
Decisions taken at the meeting held on Monday, 11 July 2022.

Meeting Time:

7.00 pm

Meeting Venue:

Goddard Room, Council Offices, Knowle Green, Staines-upon-Thames TW18 1XB

PRESENT: Councillor John Boughtflower (Chairman), Councillor Maureen Attewell, Councillor Ian Beardsmore, Councillor Malcolm Beecher, Councillor Tom Fidler, Councillor Helen Harvey, Councillor Lawrence Nichols, Councillor Joanne Sexton and Councillor Veena Siva

1. APOLOGIES AND SUBSTITUTES*

Apologies were received from Councillors Mitchell, Barnard, J Doran, S Dunn (substituted by Councillor Bateson), Mooney and Noble.

2. MINUTES*

The minutes of the meeting held on 20 April 2022 were agreed as a correct record.

3. DISCLOSURES OF INTEREST*

Councillor Attewell declared that she was an assistant cabinet member at Surrey County Council.

4. QUESTIONS FROM MEMBERS OF THE PUBLIC*

There were none.

5. WARD ISSUES*

There were none.

6. SHARED PROSPERITY FUND

The committee agreed:

1. That the projects/proposals set out in Appendix B be included in the Investment Plan to be submitted to Department for Levelling Up, Housing and Communities.
2. That due to the time constraints on this project, consultation should be utilise as many avenues as possible including social media, established lines of communication with community groups, the council's website, etc.
3. That any final amendments to the Investment Plan document, as a result of feedback from the MP or the consultation, be delegated to the Group Head for Regeneration and Growth in

consultation with the chair and vice chair of Corporate Policy and Resources Committee.

7. SURREY DELIVERY BOARD

A verbal update on the work of the Surrey Delivery Board, and the proposed County Deal, was provided.

8. PROCUREMENT OF WASTE AND STREET CLEANSING VEHICLES

The Committee:

1. Authorised the Group Head of Neighbourhood Services to go out to tender for the replacement of the seventeen leased vehicles listed at paragraph 3.4 of the officer's report.
2. Authorised the Group Head of Neighbourhood Services to go out to tender for the replacement of four purchased vehicles listed at paragraph 3.4 of the officer's report.
3. Agree that the lease of the workshop at the White House Depot is incorporated into the maintenance agreement for the vehicles to reduce lease costs.

9. DISABLED FACILITIES GRANT POLICY

The committee agreed the Disabled facility Grant (DFG) and Better Care Funding Policy for disabled residents.

10. PROCEDURES FOR DEALING WITH APPLICATIONS TO EXTEND COUNCIL OWNED ASSETS OR DEVELOP ON COUNCIL LAND

The committee:

1. Established a task group, as set out in the report, consisting of Councillors Attewell, Boughtflower, Nichols, Sexton and either the chair or vice-chair of the Economic Development Committee.
2. Agreed that Officers were not to pursue such applications until the Committee had approved a strategy.

11. UPDATE FOR THE ESTIMATED CAPITAL PROGRAMME 2022/23 TO 2025/26

The committee is agreed the amendments to the estimated Capital Programme for the projects mentioned in the officer's report, resulting in a decrease to the estimated Capital Programme of £184,147.

12. TREASURY MANAGEMENT OUTTURN REPORT

The committee noted the treasury outturn position for 2021/22.

13. Q4 CAPITAL MONITORING REPORT*

The committee:

1. Noted the current level of overspend on capital expenditure, for both the Council and the areas of responsibility for the Corporate Policy and Resources Committee, against its Capital Programme provision as at 31 March 2022.
2. Requested that the Development Sub-Committee review the request to increase the budget associated with the Oast House project, prior to making a recommendation to Council.

14. Q4 REVENUE MONITORING REPORT

The committee noted the outturn for 2021/22 as at 31 March 2022 and:

1. Agreed to set aside £2.490m for the properties sinking fund.
2. Transferred £0.650m to the general fund
3. Transferred a £0.603m surplus from retained business rates to the business rates equalisation reserve.
4. Transferred £0.250m of the green initiatives fund to reserves.

15. DRAFT UNAUDITED ACCOUNTS 2021/22

The committee noted the report and the draft unaudited financial statements, based upon the Outturn Report for 2021/22, submitted and agreed earlier at this meeting.

16. 22/23 BUDGET PRESSURES DUE TO INFLATION

The committee approved the transfer of £362,000, as highlighted in paragraph 3.5 of the officer's report, to an earmarked reserve to be used to support the funding of the cost of living crisis during 2022/23.

