

## **Minutes of Cabinet**

**21 March 2018**

### **Present:**

Councillor I.T.E. Harvey, Leader and Council Policy co-ordination  
Councillor A.C. Harman, Deputy Leader and Communications  
Councillor M.M. Attewell, Community Wellbeing  
Councillor M.P.C. Francis, Housing  
Councillor O. Rybinski, Customer Service, Estates and Transport  
Councillor H.R.D. Williams, Finance

### **Apologies:**

Councillor C. Barnard, Planning and Economic Development  
Councillor A.J. Mitchell, Corporate Management

### **2465 Minutes**

The minutes of the Cabinet meeting held on 21 February 2018 were agreed as a correct record.

### **2466 Disclosures of Interest**

There were none.

### **2467 \*Recommendation from Overview and Scrutiny Committee**

Cabinet considered a recommendation from Overview and Scrutiny Committee to approve the updated Code of Corporate Governance and amendments to the Annual Governance Statement. The Code explains the definition and benefits of corporate governance and the Annual Governance Statement demonstrates how the Council's values, constitution and policies align to the Code.

### **Resolved that:**

1. the updated Code of Corporate Governance be approved;
2. Cabinet recommend to Council approval of amendments to the Local Code of Corporate Governance in the Constitution.

### **2468 Response to Heathrow Consultation - Key Decision**

Cabinet considered a report on Spelthorne Borough Council's response to the first public consultation by Heathrow on the proposed third runway. The report reiterated its support, in principle, to the third runway but proposed a number of requirements to protect and enhance the lives of affected residents in the borough, specifically the Stanwell Moor and Stanwell communities.

Alternative options considered and rejected by Cabinet:

- To not respond to the consultation

The Leader advised that an addendum would be included in the response as follows:

“Following some feedback we recognise that the whole borough is likely to be affected by Heathrow’s expansion plans. However the extent to which different communities might be affected is not yet clear due to the complete absence of any detailed information. As the picture becomes clearer the Council may well need to revise or alter its list of requirements, and is reserving its right to do so.

As always the Council must have the protection of all its residents foremost in our minds.”

**Resolved** to:

1. Approve the main response to the consultation for submission, subject to the addition of these words:  
“Following some feedback we recognise that the whole borough is likely to be affected by Heathrow’s expansion plans. However the extent to which different communities might be affected is not yet clear due to the complete absence of any detailed information. As the picture becomes clearer the Council may well need to revise or alter its list of requirements, and is reserving its right to do so.

As always the Council must have the protection of all its residents foremost in our minds.”

2. Approve the response to the land use strategy for submission; and
3. Endorse the list of requirements that the Borough is submitting to Heathrow.

**Reasons for decision:** As the borough which is probably most heavily impacted by the proposed expanded airport, Cabinet needs to make sure that its views are fed into the consultation process. The Council needs to ensure it protects the quality of life of its residents, and makes Heathrow Airport Limited fully aware of the Council’s requirements.

#### **2469 Food Safety and Workplace Health and Safety Service Plans 2018-2019**

Cabinet considered a report on the Food Safety and Workplace Health and Safety Service Plans 2018/19 which outline the aims and objectives for the year ahead and also evaluate the achievements of the previous year.

Alternative options considered and rejected by Cabinet:

- Amend the proposed service plans
- Non-adoption of the proposed service plans

**Resolved** to adopt the proposed service plans for 2018/19.

**Reasons for decision:** Local Authorities are required to produce and adopt annual service plans for their food safety and health and safety enforcement services.

#### **2470 Leader's announcements**

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

The Council has prepared its response to Heathrow's first public consultation regarding expansion at the airport. Although broadly supportive of expansion at Heathrow, the Council makes it clear that any scheme must mitigate the impact on noise, traffic, air quality, the wider environment, infrastructure and local road networks. The Leader has recorded a YouTube video summarising the Council's response.

Council Tax bills for 2018/19 have been sent out to residents. Spelthorne's share of the bill has increased by 2.6%.

A youth has been given a 12 month Community Order with 60 hours unpaid work for causing damage to CCTV cameras which were installed in Manor Park Car Park in Shepperton following reports of antisocial behaviour last summer.

