

**To:**  
**All members of the**  
**Overview and Scrutiny Committee**

*Please reply to:*  
Contact: Gillian Scott  
Service: Committee Services  
Direct line: 01784 446240  
E-mail: [g.scott@spelthorne.gov.uk](mailto:g.scott@spelthorne.gov.uk)  
Date: 24 September 2020

## Supplementary Agenda

### **Overview and Scrutiny Committee - Tuesday, 29 September 2020**

Dear Councillor

I enclose an updated Cabinet Forward Plan and two items which were marked 'to follow' on the agenda for the Overview and Scrutiny Committee meeting to be held on Tuesday, 29 September 2020:

- 5. Cabinet Forward Plan** **3 - 8**  
A copy of the latest Forward Plan is attached.
- If any members of the Committee have any issues they want to raise in relation to the Cabinet Forward Plan, please inform Terry Collier, Deputy Chief Executive, 24 hours in advance of the meeting with reasons for the request.
- 12. Work Programme** **9 - 12**  
To consider the Committee's draft work programme for the remainder of the Municipal year.
- 16. Investment sinking fund scenario planning** **13 - 22**  
To receive an exempt report on the Council's investment sinking fund scenario planning.
- Reason for Exemption**  
This report is likely to contain 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

**Spelthorne Borough Council, Council Offices, Knowle Green**

**Staines-upon-Thames TW18 1XB**

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Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information) and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information because disclosure to the public would prejudice the financial position of the authority.

Yours sincerely

Gillian Scott  
Corporate Governance

To the members of the Overview and Scrutiny Committee

Councillors:

V.J. Leighton (Chairman)  
O. Rybinski (Vice-Chairman)  
C.L. Barratt  
J.H.J. Doerfel  
J.T.F. Doran

R.D. Dunn  
T. Fidler  
N.J. Gething  
M. Gibson  
A.C. Harman

I.T.E. Harvey  
N. Islam  
T. Lagden  
L. E. Nichols  
D. Saliagopoulos

## Spelthorne Borough Council

### Cabinet and Property and Investment Committee Forward Plan and Key Decisions

This Forward Plan sets out the decisions which the Cabinet expects to take over the forthcoming months, and identifies those which are **Key Decisions**.

A **Key Decision** is a decision to be taken by the Cabinet which is either likely to result in significant expenditure or savings or to have significant effects on those living or working in an area comprising two or more wards in the Borough.

The members of the Cabinet and their areas of responsibility are:

|                      |  |  |
|----------------------|--|--|
| Cllr J. Boughtflower | Leader of the Council                                | <a href="mailto:Cllr.boughtflower@spelthorne.gov.uk">Cllr.boughtflower@spelthorne.gov.uk</a> |
| Cllr J. McIlroy      | Deputy Leader  | <a href="mailto:Cllr.McIlroy@spelthorne.gov.uk">Cllr.McIlroy@spelthorne.gov.uk</a>           |
| Cllr S. Buttar       | Finance  | <a href="mailto:Cllr.buttar@spelthorne.gov.uk">Cllr.buttar@spelthorne.gov.uk</a>             |
| Cllr M. Attewell     | Community Wellbeing and Housing                      | <a href="mailto:Cllr.attewell@spelthorne.gov.uk">Cllr.attewell@spelthorne.gov.uk</a>         |
| Cllr R. Barratt      | Compliance, Waste and Risk                           | <a href="mailto:Cllr.barratt@spelthorne.gov.uk">Cllr.barratt@spelthorne.gov.uk</a>           |
| Cllr R. Chandler     | Leisure Services                                     | <a href="mailto:Cllr.chandler@spelthorne.gov.uk">Cllr.chandler@spelthorne.gov.uk</a>         |
| Cllr T. Mitchell     | Planning and Economic Development                    | <a href="mailto:Cllr.mitchell@spelthorne.gov.uk">Cllr.mitchell@spelthorne.gov.uk</a>         |
| Cllr R. Noble        | Communications, Corporate Management and Environment | <a href="mailto:Cllr.noble@spelthorne.gov.uk">Cllr.noble@spelthorne.gov.uk</a>               |

Whilst the majority of the Cabinet's business at the meetings listed in this Plan will be open to the public and press, there will inevitably be some business to be considered which contains confidential, commercially sensitive or personal information.

This is formal notice under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 that part of any of the Cabinet meetings listed below may be held in private where exempt and / or confidential information is due to be considered.

