



Please reply to:

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Date: 29 June 2022

Notice of meeting

Administrative Committee

Date: Thursday, 7 July 2022

Time: 7.00 pm

Place: Council Chamber, Council Offices, Knowle Green, Staines-upon-Thames TW18 1XB

To the members of the Administrative Committee

Councillors:

N. Islam (Chairman)	S. Buttar	S.C. Mooney
S.A. Dunn (Vice-Chairman)	J.T.F. Doran	D. Saliagopoulos
C.F. Barnard	R.D. Dunn	J. Vinson
A. Brar	N.J. Gething	S.J. Whitmore

Substitute Members: Councillors V. Siva, A.J. Mitchell, R.O. Barratt, C. Bateson, M. Beecher, J. Button, K.M. Grant and I.T.E. Harvey

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 apologies for absence.
- 2. Disclosures of interest**

To receive any disclosures of interest from councillors in accordance with the Council's Code of Conduct for members.
- 3. Minutes** **3 - 6**

To confirm the minutes of the meeting held on 21 April 2022 as a correct record.
- 4. Civic Engagement Platform** **To Follow**

Report to follow.
- 5. Corporate Project Management update** **Verbal Report**

To receive a presentation on the new Corporate Project Management system.
- 6. Members ICT post 2023 election (being purchased in 2022)** **7 - 12**

To consider recommending the purchase of 41 Surface Pros and approval of the continued optional one-off cash allowance of £200 for the 4-year term (equating to the equivalent of £50 per year) as a contribution towards broadband costs.
- 7. Appointments to outside bodies for 2022-23** **13 - 14**

To consider and agree the appointments to outside bodies for 2022-23 municipal year as proposed by group leaders.
- 8. Forward Plan** **15 - 18**

To consider the Forward Plan for committee business.

**Minutes of the Administrative Committee
21 April 2022**

Present:

Councillor A.J. Mitchell (Chairman)

Councillors:

C.L. Barratt

C. Bateson

D. Saliagopoulos

R.O. Barratt

R.D. Dunn

434/22 Apologies for absence

Councillor Lagden was absent.

Councillor Islam attended the meeting via Microsoft Teams.

435/22 Minutes

The Chair and Committee wished to send their condolences to the family and friends of Councillor Madams.

Councillor Bateson advised the Committee that during the last meeting he had requested a break down of the £107k for additional fees outlined in the Revenue Monitoring Report (Q1 April-June 2021) and he had been advised that this would be issued to all Committee members after the meeting. This breakdown had, to date, not been issued.

The Deputy Chief Account, Anna Russell advised the Committee that she would provide a written response.

436/22 Disclosures of interest

There were none.

437/22 Review of Programme Management

The Group Head Commissioning and Transformation, Sandy Muirhead presented a verbal update on the proposed new project model that aimed to improve the way projects were managed, delivered and reported on.

Committee expressed concerns over the £200k that was planned to be spent on refreshing the Network Cabling throughout Knowle Green and asked that an explanation be provided to justify this expenditure.

After the meeting the ICT Manager, Alistair Corkish provided the following statement:

“The proposed budget under the network refresh (cabling project) is to replace the oldest cabling not primarily because of its age but because of its type. We understand that a lot of the original cabling is Cat5 which has a maximum speed of data of 100mbps and is more prone to interference. We believe that a lot of the original cabling in Knowle Green is Cat5. Therefore, to ensure the Council can maintain efficiency and demands on the system ICT want to replace the cable with Cat5e which is ten times faster or Cat6a which is a hundred times faster. Also some of the expense will be in working out which of our existing cables are Cat5 as you need people at either end of each one and given the age of the building and cabling there are no clear maps of cable runs. We understood that cabling lasts 25 years”.

The Committee **resolved** to note the update.

438/22 Capital Monitoring Report Q3 (Oct-Dec 2021)

The Committee considered a report from the Deputy Chief Accountant that sought to outline the current level of underspend on capital expenditure against the Capital Programme provision as at 31 December 2021.

The Committee **resolved** to note the report.

439/22 Revenue Monitoring Report Q3 (Oct-Dec 2021)

The Committee considered a report from the Deputy Chief Accountant that sought to outline the draft forecast outturn for 2021/22 as at 31 December 2021 and the aggregate variances by cost centre.

The Committee **resolved** to note the report.

440/22 Forward Plan

The Committee **resolved** to note the current Forward Plan but asked that the date range at the top of the document be removed.

441/22 Urgent business

The Committee **resolved** to enter into a closed session to discuss an item that the Chair wanted to raise.

Response to Councillor Bateson's Request for a Breakdown of the £107k Overspend Reported to the Committee as at Quarter 1

The analysis for the response is as follows.

