

Runnymede Borough Council

Corporate Management Committee

Thursday, 22 June 2023 at 7.30 pm

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

Members of the Committee absent: Councillors R King, M Nuti and D Whyte.

In attendance: Councillors M Smith.

16 Notification of Changes to Committee Membership

Councillor Burton substituted for Councillor D. Whyte.

Councillor Davies substituted for Councillor R. King.

Councillor Wilson substituted for Councillor Nuti.

17 Minutes

The minutes of the Corporate Management Committee held on 25 May 2023 were agreed and signed as a correct record.

The minutes of the Appointments Sub-Committee held on 26 April 2023 were agreed and signed as a correct record.

18 Apologies for Absence

There were no apologies for absence.

19 Declarations of Interest

There were no declarations of interest.

20 Referrals from Committees

20a Referral from the Housing Committee - Establishing a Housing Systems and Revenue Team

The report had been considered by the Housing Committee, which had put forward its recommendation to the Corporate Management Committee.

The proposals, which sought to improve tenants' experiences of interacting with the Council, were welcomed by the Committee.

It was **resolved** that:

1) The business case for the following be agreed:

a) The purchase and implementation of the Anti-Social Behaviour and Customer

Service Modules (as contained within the Housing Service Plan for 2023/4 and Capital Programme) to be funded from HRA Revenue Reserves.

- b) The establishment of a centralised Business System and Revenue function as contained within the Housing Service Plan for 2023/4.

2) The following sums be released from the provisions previously set aside:

- a) A £50,000 provision in the Capital Programme and Business Plan.
- b) A £135,000 provision in the HRA Revenue Budget and Business Plan.

20b **Referral from the Housing Committee - Building Safety Act**

The report had been considered by the Housing Committee, which had put forward its recommendation to the Corporate Management Committee.

The Building Safety Act 2022 gave landlords additional responsibilities, with a particular emphasis on ensuring the safety of higher risk buildings, which could not be fulfilled within the current staffing structure. The proposed additional post would also be able to, capacity dependent, deliver on other priority areas for the Housing team, such as addressing mould.

It was **resolved** that a Compliance Surveyor be added to the Housing staffing structure.

20c **Referral from the Community Services Committee - Open Space Development Resource Capacity**

The report had been considered by the Community Services Committee, which had put forward its recommendation to the Corporate Management Committee.

It was envisaged that the additional capacity would help deliver on the Council's climate change and sustainability aspirations.

It was **resolved** that:

- 1) the authority's establishment list be amended, as set out in the report, with the following roles created:
 - a) An Open Spaces Development Biodiversity Officer (permanent, 37-hour contract on grade 10); and
 - b) A Community Development Projects Officer (permanent, 30-hour contract on grade 8).
- 2) supplementary revenue estimate of £4,886, required from 2025/2026 onwards, be agreed.

21 **Employee wellbeing strategy and associated policies**

The Employee Wellbeing Strategy and its associated policies sought to provide a healthy workplace for Council staff, as well as make it an attractive place to work for prospective employees. Other policies intended to supplement the Strategy would be brought to the Committee in due course.

In response to a question, it was confirmed that Unison had been consulted on the proposed policies and that minor amendments could be made in response to issues that were raised. Should more significant changes be required, policies would be brought before the Committee for further review.

Support was available to staff for matters such as quitting smoking. Human Resources

could signpost such individuals to various NHS services and also arrange a review by an occupational health adviser. The Committee requested that it be updated on the level of uptake for such health promotion initiatives.

It was **resolved** that the following documents be agreed:

- 1) Employee Wellbeing Strategy
- 2) Menopause Policy
- 3) Smoke-free and Vape-free Workplace Policy

22 Health and Safety Policy

A comprehensive review of the Health and Safety Policy had been undertaken. The review sought to clarify the roles of various individuals and supplementary training was proposed for senior managers. Various associated policies such as a Driving Policy and an Alcohol and Drugs Policy were currently being written.

It was noted that this policy did not incorporate elements relating the Council's buildings.

There was discussion about the number of lost working days due to injuries sustained in the workplace. This was a particular issue for depot based staff whose roles tended to be physically demanding. A depot specific health and safety officer, whose role involved emphasising the importance of, and ensuring compliance with health and safety requirements, had been appointed.

It was **resolved** that the Health and Safety Policy be agreed.

23 Appointments to Outside Bodies - second round

It was **resolved** that:

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

Organisation/type of representation	Appointees
Air Training Corps (No. 398 Squadron) Management Committee	Councillor Harnden
Chertsey Chamber of Commerce	Councillor Mavi Councillor Clarke
Fairoaks Airfield JCC	Councillor Michael Cressey
PATROL – Parking and Traffic Regulations Outside London Adjudication Joint Committee and the Traffic Penalty Tribunal	Councillor Michael Cressey
Runnymede Access Liaison Group (RALG)	Councillor Williams Councillor Harnden
South East Employers	Councillor R. King (member) Councillor Gillham (deputy)
Staines Shopmobility	Councillor Harnden
Surrey Museums Partnership	Councillor Harnden (member) Councillor Wilson (deputy)
Thorpe Parochial Society	Councillor Harnden

- 2) A further round of nominations be invited, where none had been received, for

consideration at a future Corporate Management Committee.