Representations regarding this should be made to [committee.services@spelthorne.gov.uk](mailto:committee.services@spelthorne.gov.uk)

Please direct any enquiries about this Plan to the Principal Committee Manager, Gillian Scott, at the Council offices on 01784 444243 or e-mail [g.scott@spelthorne.gov.uk](mailto:g.scott@spelthorne.gov.uk)

**Published on 1 October**

## Spelthorne Borough Council

### Cabinet and Property and Investment Committee Forward Plan and Key Decisions for 1 October 2020 to 31 January 2021

| Anticipated earliest (or next) date of decision and decision maker | Matter for consideration  | Key or non-Key Decision   | Decision to be taken in Public or Private | Lead Officer/ Cabinet Member  |
|--|---|---|---|---|
| Property and Investment Committee 12 10 2020                       | Exempt report - Acquisition AB - Key Decision<br>To consider the acquisition of a Property      | Key Decision<br>It is likely to result in the Council incurring expenditure above or making savings of up to £164,000 | Private                                   | Nick Cummings, Property and Development Manager<br>Leader of the Council  |
| Property and Investment Committee 12 10 2020                       | Exempt Report - Property Letting 'J'<br>To consider the letting of property 'J'                 | Key Decision<br>It is likely to result in the Council incurring expenditure above or making savings of up to £164,000 | Private                                   | Nick Cummings, Property and Development Manager<br>Deputy Leader  |
| Property and Investment Committee 28 09 2020                       | Exempt report - Property Letting 'K'<br>To consider the letting of property 'K'                 | Key Decision<br>It is likely to result in the Council incurring expenditure above or making savings of up to £164,000 | Private                                   | Nick Cummings, Property and Development Manager<br>Deputy Leader  |
| Cabinet 04 11 2020   | Community Asset Policy<br>To consider the proposed Community Asset Policy.                      | Non-Key Decision  | Public                                    | Nick Cummings, Property and Development Manager<br>Deputy Leader  |
| Cabinet 04 11 2020   | Corporate Plan Review<br>To review the Corporate Plan and recommend it to Council for adoption. | Non-Key Decision  | Public                                    | Lee O'Neil, Deputy Chief Executive<br>Leader of the Council   |
| Cabinet 04 11 2020   | Sandbag Policy<br>To consider and agree to a Sandbag Policy                                     | Non-Key Decision  | Public                                    | Nick Moon, Risk and Resilience Manager<br>Portfolio Holder for Environment, Communications and Corporate Management |

| Date of decision and decision maker | Matter for consideration  | Key or non-Key Decision | Decision to be taken in Public or Private | Lead Officer/<br>Cabinet Member   |
|-------------------------------------|---|-------------------------|---|---|
| Cabinet 04 11 2020                  | Playing Pitch Strategy  | Non-Key Decision        | Public                                    | Lisa Stonehouse, Leisure Services Manager<br>Portfolio Holder for Leisure Services and New Leisure Centre development |
| Cabinet 04 11 2020                  | Health and Wellbeing Strategy<br>This is a new Health and Wellbeing Strategy for 2020-2023  | Non-Key Decision        | Public                                    | Lisa Stonehouse, Leisure Services Manager<br>Portfolio Holder for Community Wellbeing and Housing                     |
| Cabinet 04 11 2020                  | Public Space Protection Order - Parks and Open Spaces<br>To consider a proposal to make Public Space Protection Orders in the borough and to consult residents on the matter. | Non-Key Decision        | Public                                    | Karen Limmer, Temporary Principal Solicitor<br>Portfolio Holder for Compliance, Waste and Risk                        |
| Cabinet 04 11 2020                  | Dog Control Order<br>To consider adopting a dog control order in the Borough.   | Non-Key Decision        | Public                                    | Jackie Taylor, Group Head - Neighbourhood Services<br>Portfolio Holder for Compliance, Waste and Risk                 |
| Cabinet 04 11 2020                  | Corporate Health and Safety Policy<br>To adopt a Corporate Health and Safety Policy   | Non-Key Decision        | Public                                    | Stuart Mann, Health & Safety Officer<br>Portfolio Holder for Compliance, Waste and Risk                               |
| Cabinet 04 11 2020                  | Revenue Monitoring Quarter 2  | Non-Key Decision        | Public                                    | Grant Miles, Interim Chief Accountant<br>Finance Portfolio Holder   |
| Cabinet 04 11 2020                  | Capital Monitoring Quarter 2  | Non-Key Decision        | Public                                    | Grant Miles, Interim Chief Accountant<br>Finance Portfolio Holder   |

