



12.07.23

Dear Councillor

**SUMMONS TO A MEETING OF THE FULL COUNCIL**

I hereby summon you to attend the meeting of the Full Council to be held on **Thursday, 20 July 2023 at 7.30 pm. The meeting will be held at Council Chamber - Civic Centre.**

A handwritten signature in black ink, appearing to read 'Paul Turrell'. The signature is written in a cursive style with a long horizontal stroke at the end.

PAUL TURRELL  
Chief Executive  
**01932 425500**  
Email: [paul.turrell@runnymede.gov.uk](mailto:paul.turrell@runnymede.gov.uk)

**A G E N D A**

1. **Mayor's Announcements**
2. **Minutes** 10 - 20

To confirm and sign, as a correct record, the minutes of the meetings of the Council held on 17 May 2023 and 29 June 2023.

To confirm and sign, as a correct record, the minutes of the Standing Appointments Sub-Committees held on 5 June 2023 and 16 June 2023.

3. **Apologies for Absence**
4. **Declarations of Interest**

If Members have an interest in an item, please complete a member interest form and email it to [Democratic.Services@runnymede.gov.uk](mailto:Democratic.Services@runnymede.gov.uk) by 5pm on the day of the meeting. Members are advised to contact the Corporate Head of Law and Governance prior to the meeting if they wish to seek advice on a potential interest.

5. **Speaking or Questions from Members of the Public under Standing Order 12**

Any questions received will be circulated separately following the deadline for submission of questions from the public.

6. **Petitions**

To receive any petitions from members of the Council under Standing Order 19.

7. **Questions from Members of the Council under Standing Order 13**

**a) Question from Councillor Sam Jenkins to the Leader of the Council**

“Over four sessions during the last few weeks, Councillors received the opportunity to undertake Carbon Literacy training. This training was designed to equip Councillors with a better understanding of what needs to be done to tackle climate change. One of the sessions addressed ‘turning points’ that Runnymede could experience at a local level if emissions continue to rise, such as increased flooding, drought, lack of access to food, water and vital resources and even civil unrest. Meanwhile it was announced in May that scientists now believe the Earth’s temperature will exceed 1.5C by 2027, before Runnymede’s intended Net Zero target of 2030. Given all of this, does the Leader of the Council agree with me that Runnymede should declare a Climate Emergency as soon as possible?”

**b) Question from Councillor Robert King to the Leader of the Council**

“What forward planning is taking place for greater levels of support this winter time as residents, already impacted by the cost-of-living crisis, will again be struggling to keep the lights on, keep cupboards full and keep a roof over their heads?”

**c) Question from Councillor Rhys Davies to the Leader of the Council**

“Will the Leader apologise to residents who were impacted by the grounds maintenance chaos, with parks and public spaces left in a mess and is he any closer to knowing how much of residents money his administration has wasted on the purchase of incorrect equipment for the service?”

**d) Question from Councillor Abby King to the Leader of the Council**

“A number of small businesses have written to myself and my group colleagues looking for workshop and production space in the Borough, which is both affordable and meets their needs so they can grow as firms. As the council owns a large portfolio of office space, a significant proportion of which is vacant, is the Leader developing a strategy to convert existing estates to provide affordable workshop and production spaces needed for these local engines of growth?”

**e) Question from Councillor Eliza Kettle to the Leader of the Council**

“The footpath which runs from Bagshot Road to Blays Lane, next to Englefield Green Cemetery, despite repeated efforts by my colleague Cllr Abby King to lobby Surrey County Council continues to be left unkept, untidy and overgrown. Will the Leader join myself and other Englefield Green Councillors in asking Surrey to take action to clean up and cut back the overgrown path to help our residents have a clean and safe route home?”

**f) Question from Councillor Nick Prescott to the Leader of the Council**

“The progress of the sale of Barbara Clark House has been long and slow. Whilst the sale of the land has been completed; there is no date for the redevelopment of the land by PA housing.

Whilst I understand there is the section 47 element to be completed along with the arrangements of the S106, this is a needed capital receipt for RBC and I would like the Leader to give the council a firm timeline to complete the regeneration of urgently needed affordable Housing for the residents of Englefield Green.”

8. **Appointment of Chief Executive and Head of Paid Service**

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9. **Recommendations from Committees**

a) **Code of Corporate Governance - recommendation from the Corporate Management Committee**

The report and appendices associated with this recommendation were circulated to all members with the agenda for the 25 May 2023 meeting of the Corporate Management Committee and are available [on the Council's website](#).

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 Annual Governance Statement. The Code was reviewed on an annual basis, in order to ensure that it remained reflective of the current governance arrangements. A new process for reviewing the Code was included in the report.

Following a question regarding webcasting, it was confirmed that the next opportunity to review this would be 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 proposed programme, be considered.

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

b) **Review of Drainage Bylaws - recommendation from the Environment and Sustainability Committee**

The report and appendices associated with this recommendation were circulated to all members with the agenda for the 8 June 2023 meeting of the Environment and Sustainability Committee and are available [on the Council's website](#).

