



Corporate Management Committee

Thursday, 12 October 2023 at 7.30 pm

Council Chamber - Civic Centre

Members of the Committee

Councillors: T Gracey (Chairman), C Howorth (Vice-Chair), D Coen, M Cressey, L Gillham, S Jenkins, R King, M Nuti, S Ringham, P Snow, D Whyte and M Willingale

In accordance with Standing Order 29.1, any Member of the Council may attend the meeting of this Committee, but may speak only with the permission of the Chairman of the Committee, if they are not a member of this Committee.

AGENDA

Notes:

- 1) Any report on the Agenda involving confidential information (as defined by section 100A(3) of the Local Government Act 1972) must be discussed in private. Any report involving exempt information (as defined by section 100I of the Local Government Act 1972), whether it appears in Part 1 or Part 2 below, may be discussed in private but only if the 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 G Lelliott, Democratic Services Section, Law and Governance Business Centre, Runnymede Civic Centre, Station Road, Addlestone (Tel: Direct Line: 01932 425620). (Email: gary.elliott@runnymede.gov.uk).**
- 3) Agendas and Minutes are available on a subscription basis. For details, please ring 01932 425620. Agendas and Minutes for all the Council's Committees may also be viewed on www.runnymede.gov.uk.
- 4) In the unlikely event of an alarm sounding, members of the public should leave the building immediately, either using the staircase leading from the public gallery or following other instructions as appropriate.
- 5) Filming, Audio-Recording, Photography, Tweeting and Blogging of Meetings

Members of the public are permitted to film, audio record, take photographs or make use of social media (tweet/blog) at Council and Committee meetings provided that this does not disturb the business of the meeting. If you wish to film a particular meeting, please liaise with the Council Officer listed on the front of the Agenda prior to the start of the meeting so that the Chairman is aware and those attending the meeting can be made aware of any filming taking place.

Filming should be limited to the formal meeting area and not extend to those in the public seating area.

The Chairman will make the final decision on all matters of dispute in regard to the use of social media audio-recording, photography and filming in the Committee meeting.

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

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

2. **Minutes**

To Follow

To confirm and sign, as a correct record, the Minutes of the meeting of the Committee held on 14 September 2023.

3. **Apologies for Absence**

4. **Declarations of Interest**

Members are invited to declare any disclosable pecuniary interests or other registrable and non-registrable interests in items on the agenda.

5. **Recommendations from Committees**

a) **Community Services Committee - Contain Outbreak Management Fund**

At its meeting on 21 September Community Services Committee received an update on how the Council was applying the funding from central government for local organisations to assist with their recovery from the Covid pandemic.

[View the papers considered by the Community Services Committee.](#)

Extract from Draft Minutes from the meeting

Members recalled that the Council had originally received a total of £907,650 in Contain Outbreak Management Funding (COMF) in 2021-2023. Members were advised that £213,829 was left and had to be spent by 31 March 2024, to avoid it having to be paid back to central government.

Members approved the table of proposed projects and recipients, noting an email received from the Director of Public Health at Surrey County Council, confirming that a sum could be applied to the Play Area Replacement Programme. The other recipients were the Runnymede Foodbank, Citizens Advice Runnymede and Spelthorne, and Chertsey Hall. These met the criteria and guidance issued on how COMF monies could be applied.

It was noted that all the projects met the Council's Corporate priorities of Empowering Communities and Health and Wellbeing.

Members were content to support all the projects. There was a slight shortfall of £1,174 for which approval would be sought from Corporate Management Committee to meet from the existing Communities First budget held in Community Services.

Recommend that –

- i) **Corporate Management Committee approves the proposed expenditure plans for the remaining COMF funding held by the Council, in 2023- 2024; and**
- ii) **Corporate Management Committee approves the use of**

existing Communities First budgets to fund the balance of £1,174

b) Community Services Committee - Play Area Programme 2023/2024

At its meeting on 21 September 2023, the Community Services Committee was updated on the Play Area Programme and how that might be delivered.

