance Statement. The Code was reviewed on an annual basis, in order to ensure that it remained reflective of the current arrangements. A new process for reviewing the Code was included in the proposed document.

Following a question regarding webcasting, it was confirmed that the next opportunity to review this would be as part of the budget setting process for 2024/25. The proposed member training and development programme was welcomed. It was suggested that a skills audit to supplement the programme be considered.

It was **resolved** that the Local Code of Corporate Governance be recommended to the Council for approval.

## 9 Exclusion of Press and Public

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

## 10 Surplus Properties

The Committee discussed the proposals set out in the report. It was noted that the properties would be returned to the Council in a lettable condition with refurbishment costs met from the housing revenue account. The Committee sought confirmation that the properties were no required for temporary homeless accommodation.

It was **resolved** that:

1. The disposal of 2 flats at the Literary Institute in Egham to RBC Investments Limited ('RBCI') by way of a lease of less than 7 years, subject to the agreement of the RBCI Board, be agreed.
2. The lease contain provisions for:
  - Agreeing the basis on which the units were to be rented i.e. at 'market' rate or 'social rent' rate.
  - A 10% letting management fee deduction from the rental income.
  - The balance of rental income to be passed to Runnymede Borough Council.
3. That the Chief Executive be delegated authority (in consultation with the chairman and vice-chairman of the Committee) to explore with RBCI the opportunities and consequences of offering the units at a reduced 'social rent' rate, with a view to determining whether this would be realistic and viable, and agree the relevant provision(s) for inclusion in the lease with RBCI.

## 11 Commercial Rent Arrears

The report updated the committee on commercial tenants whose rent accounts were in arrears. Such reports were normal in organisations who were landlords. It was noted that not all of the debts referred to in the report would become irrecoverable.

It was **resolved** that:

1. The potential write off in respect the bad debts detailed in section 2.1 of the report, be noted.

2. The proposed rent concession, as set out in section 2.2 of the report, be agreed.
3. The position on other debts and the actions being taken, as detailed in section 2.3 of the report, be noted.

## 12 **Potential Letting in Egham**

The Committee reviewed the proposed letting for the vacant M&Co unit in Egham. A concern was raised about local ward councillors not being consulted about potential tenants, although the Council's duty to secure best value meant that there was limited scope to influence the type of business that the unit could be let to.

It was **resolved** that:

1. The lease to the company detailed in the report, on the Heads of Terms outlined in Appendix A, be approved.
2. The Chief Executive (or Assistant Chief Executive in the Chief Executive's absence), in consultation with Corporate Head of Assets and Regeneration, be delegated authority to amend the terms of the lease if necessary, provided that this offer remains the highest ranked offer.

## 13 **Grounds Maintenance - Vehicles & Equipment**

It was **resolved** that:

1. A supplementary capital estimate, for the sum set out in the report, to facilitate remodelling of the fleet and equipment provided for the new in-house grounds maintenance service be approved.
2. It be noted that the additional cost would be partially offset by resale of two less efficient fleet vehicles, in accordance with the arrangements set out in the report.
3. A virement for the sum set out in the report, currently set aside in the general fund revenue estimates, for a contribution towards the running costs of a Surrey-wide Traveller site, be put towards the remaining costs of this scheme as a revenue contribution to capital.
4. A waiver of the contract standing orders, to facilitate direct purchase of vehicles and equipment due to urgency and potential risk to the provision of council services be agreed, in order to secure improved efficiency and service continuity.

## 14 **Procurement of Insurances**

It was **resolved** that:

- 1) The Council enter into a three-year agreement (with two possible 12 month extensions) with the insurers for the insurances tendered, as set out in the report.
- 2) The Council commence negotiations to secure either an extension of the existing cover for Leasehold and Right-to-Buy with the current insurance provider for up to 12 months or obtain such insurance from alternative insurance providers for up to 5 years by using its appointed insurance broker.
- 3) A supplementary estimate for the sum set out in the report (inclusive of taxes) to cover the increased costs of the insurance be agreed.

**15 Standing Order 42 - Mini Restructure within Environmental Services**

Concerns were raised about the timeliness of this matter being reported to the Corporate Management Committee. It was clarified that whilst the decision was initially proposed on 20 March 2023, the decision was not finalised in accordance with the Council's Standing Orders until 19 April 2023. As this was after the statutory agenda publication date of 12 April 2023, it was not possible to include it on the agenda for this meeting.

Additionally, it was questioned whether this decision needed to be made using the Council's urgency procedures, given that it was finalised the day prior to the Committee meeting.

The Chief Executive undertook to review the circumstances around this decision and to review the process for signing off decisions.

The decision pertaining to the restructure within Environmental Services, taken in accordance with Standing Order 42, was noted.

(The meeting ended at 9.37 pm.)

Chairman