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**Decisions taken at the meeting held on Monday, 11 September 2023.**

**Meeting Time:**

7.00 pm

**Meeting Venue:**

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

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**PRESENT:** Councillor Joanne Sexton (Chair), Councillor Chris Bateson (Vice-Chair), Councillor Maureen Attewell, Councillor Malcolm Beecher, Councillor John Boughtflower, Councillor John Doran, Councillor Sue Doran, Councillor Michele Gibson, Councillor Kathy Grant, Councillor Karen Howkins, Councillor Matthew Lee, Councillor Lawrence Nichols, Councillor Olivia Rybinski, Councillor Katherine Rutherford and Councillor Howard Williams

**1. APOLOGIES AND SUBSTITUTES**

**2. DISCLOSURES OF INTEREST**

Councillor Nichols advised the Committee that he was a member of the Knowle Green Estates Board and would therefore not vote on Item 11 (Letter to Knowle Green Estates).

Councillors Sexton and Attewell declared that they were also Surrey County Council Councillors.

**3. MINUTES**

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

**5. REVISED HOUSING DELIVERY POLICY 2023/24\***

The Committee **resolved** to:

1. Confirm its support to suspend the Council's residential developments,
2. Support, in principle that the Council explores new ways of delivering the affordable and private rental housing delivery strategy; and
3. Bring back revised strategies and policies to the October Corporate Policy & Resources Committee meeting and subsequent Council meeting on 16 October 2023.

A summary of the recommendations was given within the report as follows:

Support in principle recommending to Council that this authority explores new ways of delivering the Council's affordable housing development schemes, by moving away from direct delivery, apart from the Local Authorities Housing Fund Acquisitions Scheme (single property) acquisitions to

initially house Afghan families which will be funded with a higher level of government grant.

**6. ELECTRIC VEHICLE INFRASTRUCTURE STRATEGY\***

The Committee **resolved** to adopt the Electric Vehicle Infrastructure Strategy 2023-2023

**7. PARKING SERVICES - BUSINESS MODEL\***

The Committee **resolved** to:

1. Enhance the current model to partner with other authorities (as outlined in Option 5 within the report) and to enable the Parking Services Operational Manager and the Group Head Neighbourhood Services to explore opportunities to partner with other Local Authorities,
2. Authorise the Group Head Neighbourhood Services to continue managing the parking service with the current business model; and
3. Authorise the Group Head Neighbourhood Services to chair a working group across interested authorities for shared services and represent the Council interests in that group.

**8. LALEHAM NURSERY IMPROVEMENTS\***

The Committee **resolved** to agree that the funding allocated for replacement porta cabins used as office space by the Joint Enforcement Team (JET) is reallocated to be used to create new permanent office and meeting space within the existing nursery building and provide improved facilities for Surrey Choices.

**10. CORPORATE RISK REGISTER (CORPORATE RISK MANAGEMENT)**

The Committee **resolved** to note the significant strategic risks and issues highlighted in this report, ensuring continued wider reporting of the Corporate Risk Register and Risk Action Plan across the other committees.

**11. LETTER TO KNOWLE GREEN ESTATES\***

The Committee **resolved** to:

1. Formally minute the Council's ongoing support for KGE, in accordance with the wording provided by the Company's External Auditors in Appendix A of the report; and
2. Delegate authority to the Chief Executive to sign a letter on behalf of the Council advising the auditors of Knowle Green Estates that this has been agreed by the Committee and duly minuted.

**12. COLLABORATIVE WORKING GROUP\***

The Committee **resolved** to agree a revised membership structure for the Council's Collaborative Working Group.

**13. FORWARD PLAN**

The Committee **resolved** to note the contents of the Forward Plan.

**14. URGENT ACTIONS**

The Committee **resolved** to note the update on the urgent action.

**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 **22 September 2023**.*