[View the papers considered by the Community Services Committee.](#)

Extract from Draft Minutes from the meeting

Members were advised that the Council currently maintained 43 play areas across the borough, within Green Spaces and Housing areas. A full survey had been undertaken to identify where key repairs and/or replacement of individual items of equipment were needed and then to develop a longer term plan for replacement in consultation with local Ward Councillors.

The Committee was presented with a Repairs Budget Expenditure Plan to cover 20 play areas. Officers reported that surfacing repairs had almost been completed and several other minor repairs not included in the report. This totalled £195,000.

Members also received a pre and post consultation list ranking all 43 sites which identified 9 sites in urgent need of attention, 4 of which were in the Egham area, a further 16 classed as amber and the remaining 18 low priority. This totalled £799,000 to be drawn (subject to approval) from 10 identified areas including Section 106 monies, the Housing Business Unit, Runnymede Pleasure Grounds Trust and Community Services budgets.

Officers advised there was a shortfall of £2,000 which would be covered by the Contingency budget within the Youth Development Fund. It would also be necessary to carry forward some funding into 2024/2025 as not all the works could be carried out in 2023/2024.

Ref	Budget	Amount	Type of Funding
1	S106 Chertsey Recreation Ground	£80,000	Developer Contributions
2	S106 Englefield Green	£80,000	Developer Contributions
3	S106 – relating to Magna Square	£43,000	Developer Contributions
4	Capital Replacement Programme 23-24	£100,000	Budget Provision
5	Youth Development Fund 23-24	£60,000	Budget Provision
6	Housing Contribution – Garfield Rd	£69,000	Budget Provision
7	Housing Estates Programme	£45,000	Budget Provision
8	Runnymede Pleasure Grounds Trust	£110,000	Future Trust Balance
9	Contain Outbreak Management Fund	£165,000	See COMF reference elsewhere on this agenda
10	Youth Development Budget 24-25	£47,000	Provisional Budget
	Total	£799,000	

Play Area	Ward	Estimated Cost	Replacement Year	Funding Ref (see above table)
Beomonds	Chertsey St Ann's	£45,000	23/24	7
Chertsey Recreation Ground	Chertsey Riverside	£80,000	23/24	1
Surrey Towers	Addlestone South	£69,000	23/24	6
Pooley Green (young children)	Egham Hythe	£80,000	23/24	9
Hamm Moor	Addlestone South	£50,000	23/24	9, 5
King George V	Virginia Water	£60,000	23/24	5, 10
Manorcrofts	Egham Town	£100,000	23/24	4
Hythe Park	Egham Hythe	£80,000	23/24	9
Runnymede Pleasure Grounds	Egham Town	£150,000	TBC	8, 3
Englefield Green	Englefield Green West	£80,000	TBC	2
	Total:	£794,000		

An Equalities Screening Assessment had been completed since drafting the report which identified positive implications for the protected characteristic of age and that accessibility would be an important part of the process.

The Committee agreed that it was an ambitious programme but one which they supported in order to improve facilities for young people in the borough.

Officers were thanked for their inclusive approach and for taking into account Councillors' views so readily which had made the consultation with them positive and productive.

It was noted that because the capital estimate was above £250,000, Corporate Management Committee would need to recommend approval by full Council on 19 October of recommendation vi) below.

Recommend that –

- i) the proposed health and safety works and play area replacement plan, be approved;**
- ii) a capital estimate in the sum of £229,000, be approved for the replacement plan for Surrey Towers, Pooley Green and Hythe Park as set out in table 3 of the report to be funded from the resources set out in table 2, subject to any additional approvals required;**

- iii) **in approving recommendation ii) above, also agree to release the £100,000 for Play area replacement programme provisions in the capital programme for 2023/24;**
- iv) **an allocation of £47,000 from the 2024/2025 youth development revenue budget for the play area replacement, be approved;**
- v) **the virement of the revenue budgets earmarked for the replacement of play equipment to fund the capital expenditure, be approved, noting that this will show in future revenue reports as contributions to capital expenditure on the summary page of the budget; and**

Recommend to full Council that –

- vi) **a capital estimate in the sum of £565,000, be approved for the replacement plan for the remaining locations set out in table 3 of the report to be funded from the resources set out in table 2, subject to any additional approvals required.**
- c) Community Services Committee - Period Poverty - Motion from Council 20 July 2023

At its meeting on 21 September 2023, the Community Services Committee was tasked with considering a motion from Council on 20 July 2023 concerning period poverty.

