

To:
All members of the
Council

Please reply to:
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Date: 14 October 2021

Supplementary Agenda

Council - Thursday, 14 October 2021

Dear Councillor,

I enclose the following items which were marked 'to follow' on the agenda for the Council meeting to be held on Thursday, 14 October 2021:

- | | | |
|------------|--|----------------|
| 20. | Report from the Chair of the Administrative Committee | 3 - 4 |
| | To receive the report from the chair on the work of the committee. | |
| 23. | Report from the Chair of the Environment and Sustainability Committee | 5 - 6 |
| | To receive the report from the chair on the work of the committee. | |
| | <i>A further report relating to the committee on 6 October 2021 is attached.</i> | |
| 25. | Report from the Chair of the Audit Committee | 7 - 8 |
| | To receive the report from the chair on the work of the committee. | |
| 26. | Report from the Chair of the Licensing Committee | 9 - 10 |
| | To receive the report from the chair on the work of the committee. | |
| 27. | Report from the Chair of the Planning Committee | 11 - 12 |
| | To receive the report from the chair on the work of the committee. | |
| | <i>The Committee met on 13 October and a further report is attached.</i> | |

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Yours sincerely

Gary Lelliott
Committee Services

To the members of the Council

Councillors:

I.T.E. Harvey (Mayor)
S.M. Doran
M.M. Attewell
C.F. Barnard
C.L. Barratt
R.O. Barratt
C. Bateson
I.J. Beardsmore
J.R. Boughtflower
A. Brar
S. Buttar
R. Chandler
J.T.F. Doran

R.D. Dunn
S.A. Dunn
T. Fidler
N.J. Gething
M. Gibson
K.M. Grant
A.C. Harman
H. Harvey
N. Islam
T. Lagden
V.J. Leighton
M.J. Madams
J. McIlroy

A.J. Mitchell
S.C. Mooney
L. E. Nichols
R.J. Noble
O. Rybinski
D. Saliagopoulos
J.R. Sexton
R.W. Sider BEM
V. Siva
R.A. Smith-Ainsley
B.B. Spoor
J. Vinson

Report of the Chairman on the work of the Administrative Committee

This report gives an overview of the main issues considered at the meeting held on 7 October 2021.

1. Capital Monitoring Report Q1 April – June 2021

- 1.1 The Committee noted the report.

2. Revenue Monitoring Report Q1 April – June 2021

- 2.1 The Committee noted the forecast outturn for the financial year 2021-22 as at 30 June.
- 2.2 The Committee congratulated the Chief Finance Officer and the finance team for the Council's strong, healthy financial position despite the pressures of the past two years.

3. Corporate Procurement Strategy, Policy and Procedures

- 3.1 The Committee considered and agreed the proposed Corporate Procurement Strategy, Policy and Procedures which outlined the Council's approach to procurement.
- 3.2 The Committee agreed that consideration be given at their next meeting to raising the threshold from £5,000 to £10,000 for the mandatory use of local suppliers. An issue will be added to the Forward Plan to be put on the agenda for the next meeting of the Administrative Committee.

4. ICT Storage and Back-up Hardware Refresh

- 4.1 The Committee considered the proposal to replace the ICT storage and backup target devices which were past end of life.
- 4.2 The Committee approved the replacement of the ICT Storage as per the preferred option in the report and backup target infrastructure and gave delegated power to the Group Head of Commissioning and Transformation to appoint a supplier once all the prices had been returned.
- 4.3 The Committee thanked the ICT team for their support.

5. Elections Update

- 5.1 The Committee considered a report a report reviewing the steps taken to implement the Polling Station review and to ensure that Covid secure elections took place.
- 5.2 The Committee noted the report and thanked officers for their work to ensure the safety of all involved in the elections.

6. Forward Plan

- 6.1 This was not discussed as the incorrect plan had been attached to the agenda. The correct Forward Plan was circulated to the Committee Members on Friday 08 October 2021 for their comments.

Councillor Tony Mitchell

Chairman of the Administrative Committee

14 October 2021

Report of the Chairman

Environment and Sustainability Committee

This report gives an overview of the issues considered at the Extraordinary meeting held on 6 October 2021.

1. Staines Development Framework Consultation Response

- 1.1 The Committee considered the report setting out the results of the Staines Development Framework consultation.
- 1.2 The document was a factual account of the views expressed by those who responded to the consultation and it was considered important for the public to see what was said.
- 1.3 The Committee considered it would be beneficial for a summary report to be provided in addition to the response document.
- 1.4 The Committee approved publication of the consultation response document subject to:
 - (a) Minor amendments to the consultation response document as discussed during the meeting.
 - (b) The provision of a summary document by the Staines Development Task Group, approved by the Chair and Vice Chair of the Local Plan Task Group and Chair and Vice Chair of the Staines Development Task Group.

