



**Spelthorne
Borough Council**

Council Meeting
Thursday, 20 April 2023



12 April 2023

Please reply to:

Contact: Karen Wyeth

Direct line: 01784 446341

E-mail: k.wyeth@spelthorne.gov.uk

To the Councillors of Spelthorne Borough Council

I hereby summon you to attend a meeting of the Council to be held at The Council's Offices, Knowle Green, Staines-upon-Thames on **Thursday, 20 April 2023** commencing at **7.00 pm** for the transaction of the following business.

Daniel Mouawad
Chief Executive

Councillors are encouraged to wear their badge of past office at the Council meeting.

For those Councillors wishing to participate, prayers will be said in the Mayor's office, starting at 6.45pm. Please email mayor@spelthorne.gov.uk if you wish to attend.

Councillors are reminded to notify Committee Services of any Gifts and Hospitality offered to you since the last Council meeting so that these may be entered in the Gifts and Hospitality Declaration book.

AGENDA

Description	Page nos.
1. Apologies for absence To receive any apologies for non-attendance.	
2. Minutes To confirm as a correct record the minutes of the Council meeting held on 23 February 2023 and the carry over meeting held 02 March 2023.	7 - 38
3. Disclosures of Interest To receive any disclosures of interest from Councillors in accordance with the Council's Code of Conduct for Members.	
4. Announcements from the Mayor To receive any announcements from the Mayor.	
5. Announcements from the Leader To receive any announcements from the Leader.	
6. Announcements from the Chief Executive To receive any announcements from the Chief Executive.	
7. Questions from members of the public The Leader, or his nominee, to answer any questions raised by members of the public in accordance with Standing Order 13. One question has been received from a member of the public.	39 - 40
8. Counter Fraud, Bribery & Corruption Strategy This item is to go to the Corporate Policy and Resources Committee on 17 April 2023 before being considered at Council. Report to follow.	
9. Appointment of Independent Persons 2023-2027 To approve the re-appointment of the existing Independent Person and the appointment of two further persons for a four year term of office commencing May 2023.	41 - 56
10. Exclusion of Press and Public To move the exclusion of the Press/Public for the following item, in view of 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:

Item 11 – Review of Appraisal Process for Chief Executive

11. Review of Appraisal Process for Chief Executive

Council are asked to approve changes to the Council's Constitution to incorporate a change to the Chief Executive's appraisal process. 57 - 64

12. Reports from the Committee Chairs

To receive and agree the reports from the Committee Chairs. 65 - 76

13. Motions

To receive any motions from Councillors in accordance with Standing Order 16. 77 - 78

14. General questions

The Leader, or his nominee, to answer questions from Councillors on matters affecting the Borough, in accordance with Standing Order 14. 79 - 80

Two questions have been received from a Councillor Sider.

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

MINUTES OF THE SPELTHORNE BOROUGH COUNCIL

Minutes of the Council Meeting of Spelthorne Borough Council held in the Council Chamber, Council Offices, Knowle Green, Staines-upon-Thames on Thursday, 23 February 2023 at 6.00 pm and 02 March 2023 at 7.00pm

Present:

Councillors:

D. Saliagopoulos	J. Button	K. Howkins
M.M. Attewell	R. Chandler	S.C. Mooney
C.F. Barnard	J.T.F. Doran	L. E. Nichols
C.L. Barratt	S.A. Dunn	O. Rybinski
C. Bateson	T. Fidler	J.R. Sexton
I.J. Beardsmore	N.J. Gething	R.W. Sider BEM
M. Beecher	M. Gibson	B.B. Spoor
J.R. Boughtflower	K.M. Grant	S.J Whitmore
A. Brar	H. Harvey	
S. Buttar	I.T.E. Harvey	

Apologies:

23 Feb 23 - Apologies were received from Councillors R.O. Barratt, R.D. Dunn, A.C. Harman, N. Islam, A.J. Mitchell, R.J. Noble, V. Siva and J. Vinson

Councillor S.M. Doran, The Mayor, in the Chair

02 Mar 23 - Apologies were received from Councillors C. Barratt, S. Buttar, J. Button, J. Boughtflower, J. Doran, S. Doran, R. Dunn, M. Gibson, N. Islam, R. Noble, V. Siva and J. Vinson

Councillor D. Saliagopoulos, The Deputy Mayor, in the Chair

157/23 Minutes

The minutes of the Council Extraordinary meeting held on 08 December 2022 were agreed as a correct record.

The minutes of the Council meeting held on 08 December 2022 and 02 February 2023 were agreed as a correct record.

158/23 Disclosures of Interest Meeting held 23 February 2023

Councillor T Fidler declared a conflict of interest in item 9, Pay Award 2023/24, and item 10, Pay Policy Statement 2023/24 as he had a family member who worked for the Council. He advised he would not be taking part in the debate nor voting on those items.

Councillors M Attewell, S Mooney and J Sexton advised that they were Surrey County Councillors.

Meeting held 02 March 2023

Councillors M Attewell, S Mooney and J Sexton advised that they were Surrey County Councillors.

159/23 Announcements from the Mayor

The Mayor made the following announcements:

“Good evening, it has been a very busy time for me since the last Council meeting, with a large number of events.

I was asked to attend the 1st Stanwell Scouts to present awards

I attended a Cost of Living Crisis event in the Elmsleigh Centre where stalls were manned by organisations in Spelthorne, allowing residents to talk to organisations that may be able to help them during the Cost of Living Crisis.

I visited the Right at Home Organisation in Sunbury to hear from them about their new service for residents with regards to Dementia Care.