The Committee was asked to endorse and recommend to Full Council recommendations by officers in relation to updating the Land Drainage Byelaws.

Members were advised that Section 34 of the Land Drainage Act 1976 which gave Runnymede the power to create the Land Drainage Byelaws 1984 was repealed by the Water Consolidation Act 1991 and then superseded by the Land Drainage Act 1991. Although the existing byelaws remained in force the legislation they refer to was not and therefore there would be no legal basis to enforce them.

The proposed byelaws for Runnymede Borough Council were based on the Model Land Drainage Byelaws for local authorities, which were

produced by the Department for Environment, Food and Rural Affairs (DEFRA). The use of model byelaws was not compulsory but would help to ensure that byelaws were correctly worded and were within the authority's powers, thus reducing the risk of legal challenge.

Runnymede had several watercourses and ditches. The Environment Agency being responsible for rivers.

The Committee welcomed the proposal to update the byelaws and therefore hold people to account.

It was noted that many private owners were not aware of their riparian responsibilities when living close to a watercourse.

It was **resolved** to recommend to Full Council that:

- 1) the proposal to update the drainage byelaws, as set out in Appendix A to the report be endorsed: and
  - 2) the Council consult with Defra, Natural England and the local navigation authority on the Council's proposal to make the drainage byelaws; and
  - 3) subject to there being no objections by Defra, Natural England and the local navigation authority to the informal consultation, the byelaws be made; and
  - 4) the Head of Environmental Services in consultation with the Principal Engineer, be authorised to consider and seek to resolve any objection to the said byelaws being made (including amending the proposed byelaws); and
  - 5) the byelaws be submitted to the Secretary of State for confirmation with or without any outstanding objections (as the case may be); and
  - 6) in the event these byelaws are adopted by the Council, authority be delegated to the Principal Engineer to:
    - a) authorise or refuse any applications for consents submitted under the said byelaws.
    - b) serve enforcement notices for contraventions of the said byelaws.
- c) **Process for achieving savings and efficiencies - recommendation from the Corporate Management Committee**

The report and appendices associated with this recommendation was circulated to all members with the agenda for the 13 July 2023 meeting of the Corporate Management Committee and are available [on the Council's website](#).

The Committee's recommendations will follow after it has met.

- d) **Overview and Scrutiny Function – Annual Report – 2022/23 - recommendation from the Overview and Scrutiny Committee**

The report and appendices associated with this recommendation were circulated to all members with the agenda for the 6 July 2023 meeting of the Overview & Scrutiny Select Committee and are available [on the](#)

[Council's website.](#)

The Committee was provided with an overview of the topics covered over the past twelve months, which included treasury management and a call-in relating to the process of the appointment of a new chief executive.

The Committee was disappointed with the sparsity of the items covered, and made clear an intention to fully utilise meetings to build on good performance in addition to establishing lessons learned.

The Vice-Chair in the chair suggested scheduling additional meetings if required, and the Committee came up with proposals for a work plan for the coming year, which included:

- Integrated care partnership.
- Open spaces and grass cutting, which should include an invitation to Surrey County Council to attend.
- Statistics from the reporting side of the website to understand the most common matters reported by residents. This should include proactive communication to encourage residents to report the things that matter to them most.
- The role of the Runnymede SAG in approving community events to ensure an appropriate balance between the introduction of Martyn's Law and not imposing unnecessary barriers that would discourage community groups from hosting events.

The Committee agreed to recommend the annual report to Full Council, but asked for an update on the breach of counterparty limits reported in September 2022. It was also asked that Members be provided with a copy of the Committee's terms of reference as set out in the Council's constitution.

**Resolved that –**

**The Committee recommended the annual report to Council in July 2023.**

#### 10. **Chertsey Town Centre Street Licensing Review**

**Synopsis of report:** This report seeks authority to commence the process to designate streets within Chertsey Town Centre in which street trading is permitted, specifically Guildford Street.

**Recommendation(s):** The Corporate Head of Law and Governance be authorised to proceed with public consultation to designate Guildford Street, Chertsey as a licence street to permit street trading, assess the responses to the consultation and proceed with the designation of Guildford Street as a licence street if appropriate, pursuant to the Council's powers under Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982

On the 8<sup>th</sup> June 2023 The Environmental and Sustainable committee resolved that The Corporate Head of Law and Governance be authorised to review the designation of licenced streets in the Borough pursuant to its powers under

Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982, and a public consultation be undertaken to designate Guildford Street, Chertsey as a licence street to permit street trading.

As outlined in point 5.9 of the report, this however should be presented to and agreed by Full Council before an authorisation is given to start the consultation process.

If the Full Council agrees with this report's recommendations and the overall support from the E&S committee to take this action forward, Officers will proceed to take the steps outlined in point 5.10 of the [report](#).

## 11. Amendments to the Constitution

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### **Member Working Parties**

Item to follow.