2. Surrey Transport Plan 2022-2032 Consultation

- 2.1 The Committee considered a report setting out the Council's proposed response to Surrey County Council's Draft Local Transport Plan (LTP4).
- 2.2 The response was on the whole supportive of the Plan but made some key points that were specific to this borough and also generally.
- 2.3 It was agreed that the consultation response should be amended to incorporate the additional comments and views expressed by members at the meeting and circulated to the Committee before being issued to Surrey County Council.

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Report of the Chairman on the Work of the Audit Committee

The Audit Committee held a meeting on 29 July 2021 and considered the following items of business.

1. Recruitment of Independent Person

- 1.1 The Committee welcomed the proposal to recruit an independent person to sit on the Audit Committee and agreed a selection panel of Cllrs Boughtflower, Fidler and John Doran to make a recommendation on the appointment of an independent member.
- 1.2 To expedite the recruitment process, it was agreed to delegate authority to the Group Head of Corporate Governance to approve the recommendation of the selection panel and recommend thereon to Council for consideration at their meeting on 14 October 2021.

2. Establishment of the Value for Money Working Group

- 2.1 Following the change to the Committee system form of governance, it was necessary to reconstitute the working group working on the outstanding issue of the Value for Money Opinion for 2017/18.
- 2.2 The Committee agreed the appointment of Councillors Boughtflower, Fidler, Nichols and Mitchell to the group and the Terms of Reference.

3. Covid-19 Risk Considerations

- 3.1 The Committee noted a report setting out the most significant risks and opportunities to the Council in relation to the Covid-19 pandemic.
- 3.2 The Committee considered that it was an appropriate time for the Internal Audit Manager to review whether significant Covid related risks should now be incorporated into the Corporate Risk Register and linked to the corporate recovery objectives.

4. Corporate Risk Management

- 4.1 The Committee considered the report and accompanying Corporate Risk Register and requested that, where possible, external and internal risk factors were identified as this would be beneficial when measuring the success of actions taken.
- 4.2 The Committee agreed to note the report.

5. Annual Internal Audit Report 2020-21

- 5.1 The Committee considered and noted the Internal Audit Annual Report which summarised the team's findings from their work during the year and set out the Internal Audit Manager's independent opinion for the financial year 2020-21 on the Council's internal control environment.

6. Annual Governance Statement 2020-21

- 6.1 The Committee considered the draft Annual Governance Statement (AGS) and the improvement actions identified in the Statement. The Committee agreed the AGS, subject to the inclusion of information about the LGA Finance Peer Review and the resultant action plan.

7. Counter Fraud, Bribery and Corruption Strategy

- 7.1 The Committee considered the minor changes proposed to the Strategy and recommended it to the Council for adoption.

8. Forward Plan

- 8.1 The Committee approved its Forward Plan for the 2021-22 municipal year subject to changes as discussed and agreed at the meeting.

9. Update from External Auditors

- 9.1 The external Auditors BDO advised they were unable to progress further on the accounts for 2018/19 to 2020/21 until the previous auditor, KPMG, had finalised the Value for Money Opinion for 2017/18.
- 9.2 The Chief Finance Officer provided an update on communications with KPMG regarding outstanding matters.
- 9.3 BDO provided an update on work carried out on the housing benefit assurance procedures and the Council's 2019/20 housing subsidy claim form.

Councillor J. Boughtflower
Chairman of the Audit Committee

29 July 2021

Report of the Chairman on the work of the Licensing Committee

There has been one Licensing sub-Committee meeting since the last report to Council, which considered the following business.

26 July 2021

The sub-Committee considered an application by Mr M. Amjad for a Hackney Carriage driver licence.

The public and press were excluded from the meeting, due to 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 exempt information (Paragraph 1 - Information relating to any individual and on the basis that publication would not be in the public interest because information and documentation is personal and subject to an obligation of confidentiality).

The sub-Committee determined that Mr Amjad was a fit and proper person to hold a Hackney Carriage driver licence and resolved to grant the renewal application for the reasons set out in the decision notice.

Councillor Robin Sider BEM

Chairman of the Licensing Committee
14 October 2021

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Report of the Chairman on the Work of the Planning Committee (cont)

2. Planning Committee meeting – 13 October 2021

1.1 The Committee considered one application.

1.2 Application No. 19/01211/FUL – This application was for the erection of a 5 storey residential block to provide 39 residential units, with a mix of 12 x 1-bed, 24 x 2-bed and 3 x 3-bed units together with associated parking, landscape and access at Benwell House, Green Street, Sunbury on Thames, TW16 6QS. This application was refused.

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