



Please reply to:

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Date: 31 May 2023

Notice of meeting

Administrative Committee

Date: Thursday, 8 June 2023

Time: 7.00 pm

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

To the members of the Administrative Committee

Councillors:

S. Bhadye (Chairman)	J.R. Boughtflower	A. Gale
L. E. Nichols (Vice-Chairman)	L. Brennan	R. Geach
M. Arnold	J. Caplin	J. Turner
E. Baldock	J.T.F. Doran	B. Weerasinghe

Substitute Members: Councillors M. Bing Dong, K. Grant, M. Beecher, S. Doran, T. Burrell

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

www.spelthorne.gov.uk customer.services@spelthorne.gov.uk Telephone 01784 451499

Agenda

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Terms of Reference

The Committee's Terms of Reference are attached to assist.

1. Apologies for absence

To receive apologies for absence and notification of any substitutions.

2. Minutes

7 - 10

To confirm the minutes of the meeting held on 19 January 2023 as a correct record.

3. Disclosures of interest

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

4. Appointments to Outside Bodies 23-24

11 - 12

To consider the nominations to outside bodies for the 2023-24 municipal year, as proposed by group leaders.

5. Appointment of Representative Trustees to Sunbury Fuel Allotment Trust

13 - 14

To consider the appointment of Mr Tim Evans, Mr Alfred Friday, Ms Kaye Friday, and Mr Paul Thompson for a period of four years as requested by the Charity.

6. Forward Plan

15 - 16

To consider the Forward Plan for committee business.

7. 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 Paragraph 2 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.

8. Building Control Service

17 - 22

This report contains 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 Paragraph
2 – information that is likely to reveal the identify of an individual.

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ADMINISTRATIVE COMMITTEE

Membership

12 members reflecting political balance.

Functions

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

- Performance management, Project management & service delivery options/transformation
- Making such appointments to Outside Bodies which are not reserved to Council
- Customer Services
- Corporate Services including Communications, Legal Services, ICT, Democratic Services and Electoral Services
- Human Resources Policy
- This Committee has responsibility for scrutinising matters referred to it by the Service Committees or councillors in accordance with the Council's Call-in Scheme (Part 4b of this Constitution).

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**Minutes of the Administrative Committee
19 January 2023**

Present:

Councillor N. Islam (Chairman)
Councillor J.T.F. Doran (Vice-Chairman)

Councillors:

J. Button	N.J. Gething	S.J Whitmore
S.A. Dunn	A.J. Mitchell	
R.D. Dunn	J. Vinson	

Substitutions: Councillors C. Bateson (In place of B.B. Spoor)
I.J. Beardsmore (In place of A.C. Harman)

Apologies: Councillors A. Brar, A.C. Harman, B.B. Spoor

In Attendance: Councillor M. Beecher

1/23 Apologies and substitutes

Apologies were received from Councillor Brar, Councillor Harman, and Councillor Spoor. Councillor Beardsmore attended as Councillor Harman's substitute, and Councillor Bateson attended as Councillor Spoor's substitute.

2/23 Minutes

The minutes of the meeting held on 10 November 2022 were agreed as a correct record.

3/23 Disclosures of interest

There were none.

4/23 New and Revised Procurement Policies and Procedures

The Committee considered a report from the Interim Corporate Procurement Manager which provided an update on revisions made to existing procurement policies and procedures. Four additional procurement procedures had been drafted to provide officers with further guidance. The Committee's request for an increase to the threshold for local procurement would be considered during the next review of contract standing orders.

The Committee **resolved** to

- 1) Note and agree the updates to the existing Procurement Policies and Procedures
- 2) Review and agree the four new Procurement procedures
- 3) Note that it is currently not possible to implement a requested action to increase the threshold for all local procurements to £10k and agree that this will be considered at the next review of contract standing orders.

5/23 23/24 Budget

19:10 – Councillor Gething arrived at the meeting.

The Chief Accountant presented the draft budget, fees and charges, savings bids and growth bids for the Committee's areas of responsibility.

The Chief Accountant highlighted changes to net expenditure. Major changes related to staffing and removal of budgets related to Covid-19. He confirmed that future records would be tidied and clarified.

The Chief Accountant presented the Fees and Charges. Following instruction by the Corporate Policy and Resources Committee, fees had been increased by at least 5% with some increased to a higher level.

The Chief Accountant presented the savings bids. These related to budgets that had no expenditure over the past three years and resulted in £400k in savings.

The Chief Accountant presented the growth bids and informed the Committee that there was a moratorium on full-time posts unless they were fully funded or a statutory post. The recommendation from the Finance Department was that the growth bid for the Paralegal post would not meet these requirements. If the Committee wished to recommend the post for approval, savings would need to be found elsewhere in the budget.

Committee members debated the value the position provided to the Council and the risks of not recommending the growth bid for approval. The Committee were informed that the role had been previously been filled on a five year temporary contract and had allowed senior lawyers in the team to focus on case management rather than administrative work. If the role was

not filled, there was a risk that work would need to be outsourced, possibly at a higher cost. The Committee acknowledged that the legal department supported the whole of the Council through their work.

The Committee **resolved** that the Chief Accountant requests that cost centre's under the remit of the Administrative Committee look for further savings to meet the cost of the Paralegal growth bid.

The Committee **resolved** to recommend the draft 23/24 budget to the Corporate Policy and Resources Committee.

6/23 Feedback on 23/24 Budget Setting Process

The Committee were asked to provide feedback on the changes to the budget setting process.