[View the papers considered by the Community Services Committee.](#)

Extract from Draft Minutes from the meeting

The Committee was advised that since the motion had been referred to Community Services, Officers had undertaken research into how the Council could deliver a service to provide period products in all of the Council's publicly accessible toilets and buildings to make a contribution towards ending period poverty.

Members noted available statistics on period poverty, exacerbated by the cost of living crisis and the rise in its occurrence and how it had been responded to, including government funding for a scheme to provide access to period products within education settings for girls and women up to age of 19 who cannot afford to buy them and/or some other circumstances as outlined in the report.

Surrey County Council had also launched the 'period dignity' campaign, working with the charity Binti International and encouraged local authorities in Surrey to participate. To this end Officers in Community Services and Housing had identified funding of £24,000 from three budgets and sought to deliver the project in consultation with the Chairman and Vice-Chairman of Community Services Committee and the original proposer of the motion to Council.

Councillor a King was thanked for bringing the motion forward, who in turn thanked Officers for their work and approved the idea of including leisure facilities in the project.

Recommend that –

- i) a combined budget of £24,000 over three years, be approved; and
- ii) the delegation of authority for agreeing the delivery of this project to the Corporate Head of Community Services, in consultation with the Chairman and Vice-Chairman of Community Services Committee, and the original Councillor (Councillor A King), proposer of the motion to Council, be approved.

6.	Bullying and Harassment Policy	To Follow
7.	Calendar of Committee Meetings	10 - 17
8.	Amendments to the Constitution	18 - 24
9.	Proposal to confer honorary titles and agree actions and events to mark the 50th anniversary of the creation of Runnymede administrative area	To Follow
10.	Exclusion of Press and Public	

Part II

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

11. Recommendations from Committees

a) Community Services Committee - Larchwood Drive Letting

At its meeting on 21 September 2023, the Community Services Committee was asked to approve the letting of a premises in Larchwood Drive to a local organisation based in Englefield Green.

The report associated with this item was circulated to all members as part of the pack of exempt papers for the meeting of the Community Services Committee on 21 September 2023.

Extract from Draft Minutes from the meeting

The Committee was asked to approve the letting of a premises to a local organisation in Englefield Green.

The Committee was advised of the current usage of the premises by the Forest Estate Community Hub, delivered by the Journey Church, part of the River Church, who were working towards being a Charitable Incorporated Organisation (CIO) registered with the Charity Commission.

Members noted the historical use of the premises, reviewed the current and proposed lease terms and were advised of issues relating to the condition of the premises and future management arrangements when a new CIO would be formed to take the project forward.

Officers were satisfied that the proposed lease arrangements to regularise the occupancy of the premises and which it was agreed represented the best consideration reasonably obtainable.

On the basis of the information available and taking into account the financial and legal considerations, the Committee was content to recommend approval by Corporate Management Committee on the terms set out in the report, noting that if necessary, a further report would be submitted to Members regarding any future lease arrangements which might come forward.

Officers in Communications were asked to consider how assistance might be given to the Hub with publicity, Officers in Community Services with making funding applications and Officers in Assets and Regeneration with practical matters related to future maintenance of the building infrastructure.

Recommend to Corporate Management Committee that:

- i) the premises in Larchwood Drive is leased to the organisation named in the report for a term of 10 years on the Terms set out in the agenda report; and**
 - ii) in the event that a Development Charitable Incorporated Organisation is successfully formed, an Agreement for Lease is entered into with the CIO with delegation to the Chief Executive in consultation with Corporate Head of Law and Governance and Corporate Head of Assets and Regeneration in consultation with the Chairman and Vice-Chairman of Community Services Committee to finalise the terms of the Agreement for Lease**
- b) Community Services Committee - Virginia Water Football Club Lease

At its meeting on 21 September 2023, the Community Services Committee was asked to approve a lease of part of the King George Playing Field in Virginia Water to Virginia Water Football Club.