### **Developer Contributions Advisory Group**

The Corporate Management Committee, at its meeting on 19 January 2023, agreed that a Developer Contributions Advisory Group be constituted, consisting of the following individuals:

- The Leader of Runnymede Borough (or their nominated Representative) [Advisory Group Chairperson]
- The Chairman of the Planning Committee
- The Chairman of the Environment and Sustainability Committee
- The Chairman of the Community Services Committee
- The Chairman of the Housing Committee
- The Council's Corporate Leadership Team (Chief Executive, Assistant Chief Executive(s), The Corporate Head of Law and Governance)

The full terms of reference for the advisory group, as agreed by the Corporate Management Committee on 19 January 2023, can be found on pages 24-25 of this agenda.

### **Recommendations:**

#### **The Council is asked to:**

- 1) Endorse the creation of a Developer Contributions Advisory Group, in accordance with the arrangements set out within the Corporate Management Committee report.**
- 2) Authorise the Corporate Head of Law and Governance to make any necessary amendments to the Council's Constitution to give effect to the Developer Contributions Advisory Group.**

## 12. Designation of minority groups

The Council's Constitution provides the following provision for designating minority groups, for the purposes of consideration of minority group business in accordance with Standing Order 23:

*"a political group which is not the majority group, if there is a majority group. If there is no majority group, the Council may designate any political group or groups as a minority group for the purposes of Standing Orders".*

As the Council, following the local election on 4 May 2023, no longer has a majority group, the Council is invited to consider which groups it wishes to designate as minority groups for the purposes of Standing Order 23. This item may be subject to reconsideration, should there be any changes in the political groups represented on the Council.

**Officer's recommendation:**

**That the Council agree which groups on the Council be formally designated as "minority groups" for the purposes of Standing Order 23.**

**13. Notices of Motion from Members of the Council under Standing Order 15**

To receive and consider any notices of motion from members of the Council under Standing Order 15.

a) From Councillor Abby King

**Cost of living crisis – Free Period Products in Runnymede Borough Council Buildings**

1. This council notes that:

- a. In 2022 a survey commissioned by Action Aid UK found nearly one in eight women in Great Britain had recently struggled to buy menstrual products – either for themselves or for a dependent.
- b. The charity found that girls across the country were cutting down on food and school supplies in order to afford period products. Of those who struggled to afford menstrual products, 75% had needed to prioritise spending money on food and 49% needed to prioritise spending money on gas/electric.
- c. A number of councils across the UK, including Surrey County Council, Oxford City Council and Southwark Council, have all set up or agreed to schemes to provide free period products.
- d. In a [YouGov survey](#) undertaken last year two thirds of Britons supported making it a legal requirement for local authorities to provide free period products.

2. This council believes that:

- a. The cost of living crisis has forced many women to prioritise other household essentials such as food, clothes and heating over menstrual products.
- b. No one should experience period poverty.

3. This council resolves to:

- a. Ask the Community Services Committee to look at ways to provide free, and where possible sustainable, period products in all of the council's public accessible toilets and buildings including leisure centres, libraries and community centres.

b) From Councillor Steve Ringham

**Public Consultation on Proposed Closure of SouthWestern Railway Ticket Offices**

1. This Council notes that

- a. There are 6 train stations across the borough - Addlestone, Byfleet & New Haw, Chertsey, Egham, Longcross and Virginia Water. All of which bar Longcross currently have some level of manned ticket office operation.
- b. These stations will be impacted by the “Station Change Proposal” - see Appendix 1 for link - as they are identified as type 2,3 or 4 stations.
- c. Egham and Virginia Water stations will be upgraded to contactless payment by December 2023 (not to be confused with Oyster Zone membership).
- d. 1.3 million UK adults were identified as “unbanked” in 2019 - having no bank account.
- e. 15 Disability Charities, including Transport For All, RNIB, RNID and Guide Dogs have written to the Secretary of State with their objections to the proposals.
- f. Not all ticket fares can be purchased via Ticket Vending Machines. Some such as 50% Wheelchair User Discount can only be purchased at a ticket office.
- g. Travellers can only get refunds at ticket offices

2. This Council believes that

- a. The proposed measures are about cutting costs rather than a genuine attempt to improve the traveller experience.
- b. The proposed changes do not demonstrate sufficiently how they will deliver real benefit to all travellers.
- c. Having a manned ticket office provides a more universal and consistent customer experience, especially for vulnerable travellers, if compared to trying to track down a member of staff “somewhere” in the station.
- d. The complexity of rail fares with a wide variety of ticket types for what often appears the same journey means that travellers, especially larger groups (such as families), those with accessibility needs and infrequent users can overpay significantly.
- e. Overall the proposed changes will deteriorate the quality of service for disabled people to the extent of violating the Equality Act (2010).
- f. This proposal would also violate the Secretary of State for Transport’s Ticketing and Settlement Agreement ticket office guidance as it would constitute a lapse in the operator’s duty to “safeguard the interests of passengers - see appendix 3.
- g. The proposed changes will act as an obstacle to the recovery of rail



passenger numbers post-pandemic.

- h. Furthermore, it will be responsible for more car journeys as a result, an outcome at odds with the drive towards Net Zero.