The Chief Accountant identified changes that had been implemented following feedback on the budget process the previous municipal year. This included combined service plans and growth bids in order to give committees more oversight and transparency. The Committee were asked to identify changes they wished to see in the process and to feedback recommendations through the Chairman.

7/23 Appointment of Representative Trustees - Laleham Charities Village Hall and Recreation Grounds

The Committee considered nominations for representative trustees to Laleham Charities Village Hall and Recreation Grounds. Six nominations were presented to the Committee.

It was proposed by Councillor Bateson and seconded by Councillor Mitchell that Bob Parry, Ken Williams and Kevin Rowell be appointed as representative trustees to Laleham Charities Village Hall and Recreation Grounds.

The Committee raised that a councillor had previously been elected as a representative trustee and suggested that an additional councillor trustee be appointed. The Monitoring Officer advised that this was prevented by the Charity's constitution as the number of trustees was limited to six. The Committee requested that the history of councillor appointments to the charity be reviewed.

The Committee **resolved** to appoint Bob Parry, Ken Williams and Kevin Rowell as representative trustees to Laleham Charities Village Hall and Recreation Grounds.

8/23 Forward Plan

The Committee considered the Forward Plan for future Committee business.

The Committee **resolved** to note the Forward Plan with the additional item on charity appointments raised at the meeting.

Administrative Committee



8 June 2023

Title	Appointments to Outside Bodies 2023-24
Purpose of the report	To make a decision
Report Author	Karen Wyeth, 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>Committee is asked to:</p> <p>Agree the nominations to outside bodies for the 2023-24 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 2023-24 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. Procurement considerations**
- 6.1 There are none.
- 7. Legal considerations**
- 7.1 There are none.
- 8. Other considerations**
- 8.1 There are none.
- 9. Equality and Diversity**
- 9.1 There are no considerations.
- 10. Sustainability/Climate Change Implications**
- 10.1 There are none.
- 11. Timetable for implementation**
- 11.1 The nominations will be effective on the passing of a resolution by the Administrative Committee.
- 12. Contact**
- 12.1 Committee Services; committeeservices@spelthorne.gov.uk

Background papers: There are none.

Appendices:

Appendix A – Nominations from Group Leaders (to follow)

Administrative Committee



8 June 2023

Title	Appointment of Representative Trustees – Sunbury Fuel Allotment Trust
Purpose of the report	To make a decision
Report Author	Karen Wyeth, Principal Committee Manager
Ward(s) Affected	Halliford and Sunbury West Sunbury Common Sunbury East
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>Committee is asked to:</p> <p>Agree the appointment of:</p> <ul style="list-style-type: none"> • Mr Tim Evans • Mr Alfred Friday • Ms Kaye Friday • Mr Paul Thompson <p>For a period of four years as requested by the Charity.</p>
Reason for Recommendation	The Council has a duty to appoint representative trustees to charities whose charity scheme dictates appointments should be made by the Council.

1. Summary of the report

- 1.1 This report seeks agreement to the proposed appointment of representative trustees to the Sunbury Fuel Allotment Trust.
- 1.2 The Sunbury Fuel Allotment Trust was resurrected in April 2019. They make grants to assist with the costs of fuel to individuals who are in receipt of state retirement pension and or people with disabilities within the parish of St Mary's Sunbury-on-Thames as existing on 16th September 2021.
- 1.3 The governing document for the Charity requires the Council to appoint four representative trustees. The ex-officio trustee is the vicar of the Parish of St. Mary's, currently Father Andrew Downes.

1.4 The Charity was advised their current trustees term was expiring and they in turn supplied the Council with the names of the trustees they would like to the Council to appoint: Mr Tim Evans, Mr Alfred Friday, Ms Kaye Friday, and Mr Paul Thompson. The individuals requested have previously served as trustees and meet the criteria set out in the charity scheme.

2. Key issues

2.1 The responsibility for appointing to charities was moved into the remit of the Administrative Committee following a review of committee terms of reference in May 2022.

3. Options analysis and proposal

3.1 Option one (recommended): agree the charity's nominations as proposed.

3.2 Option two (not recommended): propose and agree alternative nominations. This may cause upset with the charity and the local community.

4. Financial implications

4.1 There are none.

5. Risk considerations

5.1 If the Council were to propose and agree alternative nominations, this may cause upset with the charity and the local community.

6. Procurement considerations

6.1 There are none.

7. Legal considerations

7.1 There are none.

8. Other considerations

8.1 There are none.

9. Equality and Diversity

9.1 There are none.

10. Sustainability/Climate Change Implications

10.1 There are none.

11. Timetable for implementation

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

12. Contact

12.1 Committee Services; committeeservices@spelthorne.gov.uk

Background papers: *Charity Scheme for Sunbury Fuel Allotment Trust*

Appendices:
There are none.



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 1 June 2023 to 30 May 2024

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 08 06 2023	Appointment of Representative Trustees to Sunbury Fuel Allotment Trust	Non-Key Decision	Public	Karen Wyeth, Principal Committee Manager
Administrative Committee 08 06 2023	Appointments to Outside Bodies 23-24	Non-Key Decision	Public	Karen Wyeth, Principal Committee Manager
Administrative Committee 08 06 2023	Building Control Service	Non-Key Decision	Public	Heather Morgan, Group Head - Place, Protection and Prosperity
Administrative Committee 12 10 2023	Summary of Reported Issues	Non-Key Decision	Public	Sandy Muirhead, Group Head - Commissioning and Transformation
Administrative Committee 12 10 2023	Projects Update	Non-Key Decision	Public	Dan Dredge, Control and Systems Manager

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