The report associated with this item was circulated to all members as part of the pack of exempt papers for the meeting of the Community Services Committee on 21 September 2023.

Draft Minutes from the meeting

The Committee was asked to approve a lease of part of the King George Playing Field in Virginia Water to Virginia Water Football Club.

The Committee was advised that Virginia Water Football Club had been based in Crown Road for many years and now sought to renew the lease, undertake repairs to the pavilion and expand the club. It was intended for the car park to be included in the demise in line with other similar sports clubs.

Members were advised that a recent planning application had been submitted for a telecommunications mast on site, the terms of which were to be determined. To facilitate this delegated authority was sought as set out in the report.

The Committee was content with the proposed terms, subject to approval by Fields in Trust and other statutory consent and represented the best consideration reasonably obtainable. It was noted that the proposed lease contained a break clause to protect the interests of the Council as guardian of a community asset and the club. The Committee noted the financial and legal implications and the terms allowed the club time to make the planned improvements on site.

Some Members of the Committee had visited the site and were satisfied that the Club was meeting community needs in order to qualify for grant aid in the sum reported.

Recommend to Corporate Management Committee that:

- i) the recommendations as set out in the officer's report be approved.**

12.	Commercial Lettings	25 - 29
13.	Building Compliance	To Follow
14.	Q2 2023/24 Projects Portfolio Updates	30 - 49

Report title	Calendar of meetings – 2024/25 municipal year
Report author	Gary Lelliott
Department	Democratic Services – Legal and Governance
Exempt?	No
Exemption type	Not applicable
Reasons for exemption	Not applicable

Purpose of report:
To recommend to full Council.

Synopsis of report:
This report sets out the proposed calendar of meetings for the 2024/25 municipal year.

Recommendation(s):
That the Corporate Management Committee recommend that Council approve the proposed calendar of meetings.

- 1. Report and, where applicable, options considered and recommended**
 - 1.1 The committee is asked to consider the proposed schedule of meetings attached at Appendix A. The schedule largely follows the pattern of meetings, set in previous years, with occasional adjustments based on learning points from the previous year. These proposed adjustments include:
 - Extending the calendar to cover the first few months of the next municipal year (to the end of August) to assist forward planning of meetings. The meetings that fall within the 2025/26 municipal year will however be subject to reconfirmation in due course, when that calendar is considered.
 - Occasional policy and service committees (Community Services, Environment and Sustainability, and Housing) have been moved to enable them to meet before Corporate Management Committee, to assist with any possible recommendations/referrals for decision.
 - 1.2 Where possible, meetings have been scheduled to avoid school holidays. It is however not possible to do this for every meeting.
 - 1.3 The Chief Executive has delegated authority to make ad hoc minor changes to the calendar of meetings in consultation with the respective Leaders of the political groups. Special meetings of committees can be held where circumstances dictate.

2. Policy framework implications

2.1 There are no specific policy framework implications arising from this report.

3 Resource implications/Value for Money

3.1 There are no specific resources/value for money implications arising from this report.

4. Legal implications

4.1 There are no specific legal implications arising from this report.

5. Equality implications

5.1 Committees are scheduled to take place during evenings, in order to ensure that members affected have an opportunity to travel to the Civic Centre for meetings. It should be noted that formal committees cannot be held remotely.

6. Environmental/Sustainability/Biodiversity implications

6.1 There are no specific environmental/biodiversity implications arising from this report.

6.2 Members are encouraged to use their Council issued devices to review committee papers wherever possible, in lieu of receiving printed copies of agendas and reports.

