

## **Minutes of Cabinet**

**23 November 2016**

### **Present:**

Councillor I.T.E. Harvey, Leader and Council Policy co-ordination  
Councillor A.C. Harman, Deputy Leader and Towards a Sustainable Future programme (TaSF)  
Councillor M.M. Attewell, Community Wellbeing  
Councillor C.B. Barnard, Corporate Management  
Councillor N.J. Gething, Planning and Economic Development  
Councillor J.M. Pinkerton OBE, Housing  
Councillor H.R.D. Williams, Finance and Customer Service

### **Apologies:**

Councillor A.J. Mitchell, Environment and Compliance

### **2306 Minutes**

The minutes of the Cabinet meeting held on 28 September 2016 were agreed as a correct record subject to the words 'the remaining 80%' at Minute 2290 6. d. being replaced with 'up to 80%'.

The minutes of the Extraordinary meeting held on 25 October 2016 were agreed as a correct record,

### **2307 Disclosures of Interest**

There were none.

### **2308 Recommendation from the Audit Committee on the Corporate Risk Register**

Cabinet considered the recommendation of the Audit Committee on the Corporate Risk Register.

Cabinet requested improvements to future updates of the Risk Register to clarify the status of the risks.

**RESOLVED** to approve the Corporate Risk Register subject to:

1. the definitions of green, amber and red particularly with regard to those risks that are ongoing/underway versus partially actioned be reconsidered; and
2. an extra column to indicate direction of travel be included in future updates.

### **2309 Disabled Facilities Grant Framework Agreement - Key Decision**

Cabinet considered a report proposing to award the Disabled Facilities Grant Framework Agreement to a list of successful tenderers.

Alternative options considered and rejected by the Cabinet:

- To not agree to award the contract

**Resolved** to award the Disabled Facilities Grant Framework Agreement to the successful tenderers listed in the exempt **Appendix 2** of the officer report.

#### **Reason for decision**

The implementation of this disabled facility grant framework agreement will:-

- reduce the time taken to process grants and waiting time for building work to start;
- offer greater protection for residents through the introduction of warranties to cover the building works; and
- provide a fair and transparent system of procurement.

### **2310 Capital Monitoring**

Cabinet considered a report on capital expenditure covering the period April to September 2016.

**Resolved** that Cabinet notes the current level of capital spend.

### **2311 Revenue Monitoring**

Cabinet considered a report on net revenue expenditure covering the period April to September 2016.

**RESOLVED** that Cabinet notes the current level of revenue spend.

### **2312 Lease of office premises at Knowle Green to Surrey County Council**

Cabinet considered a report on the renewal of the lease for office space at Knowle Green Council offices by Surrey County Council.

Alternative options considered and rejected by the Cabinet:

- not to provide a new lease and let the current one expire on 4 December 2016.

**Resolved to** approve the grant of the new Lease to Surrey County Council for office space at the Council Offices, Knowle Green for 5 years until 4 December 2021 subject to:

1. Ensuring that the service charge element incorporates any necessary uplift to reflect the increase in business rates from 2017 onwards for Knowle Green;
2. Receiving up to date valuation advice on the appropriate rental level (which will be greater than current income levels); and
3. Final approval on the rental and service charge levels delegated to the Group Head for Regeneration and Growth in consultation with the Cabinet Member for Fixed Assets

**Reason for decision**

The five year lease will continue to bring in a rental income for the Council of at least £248,630 (rental and service charges inclusive)

There is a mutual break clause which can be exercised at any time on or after 4 June 2017 which protects the Council's position regarding the future of Knowle Green.

**2313 Surrey Police at Knowle Green - surrender of lease**

Cabinet considered a report setting out the options available following the surrender of the lease of offices at Knowle Green by Surrey Police.

Alternative options considered and rejected by the Cabinet:

- That there is no surrender and the Police pay the rental for the remaining period until the next break clause in 2020.

**Resolved to:**

1. agree the position regarding Surrey Police largely moving out and
2. agree the value of the surrender of the lease.

**Reason for decision**

The surrender will ensure the Council receives financial recompense for the Police vacating Knowle Green.

**2314 Leader's announcements**

The following are the latest service updates from various Council departments.

The canvass for the Electoral Register is underway and will be published on 1 December 2016. The response has been very poor this year and canvassers are now knocking on the doors of those who have not responded to encourage them to do so. Preparations for the County Council Elections on 4 May 2017 have also begun.

Businesses in Staines-upon-Thames are currently voting on whether a Business Improvement District (BID) should be established in the town. The ballot closes on 28 November and the result will be known the following day.

The annual Heathrow Business Summit took place on 8 November at the Park Hotel on the Bath Road. This event generates significant amount of business for the companies which participate and Spelthorne was well represented this year.

The Borough's CCTV cameras will be upgraded from fibre-optic and broadband connectivity to a wireless connection in the next few months, resulting in savings of approximately £50k a year.