Employees	257,900	162,600	0	(95,300)	(95,300)	Savings expected against the employee Retention Allowance budget
Other Expenditure	1,011,600	1,119,000	36,850	70,550	107,400	Main variances: Consultants fees higher by £20k; High Street Recovery expenditure of £31k funded by government grants; River Thames Improvement Programme of £42k funded through reserves; and remainder relates to legal costs paid towards dispute with KPMG relating to audit of accounts. - re later but we accrued for the costs relating to 17/18 VFM in 20-21 and we built in additional £200k
Income	(400,000)	(425,200)	(25,200)	0	(25,200)	Additional KGE recharges
Corporate Management	869,500	856,400	11,650	(24,750)	(13,100)	

The £107k overspend reported to Regulatory and Administrative Committee as at quarter 1 is analysed next, followed by breakdown of the related consultant spend at that point.

Overspend forecast

£'000

20	Consultant (related costs analysed below)
31	Recovery expenditure (grant-funded)
42	River Thames Improvement Programme
14	Audit-related legal costs (above existing provisions made)
107	Total analysed

Projects re consultants analysed

£'000

11	Property consultants (mainly £8k for Stanwell New Start works/ professional fees)
19	Committee changes (mainly £17k on barrister fees re work on constitutional change)
30	Consultants spend analysed
10	Budget
20	Overspend

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Administrative Committee



7 July 2022

Title	Members ICT post 2023 election (being purchased in 2022)
Purpose of the report	To make a decision
Report Author	<i>Alistair Corkish – ICT Manager</i>
Ward(s) Affected	All Wards
Exempt	No
Exemption Reason	
Corporate Priority	Service delivery
Recommendations	<p>Committee is asked to:</p> <p>Recommend the purchase of 41 Surface Pros (one for each councillor, one for Committees and a “hot spare”)</p> <p>Approve the continued optional one off cash allowance of £200 for the 4 year term (equating to the equivalent of £50 per year) as a contribution towards broadband costs.</p>
Reason for Recommendation	<i>Following the 2019 election, all councillors were given a tablet to conduct council business. They were also given a one off £200 allowance towards home broadband. It is proposed that this arrangement continues.</i>

1. Summary of the report

- 1.1 This report seeks to get approval for the purchase of 41 Microsoft Surface Pro tablets for the Councillors to use to conduct Council business. It also seeks approval for the continued payment of the one off £200 cash allowance towards home broadband costs.

2. Key issues

- 2.1 Prior to 2019, Councillors were given a cash allowance of £1500 each to cover all their ICT costs for conducting Council business. They were expected to purchase and support their own equipment. Spelthorne ICT recommended devices but because the choice was ultimately that of each Councillor, they ended up having a very wide range of devices. Understandably, Councillors looked to Spelthorne ICT to help with support issues on their own devices and providing support on such a myriad of devices became very challenging. So, in 2019, it was agreed that all Councillors would be issued with a tablet – either an Apple iPad Pro or a Microsoft Surface Pro. The devices had to be bought and set up in advance of the election so, because it was unknown

which devices the incoming Councillors would want, the already elected Councillors decided that we should purchase 20 of each device.

During the Councillors' current term of office, Spelthorne has moved to Office 365. Since then, Councillors have, in general, found the Surface Pros far easier to use because, as a Microsoft product, it has much greater compatibility with the Office 365 suite.

- 2.2 Once it had been agreed that Councillors should be issued with a tablet in 2019, it was also agreed that the allowance be reduced to £200 for each Councillor to help with home broadband costs (although, not all Councillors elect to take the allowance). In 2019, Surface Pro users were given an additional £100 allowance to purchase Microsoft Office. This additional £100 is no longer applicable as Spelthorne now licenses each of the Councillors through Office 365.