7. Other implications

7.1 There are no other implications requiring specific consideration.

8. Timetable for Implementation

8.1 The period covered by the calendar of meetings is mentioned earlier in this report.

9. Background papers

9.1 None.

10. Appendices

- Appendix A – proposed calendar of meetings

Draft Calendar of Meetings Municipal Year May 2024 – August 2025

	Surrey school holidays and/or bank holidays
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May 2024

M	T	W	T	F
		1	2 Borough Elections	3
6 Bank Holiday	7	8	9	10
13	14	15 Annual Council	16	17
20	21	22 Standards and Audit	23 Corporate Management	24
27 Bank Holiday	28	29 Planning Committee	30	31

June 2024

M	T	W	T	F
3	4	5 Housing	6 Environment and Sustainability	7
10	11	12 Community Services	13	14
17	18	19 Licensing/Regulatory	20 Corporate Management	21
24	25	26 Planning	27 Englefield Green	28

July 2024

M	T	W	T	F
1	2	3	4 Overview and Scrutiny/ Crime and Disorder	5
8	9	10	11 Corporate Management	12
15	16	17 Standards and Audit	18 Cabrera Trust AGM (2.30pm) Council	19
22	23	24 Planning	25	26
29	30	31		

August – No meetings

September 2024

M	T	W	T	F
2	3 Chertsey Meads Management Liaison Group	4 Planning	5	6
9	10	11 Environment and Sustainability	12 Housing	13
16	17	18 Licensing/Regulatory	19 Community Services	20
23	24	25 Planning	26 Corporate Management	27
30				

October 2024

M	T	W	T	F
	1	2	3	4
7	8 Overview and Select/ Crime and Disorder	9	10 Standards and Audit	11
14	15 Englefield Green	16	17 Corporate Management	18
21	22	23 Planning	24 Council	25
28	29	30	31	

November 2024

M	T	W	T	F
				1
4	5	6 Licensing/ Regulatory	7	8
11	12	13 Community Services	14 Housing	15
18	19	20 Environment and Sustainability	21 Corporate Management	22
25	26	27 Planning	28 Standards and Audit	29

December 2024

M	T	W	T	F
2	3	4	5 Overview and Scrutiny	6
9	10	11	12 Corporate Management	13
16	17	18 Planning	19 Council	20
23	24	25	26	27
30	31			

January 2025

M	T	W	T	F
		1	2	3
6	7 Cabrera Trust Management	8 Licensing/ Regs	9 Englefield Green	10
13	14	15 Housing	16 Community Services	17
20	21	22 Environment and Sustainability	23 Corporate Management	24
27	28	29 Planning	30 Standards and Audit	31

February 2025

M	T	W	T	F
3	4	5	6 Council	7
10	11	12 Overview and Scrutiny/ Crime and Disorder	13 Corporate Management	14
17	18	19	20	21
24	25	26 Planning	27 Budget Council	28

March 2025

M	T	W	T	F
3	4 Chertsey Meads Management Liaison Group	5 Housing	6 Environment and Sustainability	7
10	11	12 Licensing/ Regs	13	14
17	18	19 Community Services	20 Corporate Management	21
24	25	26 Planning	27 Overview and Scrutiny/ Crime and Disorder	28
31				

April 2025

M	T	W	T	F
	1	2	3 Englefield Green	4
7	8	9	10 Corporate Management	11
14	15	16	17	18 Good Friday
21 Easter Monday	22	23 Planning	24 Council	25
28	29	30		

May 2025

M	T	W	T	F
			1 County Elections	2
5 Bank holiday	6	7	8	9
12	13	14 Annual Council	15	16
19	20	21 Standards and Audit	22 Corporate Management	23
26 Bank holiday	27	28 Planning	29	30

June 2025

M	T	W	T	F
2	3	4 Housing	5 Environment and Sustainability	6
9	10	11 Community Services	12	13
16	17	18 Licensing/ Regs	19 Corporate Management	20
23	24	25 Planning	26 Englefield Green	27
30				

July 2025

M	T	W	T	F
	1 Cabrera Trust AGM/ Meeting	2	3 Overview and Scrutiny	4
7	8	9 Standards and Audit	10 Corporate Management	11
14	15	16	17 Council	18
21	22	23 Planning	24	25
28	29	30	31	

August – no meetings

Report title	Minor Amendments to the Constitution
Report author	Mario Leo – Corporate Head of Legal and Governance
Department	Legal and Governance
Exempt?	No
Exemption type	Not applicable
Reasons for exemption	Not applicable

Purpose of report:
To recommend to full Council

Synopsis of report:
This report proposes minor amendments to the Council’s Constitution, following a meeting of the Constitution Member Working Party (CMWP).