24 **Appointment to the Surrey Police and Crime Panel**

Each Surrey district and borough was able to appoint one representative to the Surrey Police and Crime Panel.

Both Councillors Prescott and Burton were proposed and seconded to be Runnymede's representative.

It was **resolved** that Councillor Prescott be appointed to the Surrey Police and Crime Panel.

25 **Standing Order 42 - Re-grading of the Corporate Head of Human Resources and Organisational Development post**

Consideration had been given to sharing this role with a nearby authority, however this had elicited no interest from the authorities approached.

The decision pertaining to the re-grading of the Corporate Head of Human Resources and Organisational Development post, taken in accordance with Standing Order 42, was noted.

26 **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.

27 **Referral from the Community Services Committee - Addlestone Day Centre Provision**

The report had been considered by the Community Services Committee, which had put forward its recommendation to the Corporate Management Committee.

The reopening of the Eileen Tozer Centre had become necessary due to the Addlestone Community Association's withdrawal from its agreement with the Council. Additional staffing was required to facilitate the centre's safe operation.

The Committee was pleased to see the return of a much valued service and officers were thanked for their efforts in ensuring that vulnerable residents had such a facility available to them. There was discussion about the level of use the service was now seeing in comparison to its pre-Covid-19 levels. It was confirmed that officers were supporting those who were nervous to leave their homes to engage in the Council's services.

It was **resolved** that:

- 1) The reopening of Eileen Tozer Centre, until such time as plans for the "Addlestone Two" regeneration project were mobilised, be approved.
- 2) The changes to the structure within Day Centre Services, as set out in the service delivery model section and paragraph 2.27 of the officer's report (including the regrading of Day Centre Manager and Deputy Day Centre Manager posts), be approved.
- 3) An annual revenue supplementary budget estimate, for the sum set out in the officer's report, be approved.

- 4) The sum, as set out in the officer's report, originally intended to be awarded to Addlestone Community Centre, instead be used to support the reopening of Eileen Tozer Centre.

28 **Student FM Procurement Update**

The report related to student accommodation at Magna Square in Egham. Due to facilities management for student accommodation being a specialised area, Runnymede was unable to provide the service in-house. A procurement exercise had therefore been undertaken, with a recommendation to award the contract made within the report. Student accommodation at Magna Square had proven to be popular and the quality of the service received by students was consistently high.

The length of the contract was discussed by the Committee. It was noted that in order to achieve the best possible value, a contract term of five years had been included in the tender documentation. There would however be elements in the contract relating to the quality of service expected by the Council, with the ability to withdraw from the agreement in the event of significant underperformance.

The difference between the pre-tender estimated cost of the contract and the eventual contract value was questioned. The Committee also asked about the number of houses in multiple occupancy in the Egham area. Officers noted the queries and agreed to report back to members.

It was **resolved** that:

- 1) The award of the contract to the facilities management provider proposed in the officer's report be agreed.
- 2) The contract term be agreed as 5+1+1 years, for the annual fee stated in the officer's report.
- 3) The savings in the current financial year, and the additional expenditure in 2024/25-on, be noted.
- 4) That the additional costs associated with this award be incorporated into the Medium-Term Financial Plan.

29 **Update on Abbey Groves**

The report provided a comprehensive update on the Abbey Groves asset and set out potential options for future use of the site. The economic downturn and changing demand for office accommodation following the Covid-19 pandemic had impacted the financial viability of the asset.

There was a detailed discussion about the potential for the site. It was a challenging location, particularly because it was within a conservation area. The Housing team had confirmed that the asset was not required and that they were focused on delivering in accordance with their previously agreed, and costed, housing strategy.

It was agreed that further consideration of this item be deferred until the Corporate Management Committee on 13 July 2023, to enable a review of whether other potential uses of the Abbey Groves site were feasible.

30 **Procurement of Occupational Health Services**

Due to an unsuccessful first attempt at procuring a new service, it was suggested that a

new exercise be undertaken with a longer contract term via the Crown Commercial Service Framework. It was noted that other nearby authorities had been approached about the prospect of a joint service without success.

It was **resolved** that:

- 1) The estimated contract value, on the basis of a 2+1+1 year term, as detailed in the officer's report, be agreed.
- 2) The procurement route, as detailed in the officer's report, be agreed.
- 3) A supplementary revenue estimate, for the sum detailed in the officer's report, in anticipation of increased costs for this contract, be agreed.

(The meeting ended at 9.07 pm.)

Chairman