I attended the Shepperton Aurora Rotary Club Youth Speaks event that was held over two sessions in the Chamber at Knowle Green. I was very impressed by the depth of knowledge that the proposers and opposers had on their chosen subject to debate.

A visit to Staines Prep School was undertaken

I was honoured to be invited to the Raising of flag on Holocaust Memorial Day at Knowle Green.

I attended a Burns Night event at St Mathews Church, Ashford.

Presentation of cheques to charities by Staines Rotary Club.

I spent a lovely time on Walkabouts in Ashford, Sunbury and Shepperton shopping areas with Andy Willmott talking to local business owners

I was asked to attend the Civic Awards Committee

I attended Aurora Rotary Club breakfast meeting where I was asked to speak about my experience as a Councillor and up to the present time as Mayor of Spelthorne.

Spelthorne were contacted by the Japan Local Government Centre who asked if we wanted to host four Japanese Local Government experts who were studying recent trends and movements in local government pay and HR Policy in England. They were welcomed, spoke to officers and me and were treated to a lovely traditional afternoon tea.

A fun time was spent at the Stanwell WI where a quiz was being held

Met with Director of Thames Club in Staines.

Forthcoming Events:

Mayor's Charity Music Night at Sunbury Cricket Club on 10 March
The Mayor's Charity Ball on 25 March to be held at the Runnymede on Thames Hotel and Spa
Afternoon Tea and Hanging Basket Demonstration on 21 April at Squires Garden Centre, Upper Halliford

Tickets for these events are still available so if any members would like to attend any one of these events please speak to Maxine Cole, the Mayoral PA & Civic Events Officer at Knowle Green."

160/23 Announcements from the Leader

The Leader made the following announcements:

"Last week this Council hosted representatives from the Surrey Community Safety Partnership to discuss the co-ordinated approach to the investigations an ongoing community engagement following the racially aggravated assault which place near Thomas Knyvett School in Ashford on 06 February 2023. The Partnership strongly agrees that there is no place for racism in Surrey and the incident must be met by a unified response from key partners that support all communities in the Borough. We understand that challenges lie ahead. By working together, racism, discrimination and intolerance can be reduced by bringing together communities through improved cohesion and education. We know that a number of children were involved in this incident and our priority as a partnership is to ensure that they are all appropriately supported and safeguarded.

In January we launched cashless parking in all council owned car parks. The launch of RingoGo offers motorists the option to pay for parking on their smartphone. The current payment options of cash, contactless and chip and pin are still available.

The Council has submitted a planning application to redevelop the Oast House site on Kingston Road in Staines-upon-Thames. As part of the Council's commitment to deliver more affordable homes, the development

plans include 184 affordable one and two-bedroom homes. The plans also include proposals for a new health and wellbeing centre and the refurbishment of the Oast House for community use.

Revised plans have also been submitted for an application to build 105 one and two-bedroomed apartments for private rent at Thameside House on South Street in Staines-upon-Thames. The scheme also includes over 36,000 square feet of energy efficient office space which the Council plans to lease. Several changes were made to the plans in response to feedback received during the consultation phase, including a reduction in the height of the development from 15 storeys to 11.

The Mayor of Spelthorne, on behalf of this authority and leaders of all political parties in the Borough, has written to Transport for London and The Mayor of London regarding the implications for our residents and businesses in Spelthorne of the extended London Ultra Low Emission Zone (ULEZ). Whilst we are supportive of the need to improve air quality, we cannot support the extended ULEZ in its current form and we are asking for much stronger engagement from TFL and that the consequences for our community are fully assessed.

The Coronation of His Majesty the King will take place on Saturday 06 May 2023. If you are thinking of organising a street party, you will need to apply for a temporary road closure and the deadline to apply is 17 March 2023. You might be eligible for a small Better Neighbourhood Grant for your street party and the deadline to apply is 28 April 2023. Please speak to your Ward Councillor for further information. There will be many events across the borough celebrating the Coronation and we have a dedicated web page which is regularly updated. The Council will be hosting a picnic in the park for residents at Lammas Park in Staines-upon-Thames on Saturday 06 May from 11am-4pm with music and children's entertainment. Our Community Centres will also be open for residents to enjoy the Coronation for a right old Royal knees to celebrate this momentous occasion"

161/23 Announcements from the Chief Executive

The Chief Executive made the following announcements:

"The Spelthorne Civic Trust will be celebrating its 40th Anniversary at its annual Awards evening to be held at 7:30pm on Tuesday 18th April in this Council Chamber. On behalf of the Trustees, all members of this Chamber are duly invited to attend, and invitations were dispatched yesterday.

Colleagues across this authority can rightfully be proud for what they collectively accomplish, included our outstanding partnership and cross service working in supporting our community and businesses - as concluded in the recent Corporate Challenge Peer Review Report. I will shortly be writing to the 7 Group Leaders and all independent members of this Chamber to invite them to meet with the full complement of senior managers to start considering and collectively addressing the recommendations".

As the Borough Returning Officer, please note that The Elections Act 2022 requires residents to show photographic ID at the polling station to vote in this

year's all-out local elections to be held on Thursday 4 May. We have instigated a campaign to encourage residents to get ready for the change by checking if they have an acceptable form of ID. Anyone without ID can either apply for a free Voter Authority Certificate or a postal vote. All members will have now received formal correspondence from the Monitoring Officer outlining the guidelines and restrictions on publicity during the pre-election period that starts on 23 March 2023”.

162/23 Questions from members of the public

The Mayor reported that, under Standing Order 14, five questions had been received from members of the public.

Question from A McLuskey:

“Given concern over recent flooding in Spelthorne, can the Leader explain what has been done since the 2014 inundations to protect life and prosperity in the area?”