Recommendation(s):

- 1. That the proposed minor amendments to the Council’s urgency provisions (Standing Order 42) and the Contract Standing Orders be recommended to the Council for approval.**
- 2. That the Corporate Head of Legal and Governance be delegated authority to make further necessary amendments to the Constitution, to give effect to the amendments proposed in this report.**

1. Context and background of report

- 1.1 Councils are required to maintain a Constitution, the provisions within which are governed by Section 9P of the Local Government Act and subsequent Constitution Direction issued by the then Secretary of State.
- 1.2 The proposed amendments contained within this report are considered sufficiently urgent to bring forward outside the annual review cycle, in order to ensure that the Council’s decision-making process remain efficient and robust.

2. Report and, where applicable, options considered and recommended

Urgency provisions - Standing Order 42

- 2.1 The Constitution Member Working Party (CMWP) considered a proposal to modernise the sign off arrangements of the Council’s urgent decision-making provisions. The existing provision is solely reliant on the supply of physical signatures, which brings inherent delays to formalising urgent decisions. It was

therefore proposed that Runnymede's process be updated to permit the e-mail sign-off of urgent decisions, with certain safeguards incorporated, such as the use of Council email accounts when doing so. It should be noted that many other Councils have already adopted a paperless approach to officer level decision making (including the process of consulting with the requisite members). Alternative options, such as DocuSign, were considered however such facilities attract a subscription cost.

- 2.2 The CMWP explored the robustness of the proposed process and was satisfied that as long as the clear agreement of the individual concerned could be demonstrated via their Council e-mail account, such a process could operate with the necessary probity. It should be noted that the proposed amendments do not preclude the member(s) or officer(s) concerned from providing physical signatures (either on a document put before them, or electronically), should it be their preference to do so. Just for the sake of clarity the urgency provisions are used in situations where a committee decision is required but due to time constraints the decision in question needs to be made before a meeting will take place. In such instances the Council's Constitution allows for officers to make the decision required but they are obliged to consult specified Councillors before exercising that delegated power. It should be stressed that the officer makes the decision and not the Councillor. The Councillors express a view which the officer must have regard to in when making their decision.
- 2.3 The proposed minor amendments to the Council's urgency provisions are attached at Appendix A.

Contract Standing Orders

- 2.4 Following a review of the Council's CSOs by the Head of Procurement, minor amendments that clarify the Council's existing provisions have been proposed. The proposed amendments do not change existing processes. The CMWP noted that further amendments to the CSOs may be necessary once the Procurement Bill received royal assent.
- 2.5 The CMWP was supportive of the proposed minor amendments, whilst noting that reports to the Corporate Management Committee would continue to clearly outline any proposed processes in relation to matters such as the recommended route to market.
- 2.5 The proposed minor amendments to the Council's CSOs are attached at Appendix B.

3. Timetable for Implementation

- 3.1 The proposed amendments, subject to obtaining the agreement of the committee, will be considered at the next ordinary meeting of the Council.

4. Appendices

- Appendix A – proposed amendments to Standing Order 42
- Appendix B - proposed amendments to the CSOs

Constitution Member Working Party – 18 September 2023

Proposed revisions to the Council’s urgency provision (Standing Order 42)

The following amendments to Standing Order 42 are proposed. They seek to remove some of the administrative and reporting delays that are associated with pursuing physical signatures. The Monitoring Officer and Head of Democratic Services are satisfied that the proposal offers a similar level of accountability to that which exists now because the digital safeguards associated with authorising decisions by email maintain clarity over individuals’ agreement with decisions.