3. Options analysis and proposal

- 3.1 The first part of the proposal is therefore to keep the available allowance as £200. Councillors would be asked to apply for it, if they wish, by ticking a box on the forms used for their induction.
- 3.2 The £200 allowance would be on a pro-rata basis so that any Councillor starting mid-term would receive a reduced amount. (But there would be no expectation for any Councillors leaving mid-term to repay any portion of the allowance).
- 3.3 During May 2022, Cllr Nicholls, when he was leader, conducted a survey amongst all Councillors to enquire which tablet they would prefer for the coming term (May 2023 onwards). Not all councillors replied, but all those that did were unanimous in choosing the Surface Pro. The proposal is, therefore, to buy Surface Pros for all Councillors. One additional Surface Pro would be bought for the Committees team, and one would be bought for Spelthorne ICT to have in stock and to assist with any support issues. This simplifies procurement, set up and support.
- (Other (cheaper) tablets are available but are not being recommended because their operating systems have limited ability to be supported and controlled remotely. Councillors are familiar with the Surface Pros. They like the bigger screen of the Pro version and the features of the full Windows operating system)
- 3.4 The devices would be, as they are currently, non-cellular (i.e no SIM so can only operate with Wi-Fi).
- 3.5 The device would be a Surface Pro 8 for Business, which comes preloaded with Windows 11 Pro. The proposed specifications is Intel i5, 8GB RAM, 128GB SSD with 13" touchscreen. A signature keyboard, a protective sleeve case and a tempered glass screen protector will also be provided. The current retail price for this specification of Surface Pro, with the keyboard, is £1,258.99 including VAT (£1,049.15 net of VAT). Cases and screen protectors are around £10 each.
- 3.6 Capital is already in place for this procurement within ICT's 22/23 budget.
- 3.7 The tablets would need to be purchased in the latter part of 2022 to allow for them to be ordered, delivered and set up in time for the May 2023 election.

- 3.8 All the devices will come preloaded with a range of applications for conducting Council business, These include (but are no limited to) Office 365 (Teams, Outlook, Word, Excel, SharePoint, PowerPoint etc), Citrix Receiver (for VDI), Mod.Gov, Clickshare (for screen sharing in Knowle Green meeting rooms)
- 3.9 All the devices would be managed using Microsoft InTune (endpoint management software).
- 3.10 All Councillors are issued with a direct dial phone number in Teams. This is available to use on the tablet. Councillors can also use this on their own personal mobiles, if they wish.
- 3.11 The tablets will not be covered by any council insurance policy. This is a considered risk taking into account the fact that we will provide a protective case and based on our experience over the current term of office. The cost of cover for all the devices would outweigh the cost of replacement devices for the anticipated number of losses or breakages.
- 3.12 Any loss or repairs due to negligence will need to be paid for by the Councillor. The Council will only have a single tablet of the same specification in stock as a replacement device. In the event of loss or damage, Councillors need to report it to the helpdesk. They may need to wait for a replacement to be ordered and set up, if one isn't available. (In most instances, a lower specification tablet could be provided on a temporary basis whilst awaiting a replacement).
- 3.13 Any losses or theft of devices will need to be reported to ICT or Committees immediately so that action can be taken to remotely wipe the device (where possible). Any data breaches that occur as a result of loss or theft will need to be reported to the Information Commissioner's Office (ICO)
- 3.14 Spelthorne will permit Councillors to set up personal email accounts on their tablets and store personal photos and media on the understanding that this will be the responsibility of the Councillor and the Council will reserve the right to auto-wipe the tablet should it be lost or stolen.
- 3.15 All the tablets will be issued with Council asset tags. They will remain under the ownership of the Council at all times (during the four year term and beyond).
- 3.16 If a Councillor's term of office ends before the full four year term, then they will be expected to return the device. The Committees team will have the responsibility of enforcing this.
- 3.17 At the end of the four year term, Councillors will be expected to return the tablets to Spelthorne ICT. The tablets will be wiped and issued to staff for the remaining life of the tablet. (The useful life of the tablets is considered to be around four years, after which time the batteries degrade and the devices need frequent charging). Any Councillors that have been elected for a further four years (in 2027) will then be issued with a new tablet (upon return of their current tablet).
- 3.18 If Councillors wish to buy any additional peripherals for their tablets during the four year term, this will be at their own expense. They will need to check with Spelthorne ICT before making any purchases to ensure that what they are buying is both compatible and secure

- 3.19 It is the obligation of every Councillor to ensure that the tablet has the most current security updates. Most of the management will be done via InTune but Councillors must almost take personal responsibility to keep software up to date.
- 3.20 Councillors must not do anything to hinder Spelthorne's remote management of the device. If this is found to have been done Spelthorne will reserve the right to remotely block access to the device.
- 3.21 Councillors will all be expected to abide by Spelthorne's Corporate Security Policies which govern all staff. In addition, there is a separate security policy which specifically deals with members tablets. These are available through Spelnet.