17. 23/24 BUDGET SETTING PROCESS*

Due to the time constraints on the meeting, this item was deferred to an informal meeting of the Corporate Policy and Resources Committee, with any formal recommendations (where applicable) to be considered at a future committee.

18. MEMBERSHIP OF THE COLLABORATIVE WORKING GROUP*

Due to the time constraints on the meeting, this item was deferred to an informal meeting of the Corporate Policy and Resources Committee, with any formal recommendations (where applicable) to be considered at a future committee.

19. LGA CORPORATE PEER CHALLENGE*

Due to the time constraints on the meeting, this item was deferred to an informal meeting of the Corporate Policy and Resources Committee, with any formal recommendations (where applicable) to be considered at a future committee.

20. RECOVERY ACTION PLAN*

Due to the time constraints on the meeting, this item was deferred to an informal meeting of the Corporate Policy and Resources Committee, with any formal recommendations (where applicable) to be considered at a future committee.

21. FORWARD PLAN

It was agreed that:

1. A briefing on the Treasury Management Strategy be held for Corporate Policy and Resources Committee members.
2. A further briefing on the proposals for the Oast House site be held for all councillors.
3. A digital transformation working group be established, consisting of Councillors Beardsmore, Boughtflower and Nichols, with some proposed terms of reference considered at the Corporate Policy and Resources Committee on 10 October 2022.
4. A 'policy services' working group be established, with the membership and terms of reference to be considered at the Corporate Policy and Resources Committee on 10 October 2022.

Due to the time constraints on the meeting, further consideration of this item was deferred to an informal meeting of the Corporate Policy and Resources Committee, with any formal recommendations (where applicable) to be considered at a future committee.

22. URGENT ACTIONS*

Due to the time constraints on the meeting, this item was deferred to an informal meeting of the Corporate Policy and Resources Committee, with any formal recommendations (where applicable) to be considered at a future committee.

NOTES:-

- (1) *Members are reminded that the “call-in” procedure as set out in Part 4b of the Constitution, shall not apply to the following matters:*
 - (a) *Urgent decisions as defined in Paragraph 9. of the Call-in Scrutiny Procedure Rules;*
 - (b) *Decisions to award a contract following a lawful procurement process;*
 - (c) *Those decisions:*
 - i. *reserved to full Council*
 - ii. *on regulatory matters*
 - iii. *on member conduct issues.*
- (2) *Those matters to which Note (1) applies, if any, are identified with an asterisk [*] in the above Minutes.*
- (3) *Within three working days of the date on which this decision is published, not less than three members from two or more political groups by submission of the standard call-in pro-forma, may ask for that decision to be referred to a meeting of the Administrative Committee for review (call-in). The completed pro-forma must be received by the Proper Officer by 5pm three working days after publication of the decision.*
- (4) *The members exercising the right of call-in must not be members of the Committee which considered the matter.*
- (5) *When calling in a decision for review the members doing so must demonstrate the following exceptional circumstances:*
 - a. *Evidence which suggests that the decision maker, did not take the decision in accordance with the principles set out in Article 11 (Decision Making); or*
 - b. *Evidence that the decision fails to support one or more of the Council’s Corporate Plan priorities to the detriment of the majority of the Borough’s residents; or*
 - c. *Evidence that explicit Council Policy or legal requirements were disregarded.*
- (6) *Once the request for ‘call-in’ has been deemed valid by the Monitoring Officer the matter will be suspended until the call-in procedure has been exhausted.*

- (7) *The Chief Executive, in consultation with the relevant officer, will determine if the interests of the Council or Borough would be prejudiced by a delay in implementing a decision such that the call-in cannot wait until the next ordinary meeting of the Administrative Committee.*
- (8) *Where the call-in cannot wait until the next ordinary meeting, the Monitoring Officer will arrange an extraordinary meeting of the Administrative Committee to review the decision subject to call-in at the earliest possible opportunity.*
- (9) *In exceptional cases, where there is clear evidence that a delay to the implementation of a decision would lead to a specific and significant financial or reputational harm to the Council, a call-in request may be refused by the Chief Executive following consultation with the Chair and Vice-Chair of Administrative Committee.*
- (10) *In reviewing a matter referred to it under the call-in scrutiny procedure rules, the Administrative Committee shall follow the procedure for dealing with call-in scrutiny at its meetings as set out in Part 4b of the Constitution.*
- (11) *The deadline of three working days for "call in" in relation to the above decisions by the Committee is the close of business on Monday 18 July 2022.*