42. Urgent Action

42.1 If a matter which would ordinarily need a decision or authority from the Council, a Committee (including the Licensing Committee), or a Sub-Committee arises when it cannot reasonably be delayed until the next meeting of the Council or the appropriate Committee or Sub-Committee, then any necessary decision can be taken by a Chief Officer whose departmental functions include the subject matter or by the Chief Executive. The Chief Officer must not act until he has consulted any other relevant Chief Officers and obtained the agreement of the Chief Executive and Chairman and Vice Chairman of the Committee whose functions include the function in question. In the absence of either the relevant Chairman or Vice Chairman the Chief Officer must obtain the agreement of the Leader of the Council, or in his absence the Deputy Leader to ensure two Members are consulted ~~in regard to~~ regarding the proposed action. In the ~~unlikely~~ event that both Chairman and Vice Chairman of the Committee or Sub-Committee are absent, the Leader and Deputy Leader can act on their behalf.

If the Chairman and Vice Chairman are Leader and Deputy Leader of the Council and are absent, then the Chairman and Vice Chairman of the Standards and Audit Committee will be consulted on the proposed action.

42.2 A written record of decisions taken under this Standing Order, utilising any template(s) authorised by the Corporate Head of Law and Governance, shall be maintained. Officer and Member agreement may take the form of signed documents, or electronic authorisation from the individual’s Council email account, either of which (as appropriate) shall be retained alongside the written record of the decision.

~~Action taken under this Standing Order shall be recorded in writing, signed by the Officer responsible, and countersigned by the Member and Officers consulted.~~

Officers shall have regard to the Guidance issued by the Corporate Head of Law and Governance set out at the end of this Section of Standing Orders.

42.3 The relevant Chief Officer must notify the Corporate Head of Law and Governance of any action to be taken under paragraph 42.1 above (if practical the Corporate Head of Law and Governance will arrange the despatch of the consultation form to the Member concerned), ~~and the Corporate Head of Law and Governance must maintain a register of such action.~~ A report on the action taken must be submitted to the next practicable meeting of the appropriate Committee but requires no further approval or ratification.

42.4 This procedure may only be used for property acquisitions where the proposed acquisition is in accordance with the Property Investment Strategy adopted by the Council from time to time and the value of the acquisition is no greater than £1m excluding associated costs (e.g. stamp duty, agents fees).

(Note: This Standing Order has been approved by the Licensing Committee for the purposes of licensing functions under the Licensing Act 2003 and so ranks as a delegation of functions agreed by the Committee in accordance with that Act, in addition to its application to other functions of the Council)

2.2 Summary of procurement process to be followed according to value for the purposes of these CSOs.

Total Contract Value (excluding vat)	Procurement Process Required:	Type of Contract
Up to £5,000.00	One written quote	Purchase order using the council's Terms and Conditions
Between £5,000.01 and £25,000.00	3 quotes obtained via the council's e-tendering system	Purchase order using the council's Terms and Conditions depending on the nature of the procurement (pending discussions with the Procurement Office and Legal Team) <i>or</i> Standard Form of Contract <i>or</i> Bespoke Contract if amends to the council's standard terms and conditions are required
Above £25,000.00	Sourcing Plan to be completed and submitted to corporateprocurement@runnymede.gov.uk Tender process via the council's e-tendering system; legal obligation to publish opportunity and contract award on Contracts Finder where applicable .	Bespoke Contract only
Above £100,000.00	Sourcing Plan to be completed and submitted to corporateprocurement@runnymede.gov.uk Tender process plus approval from the relevant committee for the budget and procurement process	Bespoke Contract only
Above Threshold for Supplies, Services or Works	Sourcing Plan to be completed and submitted to corporateprocurement@runnymede.gov.uk Find a Tender Service (FTS) process	Bespoke Contract only

Please refer to the relevant Procurement Toolkit for process maps for each threshold

2.4.5 Where it can be clearly demonstrated that goods or services can only be provided by a single source, an exemption to advertising requirements may be requested via the waiver to CSOs process (2.6).

In all instances, advice should be sought from the council's Legal Services or the Procurement Office.