Response from Councillor I Beardsmore, Chair of the Environment and Sustainability Committee:

“Thank you for your question, Mr McLuskey. At the time of the floods in 2014, a considerable amount of assistance was given to those affected by the flooding from the River Thames. Property protection advice and grants were subsequently given to the owners of properties likely to flood in order to help build resilience. However, the key scheme to mitigate any future flooding is the River Thames Scheme, which is now progressing well, having secured the necessary funding to build it. This Council has demonstrated its support for the scheme by committing to provide a £1.3m capital contribution towards the development costs.

As this is a large infrastructure project there are inevitably processes to go through, including the need to obtain a Development Consent Order, all of which take time. At present this scheme is in the pre-application stage and it is anticipated that following the required consultation processes, the Development Consent Order should be submitted to the Planning Inspectorate in winter 2024. If successful in the planning process, construction of this scheme would then start in winter 2026, with completion scheduled for winter 2030.

Surrey County Council is the strategic flood risk authority and also responsible for surface water flooding, but we have worked closely with Surrey’s team to identify causes of surface water flooding in the Borough and put in measures to mitigate that flooding, including in areas such as Guildford Street and Milton Gardens.

We are very aware of the potential significant flooding issues in the Borough, and not only work closely with partners to address the issues, but also have in place comprehensive emergency plans should flooding occur.”

Question from Julie Fegredo:

“Are the Councillors that are reported in the local government report on Spelthorne abusing their powers in asking for preferential services and disregarding the fair allocation of resources for all our borough being investigated and sanctioned – if not, why not?”

Response from the Leader of the Council, Councillor Boughtflower:

“Thank you, Madam Mayor. As this question relates to the Standards Committee, I will ask the Council’s Monitoring Officer to provide a response.”

The Monitoring Officer responded as follows:

“Thank you, Madam Mayor. The Council’s Standards Committee supports the Monitoring Officer to promote and maintain high standards of conduct by councillors. In order to achieve this, the Council has adopted the Local Government Association model Code of Conduct. Any breaches of this code is subject to has a formal complaints system which all councillors are aware of. This sets out the proper process for potential breaches of the Code of Conduct, which deals with councillor behaviours. It can be found on the Council’s website. Any complaints received will be dealt with in accordance with those procedures. It should be noted however that there is no power to disqualify any councillor.”

Question from Julie Fegredo:

“Can the Council Leader state which are the Councillors, wards or parties they represent, that are shockingly abusing their powers in the recent peer review report and should they not be disqualified from public office?”

Response from the Leader of the Council, Councillor Boughtflower:

“Thank you, Madam Mayor. As this question relates to the Standards Committee, I will ask the Council’s Monitoring Officer to provide a response.”

The Monitoring Officer responded as follows:

“Thank you, Madam Mayor. The Council’s Standards Committee supports the Monitoring Officer to promote and maintain high standards of conduct by councillors. In order to achieve this, the Council has adopted the Local Government Association model Code of Conduct. Any breaches of this code is subject to has a formal complaints system which all councillors are aware of. This sets out the proper process for potential breaches of the Code of Conduct, which deals with councillor behaviours. It can be found on the Council’s website. Any complaints received will be dealt with in accordance with those procedures. It should be noted however that there is no power to disqualify any councillor.”

Question from Julie Fegredo:

“What is the Leader doing to robustly address the abuse of Councillor privilege reported in the Spelthorne Peer Review Report when it states that some councillors are seeking preferential treatment for street cleaning, waste collection and leisure services?”

Response from the Leader of the Council, Councillor Boughtflower:

“Thank you, Madam Mayor. As this question relates to the Standards Committee, I will ask the Council’s Monitoring Officer to provide a response.”

The Monitoring Officer responded as follows:

“Thank you, Madam Mayor. The Council’s Standards Committee supports the Monitoring Officer to promote and maintain high standards of conduct by councillors. In order to achieve this, the Council has adopted the Local Government Association model Code of Conduct. Any breaches of this code is subject to has a formal complaints system which all councillors are aware of. This sets out the proper process for potential breaches of the Code of Conduct, which deals with councillor behaviours. It can be found on the Council’s website. Any complaints received will be dealt with in accordance with those procedures. It should be noted however that there is no power to disqualify any councillor.”

Question from Adrian Ulisse:

“Can the Leader of the Council advise how many Councillors are being investigated for conduct breaches of their public office, how many complaints or pending cases there have been over the past year and have these been reported to residents?”

Response from the Leader of the Council, Councillor Boughtflower:

“Thank you, Madam Mayor. As question five relates to the Standards Committee, I will ask the Council’s Monitoring Officer to provide a response.”

The Monitoring Officer responded as follows:

“Thank you, Madam Mayor. Currently there are two investigations against councillors for breaches of the Members’ Code of Conduct. There are two further complaints against councillors which are currently at the initial assessment stage. In the last year the Monitoring Officer has received a total of 14 standards complaints against councillors.”

163/23 Appointment of Representative Trustees for Laleham Charities Village Hall and Recreation Grounds - Call-in

Council considered the Call-in of the decision taken by the Administrative Committee on 19 January 2023 and the appointment of three Trustees for the Laleham Charities.

Council **resolved** to overturn the decision of the Administrative Committee.

The Council **resolved** to appoint Richard Stokes, Mavis Duncan, and Geoff Want as Representative Trustees to Laleham Charities Village Hall and Recreation Grounds for a four year period.

164/23 Pay Award 2023/24

Council considered a report that sought approval of the staff pay award for 2023/24.

Council **resolved** to approve the staff pay award for 2023/24 as follows:

1. A consolidated payment of £1925 per full time equivalent (FTE) to all scale points including personal salary, and
2. An increase of 3.5% (average percentage increase) to those allowances that increase annually with the pay award.