4. Financial implications

- 4.1 One off purchase price the Surface Pros plus keyboard, case and screen protector (based on current pricing) is £1070 per unit. 41 tablets would therefore cost a total of £43,870.
- 4.2 Retail prices of tech are subject to large fluctuations because of global factors, so these figures could be subject to change.
- 4.3 The cost of the allowance is £200 per Councillor. For the 39 Councillors the total would be £7,800. (Accountancy have confirmed that there is sufficient budget already in place for this, under the Members Expenses codes).
- 4.4 Total cost: £43,870 + £7,800 = £51,670

5. Risk considerations

- 5.1 Risk: Lack of familiarity with new devices may result in new technology not being utilised efficiently or effectively.
Mitigation: whilst Councillors are reasonably familiar with Surface Pro, training resources and IT support will be made available to all Councillors
- 5.2 Risk: Theft/ loss/damage of devices - the tablets will not be covered by any council insurance policy.
Mitigation: Please refer to Para 3.11 for rationale and proposed controls/mitigation arrangements.
- 5.3 Risk: Retail prices of tech are subject to large fluctuations because of global factors, so these figures could be subject to change.(Please refer to para 4.2).
Mitigation: There is sufficient budget allowance to cover this in the event of price increases.
- 5.4 Risk: Occurrence of security incidents and data breaches eg through installing additional software on new devices or failing to adhere to Council security policies on appropriate use and/or storing of media. Reputational implications where misuse detected.
Mitigation: Council reserve the right to block access (para 3.20).
- 5.5 Risk: Devices held cannot be accounted for.
Mitigation: Committees team allocated responsibility for ensuring devices are returned to the Council where appropriate; asset tags allocated and recorded.

6. Legal considerations

6.1 Consulted with Legal Team 09/06/22 – no feedback given

7. Other considerations

7.1 None

8. Equality and Diversity

8.1 N/A

9. Sustainability/Climate Change Implications

9.1 The use of apps such as Mod.Gov encourage the Councillors to become paperless when conducting Council business.

10. Timetable for implementation

10.1 Purchase of the tablets: September/October 2022

10.2 Delivery: November/December 2022

10.3 Set up: January to April 2023

11. Contact

11.1 Alistair Corkish – a.corkish@spelthorne.gov.uk

Background papers: There are none.

Appendices:

None.

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Administrative Committee



7 July 2022

Title	Appointments to Outside Bodies 2022-23
Purpose of the report	To make a decision
Report Author	Gary Lelliott; Principal Committee Manager
Ward(s) Affected	All wards
Exempt	No
Exemption Reason	Not applicable
Corporate Priority	This item is not in the current list of corporate priorities but still requires a committee decision.
Recommendations	<p>The committee is asked to:</p> <p>Agree the nominations to outside bodies, for the 2022-23 municipal year, as proposed by group leaders.</p>
Reason for Recommendation	To ensure that the council maintains appropriate representation on bodies that it nominates representatives to.

1. Summary of the report

- 1.1 This report seeks the Administrative Committee's agreement on appointments to outside bodies, for the 2022-23 municipal year, as proposed by group leaders.
- 1.2 The nominations will be appended to this report once group leaders have reached an agreement.

2. Key issues

- 2.1 The responsibility for nominating to outside bodies (with the exception of the South West Middlesex Crematorium Board and the Surrey Police and Crime Panel which are reserved to Council) was moved into the remit of the Administrative Committee following a review of committee terms of reference in May 2022. This responsibility previously fell to the Corporate Policy and Resources Committee.

3. Options analysis and proposal

- 3.1 The nominations, as proposed by group leaders, are attached. Failure to agree these nominations will result in delays to the Council taking up its representation on various outside bodies.

4. Financial implications

- 4.1 There are none.

5. Risk considerations

5.1 See section 3 of this report.

6. Legal considerations

6.1 There are none.

7. Other considerations

7.1 There are none.

8. Equality and Diversity

8.1 There are no considerations.

9. Sustainability/Climate Change Implications

9.1 There are none.

10. Timetable for implementation

10.1 The nominations will be effective on the passing of a resolution by the Administrative Committee.

11. Contact

11.1 Gary Lelliott; Principal Committee Manager; g.elliott@spelthorne.gov.uk.

Background papers: There are none.

Appendices:

Appendix A – nominations from group leaders (to follow)



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 CommitteeServices@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 07 2022	Appointments to outside bodies for 2022-23	Non-Key Decision		
Administrative Committee 07 07 2022 Corporate Policy and Resources Committee 11 07 2022	Civic Engagement Platform	Non-Key Decision	Public	
Administrative Committee 07 07 2022 Audit Committee 28 07 2022	Corporate Project Management update	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 07 2022	<p>Members ICT post 2023 election (being purchased in 2022)</p> <p>Committee is asked to: Recommend the purchase of 41 Surface Pros (one for each councillor, one for Committees and a “hot spare”)</p> <p>Approve the continued optional cash allowance of £200 for the 4 year term as a contribution towards broadband costs.</p>	Non-Key Decision	Public	Alistair Corkish, ICT Manager
Administrative Committee 10 11 2022	Threshold for the Mandatory use of Local Suppliers to increase the threshold from £5,000 to £10,000 for the mandatory use of local suppliers.	Non-Key Decision	Public	Jennifer Rhoden, Interim Procurement Manager

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