3. This Council resolves to:

- a. Respond to the SWR / Transport Focus public consultation before the deadline of Wednesday 26th July 2023 via the links below Appendix 4
- b. State in the strongest possible terms our objections to the proposals on the grounds that:
  - i. It will worsen the travelling experience for all passengers at a time when the operators (and the Department of Transport) should be doing all they can to encourage travellers out of their cars and back onto the trains
  - ii. It will disproportionately affect those who are most vulnerable because of disability, and other factors as outlined above in sections 1 & 2

Appendix:

- 1. Station Change Proposal document:  
<https://www.southwesternrailway.com/-/media/ab1f3225d00a43a481da0e9ac09c069f.ashx>
- 2. Contactless payment rollout on SWR  
<https://www.southwesternrailway.com/train-tickets/smart-ticketing/contactless-payg-extension>
- 3. Section 16-8.3.iii, vii: <https://www.raildeliverygroup.com/our-services/rdg-accreditation/ticketing-settlement.html>
- 4. Addresses for participating in consultation:
  - a. Email: [TicketOffice.SWR@transportfocus.org.uk](mailto:TicketOffice.SWR@transportfocus.org.uk)
  - b. Freepost: RTEH-XAGE-BYKZ, Transport Focus, PO Box 5594, Southend on Sea, SS1 9PZ

14. **Minority Group Priority Business**

No minority group priority business has been registered under Standing Order 23.

15. **Press and Public to be Excluded by Resolution**

To consider any items so resolved at the meeting.

Runnymede Borough CouncilFull CouncilWednesday, 17 May 2023 at 7.30 pm

Members of the Council present: Councillors A Balkan, A Berardi, R Bromley, T Burton, D Clarke, M Cressey, M K Cressey, V Cunningham, M Darby, R Davies, S Dennett, J Furey, T Gates, E Gill, L Gillham, T Gracey, M Harnden, C Howorth, J Hulley, S Jenkins, E Kettle, A King, R King, S Lewis, C Mann, J Mavi, I Mullens, N Prescott, S Ringham, S Saise-Marshall, M Singh, M Smith, P Snow, S Walsh, S Williams, M Willingale and J Wilson.

**1 Election of Mayor for the 2023/24 Municipal Year**

[Councillor Harnden in the chair].

The outgoing Mayor, Councillor Margaret Harnden, recounted some of the many memorable moments of her mayoral year.

Councillor Harnden offered her thanks to her consorts, Ian Patenall and Father Gerard Mee, and to Clare Sykes, Executive Officer, for their support.

Councillors from across the chamber expressed their thanks to Councillor Harnden for her service at Mayor.

It was proposed (by Councillor Clarke), seconded (by Councillor Willingale) and **resolved** that Councillor Saise-Marshall be elected as Mayor for the 2023/24 municipal year.

**2 Declaration by Mayor of Acceptance of Office**

The statutory declaration of acceptance of office was made and signed by Councillor Saise-Marshall, who thanked the Council for her election.

Councillor Harnden presented the Chain of Office to Councillor Saise-Marshall.

[Councillor Saise-Marshall in the chair].

**3 Appointment of Mayor's Consort**

Councillor Saise-Marshall announced that her consort would be her husband, Maj (Retd) Rob Marshall.

The Mayor's Consort badge was presented to Major (retired) Saise-Marshall.

Former consort badges were presented to Ian Patenall and Father Gerard Mee.

**4 Appointment of Mayor's Chaplain**

Councillor Saise-Marshall announced that her Chaplain would be Ben Beecroft, Dean of Runnymede, and Reverend at St. Paul's Church in Addlestone.

**5 Appointment of Deputy Mayor**

It was proposed (by Councillor Balkan) and seconded (by Councillor Lewis) that Councillor Robert Bromley be appointed as Deputy Mayor for the 2023/24 municipal year.

It was further proposed (by Councillor Gillham) and seconded (Councillor R. King) that Councillor Harnden be appointed as Deputy Mayor for the 2023/24 municipal year.

As there was more than one nomination for the position of Deputy Mayor, a secret ballot was conducted in accordance with Standing Order 7.1.

The result of the ballot was as follows:

For Councillor Bromley – 21  
 For Councillor Harnden – 14  
 Abstentions – 2

It was **resolved** that Councillor Bromley be appointed as Deputy Mayor for the 2023/24 municipal year.

## 6 **Declaration by Deputy Mayor of Acceptance of Office**

The statutory declaration of acceptance of office was made and signed by Councillor Bromley, who thanked the Council for his appointment.

Councillor Saise-Marshall presented the Badge of Office to Councillor Bromley.

## 7 **Appointment of Deputy Mayor's Consort**

Councillor Bromley said that he would announce his consort at a later date.

## 8 **Mayor's Announcements**

Councillor Saise-Marshall announced that her chosen charities would be Addlestone Canoe Club and Hebrews Café.

The Mayor offered her thanks to Councillor Harnden and congratulated the six newly elected councillors, following the borough elections on 4 May 2023.

## 9 **Appointment of Leader of the Council**

It was proposed (by Councillor Willingale) and seconded (by Councillor Howorth) that Councillor Gracey be appointed Leader of the Council.

It was further proposed (by Councillor A. King) and seconded (by Councillor Burton) that Councillor R. King be appointed Leader of the Council.