Following a planning enforcement battle spanning over 10 years concerning the erection of an unauthorised house at 2a School Road Ashford, the owner Mr Van Der Beeck, has been found guilty by a jury at Guildford Crown Court of failing to comply with the enforcement notice. Sentencing has been adjourned to a hearing at a future date.

The Council has obtained its first Confiscation Order under the Proceeds of Crime Act. The hearing on 23 February followed the conviction of Mr John Lee in July 2017 for displaying vehicles for sale on land in front of his property in Shepperton. Mr Lee was ordered to pay £35,486.54, plus a £5000 fine and £6004 costs.

Staines Community Centre's art group helped judge this year's 'We Remember World War One' art competition, organised by Leisure Services. The group commended the children on the excellent standard of work and wrote a letter to all the schools to thank them for their thoughtful designs. All the submissions will be published in a book and given to the children.

The Council is to receive funding from the Tesco Bags of Help initiative for its Fit & Fed project which encourages young people to exercise more and eat healthily during the school holidays. Voting to decide which project gets the top award takes place in Tesco in Ashford during March and April.

Solar PV panels have been installed at the Fordbridge Centre. They will provide clean renewable energy for the Centre, plus a small income through the Feed-in-Tariff.

Charismatic environmentalist, Phil Williams, led this year's Eco Conference for primary school children. The children were challenged to think about a range of environmental issues including how far our food travels and the ways in which places like the Amazonian rainforest are being affected by our actions.

New energy efficient LED lighting has been installed in the Tothill multi-storey car park.

Sustainability has successfully applied to receive £1,000 from the Tesco bags of help scheme for a new boiler to be installed at St Peter's Church in Staines.

The spring Bulletin magazine is being delivered to every home in the borough w/c 19 March and features articles about the Local Plan, Surrey Youth Games and the Council's property investments.

**2471 Urgent items**

There were none.

**2472 Exempt Business**

**Resolved** to move the exclusion of the Press and Public for the following item in view of the likely disclosure of exempt information within the meaning of Part 1 of Schedule 12A to the Local Government Act 1972, as amended by the Local Government (Access to Information) Act 1985 and by the Local Government (Access to information) (Variation) Order 2006.

**2473 Exempt report - Award of contract for provision of Insurance Services - Key Decision**

Cabinet considered a report on the award of a contract for the provision of insurance services. A competitive procurement had taken place in accordance with required procedures.

Alternative options considered and rejected:

- To not select the top scoring tender

**Resolved** to approve the result of the tender and award a contract for the provision of insurance services to the Council as recommended.

**Reasons for decision:** The existing contract is expiring and the winning tender offers the most economically advantageous insurance provision.

**2474 Exempt report - Council Offices consolidation project - Key Decision**

Cabinet considered a report on proposals to progress the council office space consolidation project, including proposed building works, refurbishment and installation of new double glazed aluminium windows and also the purchase of office internal infrastructure and fittings.

Cabinet was also asked to exempt contract standing orders and delegate authority to the Deputy Chief Executive in consultation with the Portfolio Holder, to select and award a contract.

Alternative options considered and rejected by Cabinet:

- To decline to replace or delay the replacement of windows;
- Not to undertake refurbishment work;
- Reject proposal for new internal infrastructure and fittings;
- Not to delegate authority to the Deputy Chief Executive to select and award a contract;
- Take no action.

**Resolved:**

1. To approve the decision to progress building works, refurbishment and the installation of new double glazed aluminium windows;
2. To approve the decision to purchase office internal infrastructure and fittings;
3. To agree to exempt contract standing orders and delegate authority to the Deputy Chief Executive (in consultation with the Portfolio Holder) to select an internal infrastructure and fittings supplier from a pre-procured Framework as recommended.

**Reason for decisions:**

These decisions are fundamental to the delivery of the project as optimisation of council office space at Knowle Green will be achieved through the physical opening up of current offices (building works), the improvement of the working environment (refurbishment and new windows) and the saving of space (modern and efficient internal infrastructure and fittings). The exemption is required to enable a more swift delivery of the project.

**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 29 March 2018.***