2.5 Approvals

- a) Procurement can only occur if there is a budget allocation or express approval by the relevant Committee. All Contracts in excess of £100,000.00 must be appropriately authorised by the relevant Committee or in accordance with the council's Scheme of Delegation before a procurement process is begun.
- b) For procurements with a value in excess of £100,000.00:
 - i. Contract Managers must seek approval from the relevant Committee for the procurement route and estimated total Contract value prior to the procurement exercise commencing;
 - ii. if, after evaluation of tender responses, the actual Contract value is less than or equal to that agreed by Committee for the procurement, Contract Managers must report to the relevant Committee the award of the Contract to the successful tenderer as information only;
 - iii. if, after evaluation of tender responses, the actual Contract value is greater than that agreed for the procurement or there has been a substantial modification to the specification or terms and conditions of Contract, Contract Managers must request the approval of the procurement outcome at the relevant Committee prior to Contract award notification.
- c) All Contracts must be in written form and once the terms and conditions are agreed should be submitted to the appropriate person for signature. The written formalities must be completed before the Contract is due to start.

2.6 Exemptions

2.6.1 Subject to any legal requirements, any requirement of these CSOs may be waived with the consent of the relevant Committee or via the waiver to CSO process. The Procurement Office administers the process and further information is available in the Procurement Toolkit. The Procurement Manager will assess waiver applications and if the grounds for the waiver are deemed appropriate, waivers will be approved by either the Procurement Manager or the Corporate Head of Law and Governance. Additional approval as detailed in the process may be required from the Chief Executive or the Assistant Chief Executive who may authorise other officers to exercise all or part of these powers on their behalf.

2.6.2 An application for a waiver shall:

- (a) be submitted in writing to corporateprocurement@runnymede.gov.uk;
- (b) set out clearly the reasons for requiring the waiver and indicate the time

- 4.4 Contract Managers may seek or accept technical advice on the preparation of a specification from anyone who may have a commercial interest in bidding/tendering for the Contract provided that it does not prejudice the equal treatment of all potential Tenderers and distort competition. Records must be kept of this consultation until the expiry of the Contract.

Prevention of Corruption

- 4.5 An anti-bribery and corruption clause must be inserted into every Contract. The wording of the clause is to be advised by the council's Legal Services.

Every written Contract must state that the council may cancel the Contract and recover any resulting loss from the contractor, if the contractor or anyone acting on his behalf, or his employees (with or without his knowledge):

- i. has improperly offered, given or agreed to give anything to any person in return for doing or refraining to do anything in connection with the obtaining or execution of the Contract or any other Contract with the council, or in return for showing or refraining from showing favour or disfavour to anyone in relation to the Contract or any other Contract with the council;
 - ii has, in relation to any Contract with the council, committed an offence under the Bribery Act 2010, or has given any fee or reward the receipt of which is an offence under Section 117 (2) of the Local Government Act 1972.
- 4.6 A non-collusive tendering certificate is to be included with all procurement documentation which must be signed by Tenderers and included with their Tender.

5. Advertising and Assessing Potential Suppliers

5.1 Advertising

~~5.1.1 Where a contract value is All proposed Contracts where the Total Value of the Contract is expected to exceed £30,000.00 incl of VAT (or £25,000 excl VAT at 20%) £25,000.00 (excl of VAT), and the opportunity is being advertised in an public manner on must be advertised on the council's website, then it ite. The minimum advertising requirements are:~~

~~5.1.2 all Contracts above £25,000.00 must also be published on the council's website and Contracts Finder;~~

5.1.1

~~5.1.3 All Contracts exceeding the applicable Public Procurement thresholds must also be published to the Find a Tender Service (FTS);~~

5.1.2

~~5.1.4~~ 5.1.3 Advertisements for Contracts exceeding the applicable FTSEU threshold should not appear on the council's website until after they have appeared on the FTS.

~~5.1.5~~ 5.1.4 For ~~Where~~ all Contracts above an estimated total contract value of £30,000.00 incl of VAT (incl of VAT or £25,000 excl VAT at 20%), irrespective of procurement route, the contract award must be are advertised, the PCR 2015 (as amended) require that they must also be advertised published on Contracts Finder.

5.2 Assessing potential suppliers or contractors

Pink

By virtue of
Regulation 21(1)(A) of the Local Authorities (Executive
Arrangements) (Access to Information) (England)
Regulations 2000.

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

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of the Local Government Act 1972.

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