| Date of decision and decision maker | Matter for consideration  | Key or non-Key Decision   | Decision to be taken in Public or Private | Lead Officer/<br>Cabinet Member   |
|-------------------------------------|---|---|---|---|
| Cabinet 04 11 2020                  | Consultation response on managing Pavement Parking<br>To consider the Council's response to the Department for Transport's public consultation on options for managing pavement parking | Non-Key Decision  | Public                                    | Bruno Barbosa<br>Councillor Richard Barratt                                 |
| Cabinet 04 11 2020                  | Adverse Weather Plan<br>Submitted by Applied Resilience for sign-off  | Non-Key Decision  | Public                                    | Nick Moon, Risk and Resilience Manager<br>Councillor Bob Noble              |
| Cabinet 04 11 2020                  | Oast House Cultural Hub Proposal  | Non-Key Decision  | Public                                    | Catherine Learmonth, Arts and Wellbeing Officer<br>Councillor Rose Chandler |
| Cabinet 04 11 2020                  | Exempt report - Thameside House construction budget - Key Decision<br>To consider an exempt report on the construction budget for Thameside House.                                      | Key Decision<br>It is likely to result in the Council incurring expenditure above or making savings of up to £164,000 | Private                                   | Richard Mortimer, Asset Management Contractor<br>Deputy Leader              |
| Cabinet 04 11 2020                  | Exempt report - Waterfront - Appointment of monitoring surveyor - Key Decision<br>To consider an exempt report on the appointment of a monitoring surveyor to the Waterfront project.   | Key Decision<br>It is likely to result in the Council incurring expenditure above or making savings of up to £164,000 | Private                                   | Heather Morgan, Group Head - Regeneration and Growth<br>Deputy Leader       |

| Date of decision and decision maker      | Matter for consideration  | Key or non-Key Decision   | Decision to be taken in Public or Private | Lead Officer/<br>Cabinet Member  |
|--|---|---|---|--|
| Cabinet 04 11 2020                       | Exempt report - Thameside House - demolition contract - Key Decision<br>To consider the tenders received for the demolition contract in respect of Thameside House. | Key Decision<br>It is likely to result in the Council incurring expenditure above or making savings of up to £164,000 | Private                                   | Heather Morgan, Group Head - Regeneration and Growth<br>Deputy Leader  |
| Cabinet 03 12 2020<br>Council 10 12 2020 | Calendar of Meetings 2021-2022<br>To agree a calendar of meetings for 2021-2022   | Non-Key Decision  | Public                                    | Gillian Scott, Principal Committee Manager<br>Leader of the Council    |
| Cabinet 03 12 2020                       | Treasury Management Strategy Statement  | Non-Key Decision  | Public                                    | Anna Russell, Deputy Chief Accountant<br>Finance Portfolio Holder      |
| Cabinet 03 12 2020                       | Outline Budget 2021-2022  | Key Decision<br>It is likely to result in the Council incurring expenditure above or making savings of up to £164,000 | Public                                    | Terry Collier, Deputy Chief Executive<br>Finance Portfolio Holder      |
| Cabinet 03 12 2020                       | Construction Constructors' Framework Agreement  | Non-Key Decision  | Public                                    | Hilary Gillies, Interim Corporate Procurement Manager<br>Deputy Leader |
| Cabinet 03 12 2020                       | Construction Professional Services Framework Agreement  | Non-Key Decision  | Public                                    | Hilary Gillies, Interim Corporate Procurement Manager<br>Deputy Leader |

| Date of decision and decision maker      | Matter for consideration   | Key or non-Key Decision   | Decision to be taken in Public or Private | Lead Officer/<br>Cabinet Member  |
|--|--|---|---|--|
| Cabinet 24 02 2021<br>Council 25 02 2021 | Members' Allowance Scheme 2021-2022<br>To consider the report of the Independent Remuneration Panel on a review of the Members' Allowances Scheme for 2021-2022                            | Non-Key Decision  | Public                                    | Gillian Scott, Principal Committee Manager<br>Leader of the Council    |
| Cabinet 03 12 2020                       | Exempt Report - Planned and Reactive Repairs Managed Service Tender<br>To consider an exempt report on the tenders received for the Planned and Reactive Repairs Managed Service contract. | Key Decision<br>It is likely to result in the Council incurring expenditure above or making savings of up to £164,000 | Private                                   | Hilary Gillies, Interim Corporate Procurement Manager<br>Deputy Leader |