165/23 Pay Policy Statement 2023/24

Council considered a report that sought approval of the Pay Policy Statement.

Council **resolved** to approve the Pay Policy Statement.

166/23 Treasury Management Strategy 2023/24

18:52 Councillor Leighton arrived at the meeting.

Council considered a report which outlined the Treasury Management Strategy 2023/24.

Council **resolved** to:

1. Approve the proposed Treasury Management Strategy 2023/24 as set out in the report.
2. Note the Treasury Management Practices (TMP) and Schedules.

167/23 Capital Strategy 2023 to 2024

Council considered a report which sought approval of the Capital Strategy 2023 to 2024.

Council **resolved** to agree the Capital Strategy 2023 to 2024.

168/23 Capital Programme 2023/24 to 2026/27

Council considered a report which sought approval of the proposed Capital Programme 2023/24 to 2027/28.

Council **resolved** to agree the Capital Programme 2023/24 to 2027/28.

In accordance with Standing Order 21.6, Councillor Nichols requested that his vote against the item be recorded.

169/23 Fees & Charges 2023/24

Council considered a report on the proposed fees and charges for 2023/24.

Council **resolved** to agree the fees and charges for 2023/24.

170/23 Detailed Budget 2023/24

Council considered the Detailed Revenue Budget for 2023-24.

The representative of the Labour party wished to place on record their thanks to the finance team.

In accordance with standing order 5, It was proposed by Councillor Fidler, seconded by Councillor Barnard and **resolved** to continue the meeting until the finish of the consideration of this item.

Council **resolved** to approve:

1. a 2.9% increase on the Spelthorne Borough Council element of the Council Tax for 2023-24. Moreover:
 - a. The Revenue estimates as set out in Appendix 1 be approved.
 - b. No funds, as set out in this report are to appropriate from General Reserves in support of Spelthorne's local Council tax for 2023-24.
 - c. To agree that the Council Tax base for the year 2023- 24 is 40,551 Band D equivalent dwellings calculated in accordance with regulation 3 of the Local Authorities (Calculation of Council tax base) Regulations 1992, as amended, made under Section 35(5) of the Local Government Finance Act 1992.
2. Continuing the Council's Local Council Tax Support Scheme with the current rules and regulations.
3. Continuing the complete disregard of war pension / armed forces pension income from benefit calculations.
4. the growth and savings items as set out in the report's appendices 3, and 4.

5. the Chief Finance Officer's commentary in section 4 of the report on the robustness of budget estimates and levels of reserves under sections 25 and 26 of the Local Government Act 2003.
6. The Council Tax Base for the whole Council area for 2022//23. [Item T in the formula in Section 31b (3) of the local government Finance Act 1992, as amended (the "act")] should be 40,551 band D equivalent dwellings and calculate that the Council Tax requirement for the Council's own purpose for 2023-24 is £216.14 Per Band D equivalent dwelling.

That the following sums be now calculated by the Council for the year 2023-24 in accordance with Section 31 to 36 of the Local Government Act 1992.

A	107,487,700	Being the aggregate of the amount which the Council estimates for the items set out in Section 31A (2) of the Act considering all precepts issued to it by Parish Councils.
B	-98,723,000	Being the aggregate of the amount which the Council estimates for the items set out in Section 31A (3) of the Act
C	8,764,700	Being the amount by which the aggregate at (A) above exceeds the aggregate at (B) above, calculated by the Council, in accordance with Section 31A (4) of the Act, as its Council Tax requirement for the year
D	216.14	Being the amount at (C) above divided by the amount at 5c (above), calculated by the Council in accordance with Section 31B (1) of the

		act, as the basic amount of its Council Tax for the year (including Parish precepts)
E	0	Being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act.
F	216.14	Being the amount at (D) above less the result given by dividing the amount at (E) above by the amount at 5c (above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings on those parts of its area to which no Parish precept relates.

That the following amounts be calculated for the year 2023-24 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992 as amended by the Localism Act 2011.

A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
144.09	168.11	192.12	216.14	264.17	312.20	360.23	432.28

As required by the Local Authorities (Standing Orders) (England) Regulations 2001 (as amended), Council held a recorded vote on the Revenue Budget 2023/24.

For: S. Doran, M. Attewell, C. Barnard, C. Barratt, R. Barratt, I. Beardsmore, J. Boughtflower, A. Brar, S. Buttar, J. Button, R. Chandler, J. Doran, N. Gething, H. Harvey, I. Harvey, K. Howkins, V. Leighton, S. Mooney, O. Rybinski, R. Sider (20)

Against: (0)

Abstain: D. Saliagopoulos, C. Bateson, M. Beecher, S. Dunn, T. Fidler, M. Gibson, K. Grant, L. Nichols, B. Spoor, S. Whitmore (10)

171/23 Disabled Facilities Grant Framework Approval

Items 16 to 25 were considered at the Carry Over Meeting Held on 02 March 2023

Council considered a report which sought approval of the Disabled Facilities Grant Framework or a Dynamic Purchasing System (DPS)

It was proposed by Councillor A Mitchell and seconded by Councillor N Gething and **resolved** that:

1. The Group Head of Community Wellbeing and Housing enter a procurement exercise for a Disabled Facilities Grant Contractor Framework or a Dynamic Purchasing System; and
2. The Group Head of Corporate Governance execute the required documentation to conclude with a framework agreement or a dynamic purchasing system with suitable contractors as appropriate.

172/23 Calendar of Meetings 2023-2024

Council considered a report which sought approval of the proposed schedule of Council and Committee meetings for 2023-2024.