It was **resolved** that Councillor Gracey be appointed Leader of the Council.

## 10 **Minutes**

The minutes of the meeting of the Council held on 27 April 2023 were confirmed and signed as a correct record.

## 11 **Apologies for Absence**

Apologies for absence were received from Councillors Coen, Nuti, D. Whyte and S. Whyte.

## 12 **Declarations of Interest**

There were no declarations of interest.

### 13 **Speaking or Questions from Members of the Public under Standing Order 12**

There were no public questions or speaking.

### 14 **Petitions**

There were no petitions.

### 15 **Questions from Members of the Council under Standing Order 13**

There were no questions from members.

### 16 **Constitution of the Council**

It was noted that the Constitution, approved at Council on 27 April 2023, applied for the 2023/24 municipal year.

### 17 **Appointment of Committees**

#### 17a **Establishment of committees and sub-committees**

It was proposed (by Councillor Gracey), seconded (by Councillor Willingale) and **resolved** that committees and sub-committees be established in accordance with the arrangements set out in the agenda.

#### 17b **Allocation of seats to political groups**

It was proposed (by Councillor Gracey) and seconded (by Councillor Willingale) that the Council adopt the allocation of seats set out in the supplementary agenda as 'Model B'.

It was further proposed (by Councillor Burton) and seconded (by Councillor Mullens) that the Council adopt the allocation of seats set out in the supplementary agenda as 'Model A'.

Following a debate on the proposals before the Council, a named vote was requested. The voting was as follows:

#### **In favour of 'Model A' (16)**

Councillors Berardi, Burton, Davies, Gates, Gill, Gillham, Harnden, Jenkins, Kettle, A. King, R. King, Mullens, Ringham, Singh, Smith and Williams.

#### **In favour of 'Model B' (20)**

Councillors Bromley, Balkan, Clarke, M.D. Cressey, M.K. Cressey, Cunningham, Darby, Dennett, Furey, Gracey, Howorth, Hulley, Lewis, Mann, Mavi, Prescott, Snow, Walsh, Willingale and Wilson.

#### **Abstentions (1)**

Councillor Saise-Marshall.

It was **resolved** that the Council adopt the allocation of seats set out in the supplementary agenda as 'Model B'.

### 17c **Appointment of members to committees and sub-committees**

It was proposed (by Councillor Gracey), seconded (by Councillor Willingale) and **resolved** that the Council note that group leaders could make appointments to committees in accordance with Standing Order 22.8.

### 17d **Englefield Green Committee**

It was proposed (by Councillor A. King), seconded (by Councillor Prescott) and **resolved** that the membership of the Englefield Green Committee be agreed in accordance with the arrangements set out in the agenda (i.e. the councillors representing Englefield Green East Englefield Green West wards, and two local residents' representatives).

### 17e **Appointment of Chairmen and Vice-Chairmen of Committees**

#### Corporate Management Committee

It was proposed (by Councillor Gracey), seconded (by Councillor Willingale) and **resolved** that:

- Councillor Gracey be appointed as Chairman of the Corporate Management Committee.
- Councillor Howorth be appointed as Vice-Chairman of the Corporate Management Committee.

#### Environment and Sustainability Committee

It was proposed (by Councillor Gracey), seconded (by Councillor Willingale) and **resolved** that:

- Councillor Coen be appointed as Chairman of the Environment and Sustainability Committee.
- Councillor Cunningham be appointed as Vice-Chairman of the Environment and Sustainability Committee.

#### Housing Committee

It was proposed (by Councillor Gracey), seconded (by Councillor Willingale) and **resolved** that:

- Councillor Nuti be appointed as Chairman of the Housing Committee.
- Councillor Hulley be appointed as Vice-Chairman of the Housing Committee.

#### Community Services Committee

It was proposed (by Councillor Gracey), seconded (by Councillor Willingale) and **resolved** that:

- Councillor Howorth be appointed as Chairman of the Community Services Committee.
- Councillor Lewis be appointed as Vice-Chairman of the Community Services Committee.

### Planning Committee

It was proposed (by Councillor Gracey), seconded (by Councillor Willingale) and **resolved** that:

- Councillor Willingale be appointed as Chairman of the Planning Committee.
- Councillor Snow be appointed as Vice-Chairman of the Planning Committee.

### Licensing Committee

It was proposed (by Councillor Gracey), seconded (by Councillor Willingale) and **resolved** that:

- Councillor Wilson be appointed as Chairman of the Licensing Committee.
- Councillor Gill be appointed as Vice-Chairman of the Licensing Committee.

### Regulatory Committee

It was proposed (by Councillor Gracey), seconded (by Councillor Willingale) and **resolved** that:

- Councillor Wilson be appointed as Chairman of the Regulatory Committee.
- Councillor Harnden be appointed as Vice-Chairman of the Regulatory Committee.

### Overview and Scrutiny Select Committee

It was proposed (by Councillor Gracey) and seconded (by Councillor Willingale) that Councillor Furey be appointed as Chairman of the Overview and Scrutiny Select Committee.

