



Please reply to:

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Service: Committee Services
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Date: Wednesday, 23 June 2021

Notice of meeting

Administrative Committee

Date: Thursday, 1 July 2021

Time: 7.00 pm

Place: Council Chamber, Knowle Green, Staines-upon-Thames

To the members of the Administrative Committee

Councillors:

A.J. Mitchell (Chairman)
N. Islam (Vice-Chairman)
C.L. Barratt

R.O. Barratt
C. Bateson
J.R. Boughtflower

R.D. Dunn
M.J. Madams
D. Saliagopoulos

Councillors are reminded that the Gifts and Hospitality Declaration book will be available outside the meeting room for you to record any gifts or hospitality offered to you since the last Committee meeting.

Spelthorne Borough Council, Council Offices, Knowle Green

Staines-upon-Thames TW18 1XB

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Agenda

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1. Apologies for absence

To receive any apologies for non-attendance.

2. Disclosures of interest

To receive any disclosures of interest from members in accordance with the Members' Code of Conduct.

3. Administrative Committee terms of reference

3 - 4

To consider the Administrative Committees terms of reference as detailed in part 3b of the Councils constitution which can be found online [here](#) and are attached for ease.

4. Forward Plan

5 - 6

To consider the Forward Plan for committee business.

ADMINISTRATIVE COMMITTEE

Membership

9 members reflecting political balance.

Functions

This committee has responsibility for the following functions of the Council:

- Corporate Services including Communications, Legal Services, ICT, Democratic Services and Electoral Services
- Human Resources, personnel, pensions and administrative arrangements

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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 1 May 2021 to 31 August 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
Administrative Committee 07 10 2021	Review of Procurement Strategy & Policies	Non-Key Decision	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