

**Minutes of the Administrative Committee
1 July 2021**

Present:

Councillor A.J. Mitchell (Chairman)
Councillor N. Islam (Vice-Chairman)

Councillors:

C.L. Barratt	C. Bateson
R.O. Barratt	R.D. Dunn

Apologies: Councillors J.R. Boughtflower, M.J. Madams and D. Saliagopoulos

206/21 Disclosures of interest

There were none.

207/21 Administrative Committee terms of reference

The Committee **resolved** to note the Terms of Reference.

208/21 Forward Plan

The Committee discussed the Forward Plan for future business.

The Committee acknowledged that the plan was a live document and would be updated as new items were submitted for inclusion.

The Chairman advised members that since the agenda had been published the date range on the Forward Plan had been amended to show that the plan covered the municipal year to 26 May 2022 and that an additional item, Revenue & Capital monitoring (Qtr. 1 April-June), had been added and requested that the Principal Committee Manager circulate the most up to date version of the plan to Committee members with the minutes.

Members raised several queries relating to programme management and service delivery, including customer contact response times, IT provision, programme management and Key Performance Indicators (KPIs) and the change in location of polling stations at the most recent election. The Committee agreed that they would like an update on those items to be provided to the Committee at their next meeting in October.

The Committee **resolved** to note the Forward Plan subject to the following amendments and inclusion of the following items:

Amendments

1. The Review of Procurement Strategy & Policies to be amended to reflect it is a Key Decision.
2. The date in the heading of the Forward Plan be amended to reflect that the plan spans for the Municipal year until 26 May 2022.

Additional items

1. An update on the status of the IT infrastructure review to be presented to the Committee on 7 October 2021.
2. A review of programme management to include an update on the status of programmes.
3. A report on the how decisions were made on the locations of and communications around polling stations at the recent election in May 2021.



Spelthorne Borough Council Services Committees Forward Plan and Key Decisions

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

A **Key Decision** is a decision to be taken by the Service Committee, 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.

Please direct any enquiries about this Plan to the Principal Committee Manager, Michelle Beaumont, at the Council offices on 01784 446337 or e-mail m.beaumont@spelthorne.gov.uk

Spelthorne Borough Council

Service Committees Forward Plan and Key Decisions for 25 June 2021 to 26 May 2022

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
Administrative Committee 07 10 2021	Review of Procurement Strategy & Policies	Key Decision It is significant in terms of its effect on communities living or working in an area comprising two or more wards	Public	Hilary Gillies, Interim Corporate Procurement Manager
Administrative Committee 07 10 2021	Service Plan Monitoring	Non-Key Decision	Public	Sandy Muirhead, Group Head - Commissioning and Transformation
Administrative Committee 07 10 2021	Revenue & Capital monitoring (Qtr. 1 April-June) To note the current level of revenue and capital spend.	Non-Key Decision	Public	Terry Collier, Deputy Chief Executive, Paul Taylor, Chief Accountant
Administrative Committee 07 10 2021	Elections update To receive a report detailing how decisions were made on the locations of and communications around polling stations at the recent election in May 2021.	Non-Key Decision	Public	Victoria Statham, Group Head of Corporate Governance
Administrative Committee 07 10 2021	Review of programme management To received an update on the Council's programme management.	Non-Key Decision	Public	Sandy Muirhead, Group Head - Commissioning and Transformation

Date of decision and decision maker	Matter for consideration	Key or non-Key Decision	Decision to be taken in Public or Private	Lead Officer
Administrative Committee 07 10 2021	IT infrastructure review - UPDATE To received an update on the IT infrastructure review.	Non-Key Decision	Public	Sandy Muirhead, Group Head - Commissioning and Transformation

This page is intentionally left blank