It was further proposed (by Councillor Gillham) and seconded (by Councillor R. King) that Councillor Gillham be appointed as Chairman of the Overview and Scrutiny Select Committee.

Following a debate on the proposed appointments, a named vote was requested. The voting was as follows:

#### **In favour of Councillor Furey (21)**

Councillors Bromley, Balkan, Clarke, M.D. Cressey, M.K. Cressey, Cunningham, Darby, Dennett, Furey, Gracey, Howorth, Hulley, Lewis, Mann, Mavi, Prescot, Saise-Marshall, Snow, Walsh, Willingale and Wilson.

#### **In favour of Councillor Gillham (16)**

Councillors Berardi, Burton, Davies, Gates, Gill, Gillham, Harnden, Jenkins, Kettle, A. King, R. King, Mullens, Ringham, Singh, Smith and Williams.

#### **Abstentions (0)**

It was **resolved** that the Councillor Furey be appointed as Chairman of the Overview and Scrutiny Select Committee.

It was proposed (by Councillor Gracey), seconded (by Councillor Willingale) and **resolved** that Councillor Prescot be appointed as Vice-Chairman of the Overview and Scrutiny Select Committee.

Crime and Disorder Committee

It was proposed (by Councillor Gracey), seconded (by Councillor Willingale) and **resolved** that:

- Councillor Furey be appointed as Chairman of the Crime and Disorder Committee.
- Councillor Prescott be appointed as Vice-Chairman of the Crime and Disorder Committee.

Standards and Audit Committee

It was proposed (by Councillor Gracey), seconded (by Councillor Willingale) and **resolved** that:

- Councillor Hulley be appointed as Chairman of the Standards and Audit Committee.
- Councillor M.D. Cressey be appointed as Vice-Chairman of the Standards and Audit Committee.

Englefield Green Committee

As no nominations were made, the Chairman and Vice-Chairman of the Englefield Green Committee would be determined at its first meeting, in accordance with Standing Order 31.1.

**18 Appointment to the Surrey Environment Partnership 2023/24**

It was proposed (by Councillor Gillham), seconded (by Councillor Gill) and **resolved** that Councillor Gillham be appointed to the Surrey Environment Partnership for 2023/24.

**19 Nominations to Surrey Leaders' Group (SLG)****19a Adults and Health Select Committee (representative)**

It was proposed (by Councillor R. King), seconded (by Councillor Gracey) and **resolved** that Councillor A. King be nominated to the Adults and Health Select Committee, subject to the prompt return of the requisite application form.

**19b Countryside Access Forum (representative)**

It was proposed (by Councillor Burton), seconded (by Councillor Smith) and **resolved** that Councillor Burton be nominated to the Countryside Access Forum, subject to the prompt return of the requisite application form.

**19c Surrey and Borders Partnership NHS Foundation Trust (representative)**

There were no nominations.

**19d Mental Health Partnership Board (representative)**

It was proposed (by Councillor A. King), seconded (by Councillor Gracey) and **resolved** that Councillor A. King be nominated to the Mental Health Partnership Board, subject to the prompt return of the requisite application form.

**19e Surrey Heartlands Integrated Care Partnership (representative)**

There were no nominations.

19f **Surrey Civilian Military Partnership Board (representative)**

It was proposed (by Councillor Bromley), seconded (by Councillor Gracey) and **resolved** that Councillor Bromley be nominated to the Surrey Civilian Military Partnership Board, subject to the prompt return of the requisite application form.

20 **Notices of Motion from Members of the Council under Standing Order 15**

There were no notices of motion.

21 **Minority Group Priority Business**

There was no minority group priority business.

22 **Press and Public to be Excluded by Resolution**

There was no exempt business.

(The meeting ended at 8.58 pm.)

Chairman



Runnymede Borough CouncilFull CouncilThursday, 29 June 2023 at 7.30 pm

Members of the Council present: Councillors S Saise-Marshall (Mayor), R Bromley (Deputy Mayor), A Balkan, M Cressey, M K Cressey, V Cunningham, S Dennett, T Gates, E Gill, L Gillham, T Gracey, M Harnden, C Howorth, J Hulley, S Jenkins, E Kettle, A King, R King, S Lewis, J Mavi, I Mullens, M Nuti, S Ringham, M Smith, P Snow, D Whyte and S Whyte.

Members of the Council absent: Councillors A Berardi, T Burton, D Clarke, D Coen, M Darby, R Davies, J Furey, C Mann, N Prescott, M Singh, S Walsh, S Williams, M Willingale and J Wilson.

**Former Councillor Fiona Dent**

A minute's silence was held in memory of former Councillor Fiona Dent (Egham Hythe ward; 2018/19) who had sadly passed away.

Tributes were paid to former Councillor Dent.

**23 Apologies for Absence**

Apologies for absence were received from Councillors A Berardi, T Burton, D Clarke, D Coen, M Darby, R Davies, J Furey, C Mann, N Prescott, M Singh, S Walsh, S Williams, M Willingale and J Wilson.

**24 Declarations of Interest**

There were no declarations of interest.

**25 Press and Public to be Excluded by Resolution**

By resolution of the Council, 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.