It was proposed by Councillor A Mitchell and seconded by Councillor N Gething and **resolved** that Council approve the Calendar of Meetings for 2023-2024 as set out in the report.

173/23 Withdrawal from Spelthorne Joint Committee

Council considered a report which sought approval for the cessation of all the Borough Council's non-executive and advisory functions from the Spelthorne Joint Committee's remit and that the function be delegated to the appropriate committee.

It was proposed by Councillor I Beardsmore and seconded by Councillor I Harvey that the Leader of the Council write to the Leader of Surrey County Council to express our disappointment that the Spelthorne Joint Committee is being abolished and request details of any planned replacement mechanism. It was suggested that the Chief Executive or officers assist with the drafting of the aforementioned letter.

Council **agreed** this proposal and to also amend the second part of the recommendation.

Council **resolved** to approve:

1. the cessation of all the Borough Council's non-executive and advisory functions from the Spelthorne Joint Committee's remit as set out in the Joint Committee Constitution with immediate effect and,
2. those functions be delegated to the appropriate Committee as set out in Paragraphs 3.5 to 3.10 within the report in accordance with Appendix B of the report.

174/23 Local Government Association Corporate Peer Challenge Feedback Report

Council considered the feedback report from the Local Government Association Corporate Peer Challenge.

It was proposed by Councillor A Mitchell and seconded by Councillor N Gething that Council agree the recommendations as outlined in the report.

Council agreed that the wording in Recommendation 2 be amended to "to agree to the development of an Action Plan to address those recommendations and for this to be directed through the Corporate Policy & Resources Committee".

Councillor C Bateson requested a recorded vote be taken.

For: Cllrs D Saliagopoulos, C Barnard, R Barratt, C Bateson, I Beardsmore, A Brar, R Chandler, S Dunn, T Fidler, N Gething, K Grant, A Harman, H Harvey, I Harvey, K Howkins, V Leighton, A Mitchell, L Nichols, O Rybinski, J Sexton, R Sider BEM, B Spoor, S Whitmore (23)

Against: (0)

Abstain: Councillor M Beecher (1)

Council **resolved** to:

1. note the contents of the LGA CPC report and the recommendations contained within that report, and
2. agree to the development of an Action Plan to address those recommendations and for this to be directed through the Corporate Policy & Resources Committee.

175/23 Councillor DBS Checks

Council considered a report that sought approval of Disclosure and Barring Service (DBS) Checks for Councillors.

It was proposed by Councillor A Mitchell and seconded by Councillor N Gething that the recommendations outlined in the report be agreed.

It was proposed by Councillor Mooney and seconded by Councillor Bateson that a further recommendation of “to agree that DBS checks for members be undertaken by the Council.” be added to the report.

Council **resolved** to:

1. note the new grounds for disqualification from being elected to, or being a member of, a local authority that have been introduced by the Local Government (Disqualification) Act 2022, and
 - a) Approve the introduction of Basic Disclosure and Barring Service checks (DBS) for all councillors;
 - b) Agree to adopt the DBS Checks for Members Protocol for inclusion in the Council’s Constitution, and
 - c) Agree to delegate to the Monitoring Officer to make the necessary amendments to the terms of reference of the Standards Committee, to include the resolution of issues concerning the discharge of members’ roles in light of DBS check responses.
2. Agree that DBS checks for members be undertaken by the Council.

176/23 Induction Programme 2023

Council considered a report that sought approval of the Member Induction Programme 2023.

It was proposed by Councillor A Mitchell and seconded by Councillor N Gething and **resolved** that Council:

1. Approve the proposed Member’s Induction Programmes 2023,
2. Authorise the Group Head of Corporate Governance to make changes to the Programme to reflect any necessary amendments; and
3. Authorise the Monitoring Officer to amend the Members’ Code of Conduct in accordance with Appendix C of the report.

177/23 Appointment of Independent Member of the Audit Committee

Council considered a report on the appointment of the Independent Member to the Audit Committee.

It was proposed by Councillor A Mitchell and seconded by Councillor H Harvey and **resolved** that Council appoint Philip Briggs as the Independent Member of the Audit Committee.

178/23 Reports from the Committee Chairs

The Chairs of the Committees presented reports which outlined the matters their Committees had considered since the last Council meeting.

Council **resolved** to note the Chair's reports.

179/23 Motions

In accordance with Standing Order 16 the Council received one written Notices of Motion.

Councillor Mooney moved and Councillor Bateson seconded the following motion:

“The Community Infrastructure Levy (CIL) allows the council to raise funds from some forms of new development to help fund the infrastructure needed to mitigate the impacts of new development. CIL funds are used for either local infrastructure or infrastructure of wider strategic benefit to the borough. An initial 5% of CIL funds collected is retained by the council for administration purposes and 15% of the funds are allocated in local areas to infrastructure projects which are required in the communities where development took place.

With this in mind, I urge that this Council agrees that strategic CIL bids to support infrastructure in Staines are given significant weight in decision-making on CIL expenditure to reflect the quantum of development in Staines and the amount of funding these schemes contribute to the pot.”

In accordance with Standing Order 21.6, Councillor Beardsmore requested that his vote against the motion be recorded.

A recorded vote was requested

For: Councillors D Saliagopoulos, C Bateson, M Beecher, S Mooney (4)

Against: Councillors C Barnard, R Barratt, I Beardsmore, A Brar, R Chandler, T Fidler, N Gething, A Harman, H Harvey, I Harvey, K Howkins, V Leighton, A Mitchell, L Nichols, O Rybinski, R Sider (16)

Abstain: Councillors M Attewell, S Dunn, K Grant, J Sexton, B Spoor, S Whitmore (6)

The motion **FELL**.

180/23 General questions

This item was deferred to the next Council meeting on 20 April 2023.