## Overview and Scrutiny Committee Work Programme 2020-2021

| <b>Date of Meeting</b> | <b>ISSUE</b>                               | <b>Lead Officer</b>               | <b>Objectives</b>  |
|------------------------|--|-----------------------------------|--|
| 3 November 2020        | 1. Minutes                                 | Chairman                          | To agree the minutes of the previous meeting.  |
|                        | 2. Review of Community Safety              | Jackie Taylor/Cllr Barratt        | To review community safety matters for the period 2018/19. Representatives from Surrey Police will be invited to respond to questions. |
|                        | 3. Budget Issues 2021/22 and beyond        | Terry Collier /Cllr Buttar        | To consider the issues for the Budget 2021/22 and beyond   |
|                        | 4. Leisure Centres                         | Lee O'Neil/ Cllrs Chandler/Buttar | To review the funding decision of Cabinet on 22 July 2020.   |
|                        | 5. Commercial Property update              | Nick Cummings/Cllr McIlroy        | To receive an update on the Council's commercial property portfolio.   |
|                        | 6. Capital Monitoring Report Q2            | Grant Miles / Cllr Buttar         | To receive and note the current Capital spend position.  |
|                        | 7. Revenue Monitoring Report Q2            | Grant Miles / Cllr Buttar         | To receive and note the current Revenue spend position.  |
|                        | 8. Updates from Task Groups                | Lead councillors                  | To receive updates on the work of the O&S and Leader's Task Groups   |
|                        | 9. Work Programme and Cabinet Forward Plan | Chairman / Terry Collier          | To note the proposed work programme and consider issues of interest for the future work programme from the Forward Plan.               |

## Overview and Scrutiny Committee Work Programme 2020-2021

| <b>Date of Meeting</b> | <b>ISSUE</b>  | <b>Lead Officer</b>             | <b>Objectives</b>  |
|------------------------|---|---------------------------------|--|
| 19 January 2021        | 1. Minutes  | Chairman                        | To agree the minutes of the previous meeting.  |
|                        | 2. Capital Strategy                                       | Nick Cummings/Cllr Boughtflower | To consider an update of the Capital Strategy and agree recommendations to Cabinet as required.                                  |
|                        | 3. Any other items previously identified by the Committee |                                 |  |
|                        | 4. Treasury Management half-yearly report                 | Grant Miles / Cllr Buttar       | To note the Treasury Management situation.   |
|                        | 5. Project Management update                              | Sandy Muirhead/Cllr Noble       | To receive an update on the status of current Council projects.  |
|                        | 6. Commercial Property update                             | Nick Cummings/Cllr McIlroy      | To receive an update on the Council's commercial property portfolio  |
|                        | 7. Task Group updates                                     | Lead Councillors                | To receive updates on the work of the O&S and Leader's Task Groups   |
|                        | 8. Work Programme and Cabinet Forward Plan                | Chairman / Terry Collier        | To note the proposed work programme and consider issues of interest for the future work programme from the Cabinet Forward Plan. |

| <b>Extraordinary Meeting</b> | <b>ISSUE</b>              | <b>Lead Officer</b>       | <b>Objectives</b>                                 |
|------------------------------|---------------------------|---------------------------|---|
| 9 February 2021              | 1. Draft Budget proposals | Terry Collier/Cllr Buttar | To consider draft Budget proposals for 2021/2022. |

## Overview and Scrutiny Committee Work Programme 2020-2021

| <b>Date of Meeting</b> | <b>ISSUE</b>  | <b>Lead Officer</b>        | <b>Objectives</b>  |
|------------------------|---|----------------------------|--|
| 23 March 2021          | 1. Minutes  | Chairman                   | To agree the minutes of the previous meeting.  |
|                        | 2. Any other items previously identified by the Committee |                            |  |
|                        | 3. Capital Monitoring Report Q3                           | Grant Miles / Cllr Buttar  | To receive and note the current Capital spend position.  |
|                        | 4. Revenue Monitoring Report Q3                           | Grant Miles / Cllr Buttar  | To receive and note the current Revenue spend position.  |
|                        | 5. Project Management update                              | Sandy Muirhead/Cllr Noble  | To receive an update on the status of current Council projects.  |
|                        | 6. Commercial Property update                             | Nick Cummings/Cllr McIlroy | To receive an update on the Council's commercial property portfolio  |
|                        | 7. Task Group updates                                     | Lead Councillors           | To receive updates on the work of the O&S and Leader's Task Groups   |
|                        | 8. Work Programme and Cabinet Forward Plan                | Chairman / Terry Collier   | To note the proposed work programme and consider issues of interest for the future work programme from the Cabinet Forward Plan. |

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