**26 Appointment to role of Chief Executive and Head of Paid Service**

Some members hoped that future Standing Appointments Sub-Committees would representation from all political groups. Members involved in the interview process felt that a strong candidate had been found, and that they would be an asset to Runnymede Borough Council.

It was proposed (by Councillor Gracey), seconded (by Councillor Gillham) and **resolved** that a conditional offer of employment for the role of Head of Paid Service, Chief Executive Officer and Returning Officer at elections be made in accordance with the arrangements set out within the officer's report.

(The meeting ended at 7.51 pm.)

Runnymede Borough Council

Standing Appointments Sub-Committee

Monday, 5 June 2023 at 7.30 pm

Members of the Committee present: Councillors M Cressey, L Gillham, T Gracey, R King and M Willingale.

1 **Election of Chairman for the 2023/24 Municipal Year**

Councillor T. Gracey was elected Chairman for the remainder of the municipal year.

2 **Apologies for Absence**

There were no apologies for absence.

3 **Declarations of Interest**

There were no declarations of interest.

4 **Exclusion of Press and Public**

By resolution of the Sub-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.

5 **Shortlisting for the role of Chief Executive**

A Consultant from Tile Hill briefed the Sub-Committee on the questions asked at the longlisting interviews. Members were advised on the performance of each of the candidates. On the basis of the longlisting interviews, he recommended that all of the candidates who had been longlisted should proceed on to the final shortlist.

After due consideration, the Sub-Committee agreed the shortlist of candidates for consideration at the final stage of the selection process on 15 and 16 June 2023.

Chairman

Runnymede Borough Council

Standing Appointments Sub-Committee

Friday, 16 June 2023 at 9.30 am

Members of the Committee present: Councillors T Gracey (Chairman), M Cressey, L Gillham, C Howorth (In place of M Willingale) and R King.

**6 Apologies for Absence**

Councillor Willingale gave apologies for absence.

**7 Declarations of Interest**

There were no declarations of interest.

**8 Exclusion of Press and Public**

By resolution of the Sub-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.

**9 Interviews for the role of Chief Executive**

Members of the Sub-Committee interviewed a number of candidates for the role of Chief Executive Officer.

After careful consideration, members unanimously agreed to recommend to Council a candidate for appointment to the role of Head of Paid Service, Chief Executive and Returning Officer.

Chairman

## Appointment to Role of Chief Executive and Head of Paid Service (Human Resources)

### Synopsis of report:

To appoint the new Head of Paid Service of Runnymede Borough Council holding the position of Chief Executive and Electoral Registration Officer and Returning Officer.

### Recommendations:

- 1) That Andrew Pritchard be appointed to the role Head of Paid Service of Runnymede Borough Council, holding the position of Chief Executive and Electoral Registration Officer and Returning Officer.
- 2) That a salary as stated in the report for Council on 29 June 2023 apply from 1 August 2023.

### 1. Introduction

1.1 At a meeting of the Corporate Management Committee on 23 March 2023, the Committee agreed the proposed recruitment process for the appointment of a new Chief Executive Officer due to the retirement of the Council's current Chief Executive, Mr. Paul Turrell, on 31 July, 2023.

1.2 Following a procurement process to appoint Executive consultants to assist in the process, Tile Hill were appointed to conduct an executive search of potential applicants, and assist with the process in liaison with Human Resources.

### 2. The Selection Process

2.1. At a meeting of CMC on 23 March, it was agreed that an Appointments Sub-Committee be established to consider a longlist of applicants for the role of Chief Executive Officer and Head of Paid Service. This longlisting meeting took place on 26 April, 2023.

2.2 Longlisted applicants were then interviewed by a Technical consultant, who was a very experienced Chief Executive, and a consultant from Tile Hill.

2.3 Following the Council elections in May 2023, at a meeting of Full Council on 17 May, a politically balanced standing Appointments Sub-Committee of five Members was appointed to continue with the process, commencing with a shortlisting meeting on 5 June, 2023. Members of the Appointments Sub-Committee selected a number of candidates for the final selection process.

### 3. The Final Selection Process

3.1 The shortlisted candidates had to complete psychometric tests prior to the final interviews. The last two days of the selection process consisted of an officer interview with a panel of Corporate Heads, a Question and Answer session with the current Chief Executive and Assistant Chief Executive at which candidates had the opportunity to ask any questions they had about the organisation or the role; a buffet lunch with the Corporate Heads, two Assistant Chief Executives and the current Chief Executive followed by a tour of the borough hosted by two senior planning officers.

- 3.2 The final interviews were held by the Appointments Sub-Committee on 16 June 2023. The interviews commenced with a ten minute presentation followed by an interview with the Members . After due consideration the Appointments Sub-Committee unanimously decided to recommend the appointment of Mr. Andrew Pritchard, formerly Chief Executive of Somerset West and Taunton Council.
- 3.3 The salary range for this role with effect from 1 July 2023 is within the range of £127,288 – £142,156. Mr Pritchard would be subject to a salary review at the end of his 6 month probationary period in accordance with the Council’s conditions of service where an increase of up to 3% can be made subject to confirmation in the role. He would then be eligible for another percentage increase of 3% on 1 April 2025, and annually thereafter subject to satisfactory performance until he reached the top of the grade.
- 3.4 Members agreed at the meeting of the Council on 29 June 2023 to a conditional offer being made to Mr Pritchard, which Mr Pritchard accepted, and this meeting is being asked to make the formal statutory appointment. Mr Pritchard would be available to commence on 1 August, 2023.