181/23 Exclusion of Press and Public

Items 26 and 27 on the agenda were dealt with at the meeting held on 23 February 2023

It was proposed by Councillor J Boughtflower and Seconded by Councillor N Gething and **resolved** that the public and press be excluded during consideration of the following item, in accordance with paragraph 3 of Schedule 12A of the Local Government Act 1972 (as amended) because it was likely to disclose information relating to the financial or business affairs of any particular person (including the authority holding that information) and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information because, disclosure to the public would prejudice the financial position of the authority in being able to undertake even-handed negotiations and finalising acceptable contract terms:

182/23 Integrated Insurance Service - Spelthorne Borough Council & the London Borough of Sutton

Council considered a report regarding a proposed integrated insurance service between Spelthorne Borough Council and the London Borough of Sutton.

It was proposed by Council J Boughtflower and seconded by Councillor N Gething that Council approve the recommendations as set out in the report.

Council **resolved** to agree the recommendations within the report.

Public Question from Andrew McLuskey

“Why did Spelthorne Council agree to distribute money for Coronation street parties in a way which would palpably disadvantage local election candidates who were not councillors”?

This page is intentionally left blank

Council

20 April 2023



Title	Localism Act 2011: Appointment of Independent Persons 2023-2027
Purpose of the report	To approve the re-appointment of the existing Independent Persons and the appointment of two further persons.
Report Author	Farida Hussain, Group Head Corporate Governance
Ward(s) Affected	All Wards
Exempt	<p>Report - No Appendices - Yes</p> <p>The appendices are exempt on the grounds that it is likely to involve the disclosure of exempt information as defined in Paragraph 1 (Information relating to an individual) of Part 1 of Schedule 12A of the Local Government Act 1972.</p>
Corporate Priority	This item is not in the current list of Corporate Priorities but still requires a Committee decision.
Recommendations	<p>Council is asked to agree the following:</p> <ol style="list-style-type: none"> 1. the re-appointment of: <ol style="list-style-type: none"> a) Vivienne Cameron b) Bill Donnelly c) John Smith 2. the Interview Panel's recommendation for the appointment of the two other applicants: <ol style="list-style-type: none"> a) Andrea Armstrong b) Jane Clarke <p>as Independent Persons for a four year term of office expiring in May 2027</p>

	This report was considered at the Standards Committee on 11 April who resolved to recommend that Council agree the recommendations as above
Reason for Recommendation	To enable the Council to comply with its obligations under Section 28(7) of the Localism Act 2011

1. Summary of the report

- 1.1 This report seeks approval of the re-appointment of three existing Independent Persons and the appointment of further two persons who can be consulted by the Monitoring Officer to provide an assessment of an allegation that a Member of the Council has failed to comply with the Council's code of Conduct for Members.

2. Key issues

- 2.1 The Localism Act 2011 introduced a new ethical standards regime for local government in 2012 which, amongst other things, requires the Council to seek the views of an Independent Person before it takes a decision on an allegation of misconduct by a councillor which it has decided to investigate after the complaint has passed the initial two stage filter. The Monitoring Officer decides, after consultation with the Independent Person, whether a complaint merits a formal investigation. The Independent Person's views may also be sought by the Council at any other stage in a misconduct complaint, or by a councillor against whom an allegation has been made.
- 2.2 The Council is also required to use its Independent Persons in respect of dismissal or disciplinary procedures against the Head of Paid Service, Monitoring Officer or Chief Finance Officer in accordance with the provisions of The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015.
- 2.3 It has often been challenging to recruit suitable volunteers to serve as Independent Persons; due to the nature of the role, there are parameters set out in legislation regarding who and who may not be appointed. Consequently, the Council has adopted a pragmatic approach to recruitment of Independent Persons by entering into joint arrangements with other Surrey councils since April 2012.
- 2.4 Following the success of the previous joint appointment arrangement, all the Surrey councils (including Surrey County Council) were asked whether they would be interested in participating in a further joint arrangement for the appointment of Independent Persons for the next four years. Not all Surrey councils were at a point of needing to recruit, but the following councils agreed to participate:
- Epsom & Ewell Borough Council
 - Guildford Borough Council
 - Mole Valley District Council
 - Reigate & Banstead Borough Council
 - Spelthorne Borough Council
 - Surrey Heath Borough Council

- Waverley Borough Council

2.5 The vacancy for Independent Persons was advertised on each of the participating councils' websites and the details of the appointments were publicised via social media.

2.6 Our current Independent Persons were each asked if they would be happy to continue in the role until 2027 and, if so, invited to apply for re-appointment. Three of these, Vivienne Cameron, Bill Donnelly and John Smith, confirmed their wish to continue and formally re-applied.

Following the advertisement period, seven new applications were received. John Armstrong, Democratic Service and Elections Manager and Deputy Monitoring Officer at Guildford Borough Council contacted all seven councils as outlined in 2.4 of the report on 01 March 2023 to seek agreement to re-appointment the three existing Independent Persons that had re-applied. Councils were asked to consider the new applicants and to nominate which candidates they would like to be interviewed; the applicants with the most nominations would then be invited to attend an interview. The successful candidates were Andrea Armstrong and Jane Clarke who were invited for an interview that took place on Thursday 09 March. The interview panel comprised the Monitoring Officers (or their deputies) from Epsom & Ewell, Guildford, Mole Valley and Surrey Heath.

2.7 The interview panel found that both candidates demonstrated well-developed skills of independence, analysis, and fair dealing and has commended both for appointment by the participating councils. Copies of the candidates' CVs in support of their applications are attached to this report as **Confidential Appendices**.