Christmas lights went up in Staines on 10 November. The lights have been funded using money from Staisafe, the radio system for retailers.

IT company, Service Now, have moved from their Egham offices to the Strata Building in Staines-upon-Thames. They will initially employ around 200 people with capacity to expand.

The Members Code of Conduct Committee met recently to consider a complaint. The Panel heard that a resident had complained that Cllr Steven Burkmar had spoken to him in a disrespectful manner during a telephone conversation which took place in April and that the councillor was also failing to respond to email communications. The Panel concluded that the actions of Cllr Burkmar had amounted to a breach of the Code of Conduct and that he had been disrespectful to his constituent and discourteous to his email correspondents by failing to respond to them in a timely and appropriate manner. The councillor was ordered to apologise to the resident in writing and attend ICT training.

The Council has welcomed the Government's announcement that it has confirmed its preference for a third runway to be built at Heathrow. The Government will now produce a draft National Policy Statement on aviation which will be consulted on before being referred to Parliament next autumn.

Neighbourhood Services recently took delivery of four new assisted transport buses. The Council spent £218K purchasing the new Spelride vehicles which are specially designed for passengers with mobility problems.

A new community coffee bar will be opening in Staines Community Centre from February next year. The Council undertook a review of the Centre's catering services in preparation for the end of the current catering contract and concluded that a restaurant was no longer sustainable. Options are being explored for people who rely on the restaurant for their main meal.

The sporting successes of local players, coaches and volunteers was celebrated at the annual Sports Awards at Shepperton Studios on Tuesday 11 October. The awards were presented by Nerys Pearce who competed at the Invictus Games in Orlando.

The winter edition of the Bulletin magazine is currently being printed and will be delivered to residents from 3 December. It includes articles on seasonal

information, recycling improvements and the Council's purchase of the BP campus.

As part of their commitment to support local businesses, the Leader and Deputy Leader recently approved a new corporate logo incorporating the words 'Spelthorne Means Business.' The new logo will be added to stationery and signage when new stock is needed.

Nominations have opened for the Spelthorne Youth Awards which recognise the achievements of young people in the Borough. The deadline for nominations is Friday 16 December.

Spelthorne Council and Surrey County Council have established a Joint Committee to replace the current 'Surrey County Council Local Committee in Spelthorne'. The new Joint Committee will provide the opportunity for the two councils to work together to identify solutions to local issues and deliver improvements for residents and businesses. The Spelthorne Joint Committee meetings will be held in public, enabling local people to have their say. The first meeting is on 5 December.

Neighbourhood Services have taken delivery of a new fleet of vehicles which will enable the refuse teams to collect textiles and small electricals every week, rather than fortnightly, from June 2017.

Following concerns raised by residents, Spelthorne Council commissioned an air quality monitoring station to be re-installed in Sunbury Cross. The monitoring station is being jointly funded by Spelthorne Council and Heathrow Airport. The monitoring results will be uploaded in real time to the Heathrow Airwatch website ([www.heathrowairwatch.org.uk](http://www.heathrowairwatch.org.uk)), so all interested parties will be able to view and download the data.

## **2315 Urgent items**

There were none.

### **NOTES:-**

- (1) *Members of the Overview and Scrutiny Committee are reminded that under Overview and Scrutiny Procedure Rule 16, the "call-in" procedure shall not apply to recommendations the Cabinet makes to the Council. The matters on which recommendations have been made to the Council, if any, are identified with an asterisk [\*] in the above Minutes.***
- (2) *Members of the Overview and Scrutiny Committee are entitled to call in decisions taken by the Cabinet for scrutiny before they are implemented, other than any recommendations covered under (1) above.***

- (3) *Within five working days of the date on which a decision of the Cabinet or a Cabinet Member is published, not less than three members [one of whom must be the Chairman] of the Overview and Scrutiny Committee are able to "call in" a decision;***
- (4) *To avoid delay in considering an item "called in", an extraordinary meeting of the Overview and Scrutiny Committee will be convened within seven days of a "call in" being received if an ordinary meeting is not scheduled in that period;***
- (5) *When calling in a Cabinet decision for review the members doing so should in their notice of "call in":-***

  - *Outline their reasons for requiring a review;***
  - *Indicate any further information they consider the Overview and Scrutiny Committee needs to have before it in order to conduct a review in addition to the written report made by officers to the Cabinet;***
  - *Indicate whether, where the decision was taken collectively by the Cabinet, they wish the Leader or his nominee (who should normally be the Cabinet Member) or where the decision was taken by a Cabinet Member, the member of the Cabinet making the decision, to attend the committee meeting; and***
  - *Indicate whether the officer making the report to the Cabinet or the Cabinet Member taking the decision or his/her representative should attend the meeting.***
- (6) *The deadline of five working days for "call in" by Members of the Overview and Scrutiny Committee in relation to the above decisions by the Cabinet is the close of business on 1 December 2016.***