### **Policy Framework Implications**

- 3.1 None

### **4. Equality Implications**

- 4.1 The procedure followed has met the requirements of equalities legislation

### **5. Legal Implications**

- 5.1 Under the provisions of section 4 Local Government and Housing Act 1989 it is the duty of every relevant local authority to designate one of their officers as the head of their paid service; and to provide that officer with such staff, accommodation and other resources as are, in his opinion, sufficient to allow them to perform their duties under that section. The specific duties set out in section 4 Local Government and Housing Act 1989 are to prepare proposals on the following matters on a periodic basis:

- (a) the manner in which the discharge by the authority of their different functions is co-ordinated;
- (b) the number and grades of staff required by the authority for the discharge of their functions;
- (c) the organisation of the authority’s staff; and
- (d) the appointment and proper management of the authority’s staff.

- 5.2 The job title of the post which the officer appointed in accordance with the provisions of section 4 Local Government and Housing Act 1989 holds can be designated in a number of ways and it is the practice of the Council to designate that post as the position of Chief Executive.

- 5.3 Section 112 Local Government Act 1972 authorises an officer appointed by a local authority to hold office on such reasonable terms and conditions, including conditions as to remuneration, as the authority appointing him think fit. A local authority's power to appoint officers on such reasonable terms and conditions as the authority thinks fit is subject to section 41 of the Localism Act 2011 (requirement for determinations relating to terms and conditions of chief officers to comply with pay policy statement). The role of head of paid service is designated as a chief officer position under the provisions of the Localism Act 2011.

- 5.4 In addition to the requirement imposed on local authorities to appoint a head of paid service section 8 Representation of the People Act 1983 requires the council of

every district/borough and London borough to appoint an officer of the council to be Electoral Registration Officer. The Electoral Registration Officer is an official appointed by the Council to prepare and maintain the Register of Electors. If there were a legal challenge to any act of including, or refusing to include, somebody within the register of electors, it is the Electoral Registration Officer that would convene and conduct the hearing required by statute. The common practice amongst local authorities is to appoint the head of paid service to this role.

- 5.5 Similarly, in England, every district/borough council is required to appoint an officer of the council to be the Returning Officer for the election of district/borough councillors. Whoever is appointed as Returning Officer automatically becomes responsible for the conduct of other elections, and whoever is appointed as Electoral Registration Officer becomes responsible for the conduct of some elections (most notably, Parliamentary elections as Acting Returning Officer). The common practice amongst local authorities is to appoint the head of paid service to this role.

**Background papers**

None stated

## **Terms of Reference: Developer Contributions Advisory Group**

### **1. Remit**

The Advisory Group is a Councillor/Officer group set up to work jointly and collaboratively to advise Corporate Management Committee on CIL and other contributions generally and make recommendations on bids for CIL monies allocated to it by the Borough Council.

### **2. Membership of Advisory Group**

The Group is advisory in nature only. Final spending decisions will be made by Corporate Management Committee informed by the recommendation of the group.

The Community Infrastructure Levy (CIL) Advisory Group will contain:

- *The Leader of Runnymede Borough (or their nominated Representative) **[Advisory Group Chairperson]***
- *The Chairman of the Planning Committee*
- *The Chairman of the Environment and Sustainability Committee*
- *The Chairman of the Community Services Committee*
- *The Chairman of the Housing Committee*
- *The Council's Corporate Leadership Team (Chief Executive, Assistant Chief Executive(s), The Corporate Head of Law & Governance)*

Officers of the Planning Services of the Council will attend to support the group and provide advice to the advisory group. Officers of other services will attend to provide advice on their areas of responsibility.

External parties may be invited on occasion to assist with information, expertise or bid assessment.

If the elected members set out above are unable to attend a meeting, they may nominate a substitute. This should generally be their deputy chairman on the respective committee.

### **3. Meetings**

As required, in order to advise the Corporate Management Committee and ensure effective and timely allocation of CIL monies.

### **4. Objectives**

The Advisory Group objectives are:

- To advise and recommend to the Corporate Management Committee schemes that will have maximum benefits to the community.
- To monitor receipts and expenditure of CIL monies, including the maintenance of reserves in the fund as appropriate.
- To recommend a CIL Funding Programme of infrastructure projects to be considered for agreement by Corporate Management Committee.

The Advisory Group will be responsible for:

- Recommending projects to Corporate Management Committee which require CIL funding from resources allocated to it, following assessment in accordance with the agreed criteria.



- Identification and monitoring of other current and future infrastructure requirements and funding streams.

## **5. Output**

Updates and advice to Corporate Management Committee on advised CIL priorities and funding of projects