3. Options analysis and proposal

Option 1 – Preferred Option

3.1 Approve the re-appointment of the Council's current Independent Persons, Vivienne Cameron, Bill Donnelly and John Smith and approve the appointment of the new Independent Persons, Andrea Armstrong and Jane Clarke to ensure that the Council complies with its obligations under Section 28(7) of the Localism Act 2011

Option 2

3.2 Do not approve the re-appointment of the Council's current Independent Persons nor the appointment of the new Independent Persons, which would result in the Council failing to comply with its obligations under Section 28(7) of the Localism Act 2011

4. Financial implications

4.1 The Council agreed on 21 February 2019 that the Independent Persons appointed by this Council shall not be entitled to receive any remuneration other than travelling expenses which will be paid at the same rate as currently provided for councillors under the Scheme of Allowances for Councillors.

4.2 There are no other financial implications arising from this report.

5. Risk considerations

- 5.1 Risk - The Council has not sought to achieve optimal arrangements for independent advice in pursuing investigations related to Member misconduct complaints.

Control and Mitigation – A collaborative approach has been taken with other Councils in arriving at a decision to recruit additional Independent Persons and reappoint some individuals, providing a wider level of insight. This report refers elsewhere to those candidates holding the necessary skills and experience to add value and provide the necessary support in taking up expectations of the post.

- 5.2 Risk – The Independent Persons appointed or reappointed fail to declare any political affiliation or conflict of interest that could undermine their impartiality in providing advice to inform assessment or decisions taken by the Council's Monitoring Officer.

Control and Mitigation – There should be appropriate and robust due diligence and onboarding checks incorporated into the recruitment and appointment process.

6. Procurement considerations

- 6.1 There are no procurement considerations arising from the report.

7. Legal considerations

- 7.1 Section 28 of the Localism Act prescribes the need for a Local Authority to appoint at least one Independent Person, although no term of office is specified. If the Committee should agree to Option 1 above, this will provide more resilience in considering standards complaints.

Other considerations

- 7.2 The appointment of an Independent Person must be approved by a majority of the members of the authority. This means that any appointment must be approved by at least 19 councillors, not merely a simple majority of councillors present and voting.

8. Equality and Diversity

- 8.1 Public Authorities are required to have due regard to the aims of the Public Sector Equality Duty as set out in the Equality Act 2010 when making decisions and setting policies.
- 8.2 The recruitment process has sought to find a variety of candidates that whilst meeting the profile, offer a variety of different background and experiences.

9. Sustainability/Climate Change Implications

- 9.1 There are no sustainability or climate change implications.

10. Timetable for implementation

- 10.1 If Council agree to Option 1 this decision the Independent Persons will be appointed for a term of 4 years from 01 May 2023.

11. Contact

- 11.1 Farida Hussain, Head Corporate Governance, f.hussain@spelthorne.gov.uk

Background papers: There are none.

Confidential Appendices:

Appendix A – CV & Supporting Statement for Applicant A

Appendix B – CV & Supporting Statement for Applicant B

NB. This appendix is exempt from publication under Paragraph 1 of Part 1 of Schedule 12A to the Local Government Act 1972 as it contains the personal information of the individuals concerned.

This page is intentionally left blank

By virtue of paragraph(s) 1 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 1 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 1 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 1 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 1 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

Report of the Chairman on the work of the Audit Committee

The Audit Committee held a meeting on 23 March 2023 and the main items of business considered were as follows:

1. KPMG 2017/18 Audit Opinion

- 1.1 The Committee resolved to accept the ISA 260 report from KPMG and to accept the opinions on the Statement of Accounts and Value for Money, and that the Chair of the Audit Committee and Chief Finance Officer would sign the accounts and the letter of representation.

2. Public Interest Report Recommendations Action Plan

- 2.1 The Committee noted and agreed the Public Interest Report Recommendations Action Plan and agreed that a Public Interest Report Action Plan be brought before the July meeting of the Audit Committee.

3. Report on DLUHC's Review of Councils with High Debt Levels

- 3.1 The Committee resolved to receive and note the verbal update on DLUHC's review of Councils with high debt levels, and to place the DLUHC Review on the forward plan for the July meeting of the Audit Committee.

4. Corporate Risk Management

- 4.1 The Committee noted the significant strategic risks and issues highlighted in the report.
- 4.2 The Committee recommended that the Corporate Risk Register and Risk Action Plan be presented to the Corporate Policy and Resources Committee.
- 4.3 The Committee noted the discussion in relation to hybrid working and resolved to add hybrid and flexible working to risk category 7 of the Corporate Risk Register.

5. The Council's Risk Exposure to Wider Externalities and Impact

- 5.1 The Committee noted the report and the close linkages and common themes between this report and the Corporate Risk Management report, and agreed the reports should be combined.

6. Internal Audit Annual Plan 2023/24

- 6.1 The Committee noted and approved the Internal Audit Plan for 2023/24.

7. Counter Fraud, Bribery & Corruption Strategy

- 7.1 The Committee resolved to endorse the Council's Counter Fraud, Bribery and Corruption Strategy, and approved the submission of the recommended changes to the Strategy to the Corporate Policy and Resources Committee.

Councillor Helen Harvey
Chairman of the Audit Committee

20 April 2023

This page is intentionally left blank

Decisions taken at the meeting held on Tuesday, 28 March 2023.

Meeting Time:

7.00 pm

Meeting Venue:

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

PRESENT: Councillor Maureen Attewell (Chairman), Councillor Olivia Rybinski (Vice-Chairman), Councillor Chris Bateson, Councillor Jon Button, Councillor Sandra Dunn, Councillor Nick Gething, Councillor Helen Harvey, Councillor Robin Sider BEM and Councillor Stuart Whitmore

1. MINUTES

The minutes of the meeting held on 17 January 2023 were agreed as a correct record.

5. REVIEW OF TENANCY STRATEGY

The Committee **resolved** to adopt the proposed amendments to the Tenancy Strategy.

6. SIX DAYS A WEEK COMMUNITY CENTRE OFFER*

The Committee **resolved** to:

1. Continue to endorse the Council's approach of expanding the Community Centres provision to take account of the impact of current cost of living, energy and social isolation crisis on our communities.
2. To continue with the provision of opening at least one Community centre within the borough of Spelthorne for 6 days a week, which is currently in place throughout the winter period, engaging centre staff to provide the additional provision.
3. To consider the relative merits of contractual changes or enhanced pay options

7. LAWN TENNIS ASSOCIATION*

The Committee **resolved** to decline the opportunity to apply for funding from the LTA and finance the tennis court refurbishments from the Council's ongoing repair and maintenance budget.

8. VERBAL UPDATE ON DEFERRED ITEMS FROM THE GRANTS PANEL*

The Committee **resolved** to agree the grants awards 2023/24 for decisions deferred by this Committee on 17 January 2023.

9. FORWARD PLAN

The Committee **resolved** to note the forward plan with the additional items agreed at the meeting.

11. VERBAL UPDATE ON THE LOCAL AUTHORITY HOUSING FUND

The Committee **resolved** to note the verbal update from the Strategic Lead, Housing.

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 **3 April 2023***

This page is intentionally left blank

Decisions taken at the meeting held on Tuesday, 14 March 2023.

Meeting Time:

7.00 pm

Meeting Venue:

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

PRESENT: Councillor Ian Beardsmore (Chairman), Councillor Bob Noble (Vice-Chairman), Councillor Richard Barratt, Councillor Chris Bateson, Councillor Malcolm Beecher, Councillor Jon Button, Councillor Nick Gething, Councillor Kathy Grant, Councillor Karen Howkins, Councillor Vivienne Leighton, Councillor Sinead Mooney, Councillor Olivia Rybinski and Councillor Joanne Sexton

5. GREEN INITIATIVES FUND BID - SOLAR FOR LALEHAM NURSERY*

The Committee **resolved** to approve funding of £20,000 from the Green Initiatives Fund to purchase solar panels for Laleham Nursery.

6. GREEN INITIATIVES FUND BID - SWEEPS DITCH WORKS IN STAINES PARK*

The Committee **resolved** to approve funding of £8,000 from the Green Initiatives Fund to create a pond within the Staines Park section of Sweeps Ditch.

7. UPDATE ON CLIMATE CHANGE STRATEGY

The Committee **resolved** to note the update on the Climate Change Strategy.

8. UPDATES FROM TASK AND FINISH AND/OR WORKING GROUPS

The Committee **resolved** to note the updates from the CIL Task Group and the Climate Change Working Group.

9. FORWARD PLAN

The Committee **resolved** to note the forward plan.

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 20 March 2023.*

Decisions taken at the meeting held on Wednesday, 29 March 2023.

Meeting Time:

7.00 pm

Meeting Venue:

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

PRESENT: Councillor Richard Barratt (Chairman), Councillor Joanne Sexton (Vice-Chairman), Councillor John Doran and Councillor Stuart Whitmore

2. MINUTES

The minutes of the meeting held on 05 January 2023 were agreed as a correct record.

6. SEP 2025

The Committee **resolved** to agree to the adoption of SEP 2025 as produced by officers and members of the SEP 2025 steering group.

8. FORWARD PLAN

The Committee resolved to note the forward plan with the additional item agreed at the meeting.

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 **04 April 2023**.*

Report of the Chairman on the Work of the Planning Committee

This report gives an overview of the key items considered by the Committee at its meetings on 16 March 2023 and 5 April 2023.

1. Extraordinary Planning Committee Meeting – 16 March 2023

1.1 The Committee Considered one report.

1.2 Planning Update- from Officers containing advice from the Council's consultants and legal advisors about matters arising from an update on a Planning Committee report.

1.3 The recommendation was **approved**.

2. Planning Committee Meeting- 5 April 2023

2.1 The Committee considered one application.

2.2 Application No. 22/01410/ADV, Retail Warehouse, Stanwell Road, Ashford, TW15 3DT– This application was for the retrospective application for the display of 1 no. 7.5m high illuminated totem sign.

2.3 The application was **approved**.

Councillor N Gething
Chairman of Planning Committee

11 April 2023

This page is intentionally left blank

**Motion Received from Councillor R Sider BEM
Seconded by Councillor C Barnard**

“This Council is concerned to learn that Spelthorne Sports Council has been disbanded and will no longer hold its annual sports award evenings, and that this is seen to be a retrograde step which will deprive young people of being recognised for their sporting abilities and achievements in the Borough and that the Council should consider and endeavour to re-instate this important event in the Borough calendar at the earliest opportunity”.

This page is intentionally left blank

Question One from Councillor Sider BEM

This question was carried over from the previous council meeting.

“Will the Leader of the Council share my concerns that Health and Safety legislation is having a serious effect on the morale of volunteers who are strive throughout the year to rase much needed funds for charity and other good causes”

Question Two from Councillor Sider BEM

“Will the Leader of the Council join me in congratulating the Council Housing Team in being finalists in the category of Best Council Services Team in the Local Government MJ Achievement Awards 2023, being held in London in June 2023, and agree with me that this in itself is both a remarkable and outstanding achievement for such a small authority as Spelthorne, and reflects the care and attention that the housing team give to our residents, and will he wish them every success on behalf of all Members of the council in this national competition”.

This page is intentionally left blank