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**Decisions taken at the meeting held on Monday, 27 November 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 Jon Button, Councillor John Doran, Councillor Sue Doran, 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**

Apologies were received from Councillor Gibson and Cllr Dunn was present as her substitute.

**2. MINUTES**

The minutes of the meeting held on 16 October 2023 were agreed as a correct record of proceedings.

**3. DISCLOSURES OF INTEREST**

Councillor Nichols declared an interest in Item 5, Knowle Green Estates Ltd in that he was the Council's representative on the Knowle Green Estates Board.

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

**4. QUESTIONS FROM MEMBERS OF THE PUBLIC**

There were none.

**5. KNOWLE GREEN ESTATES - BOARD DIRECTORS PRESENTATION**

The Committee received a presentation from the 4 Board Directors of Knowle Green Estates (KGE), Darren Levy, Anne Fillis, Councillor Nichols and Terry Collier that sought to update members on the workings of KGE and the current financial position.

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

**6. MANAGEMENT OF STAINES MARKET\***

The Committee considered a report from the Group Head Neighbourhood Services and the Service Monitor that sought approval to commence a tender exercise for the procurement of the Management of Staines Market.

The Committee **resolved** to:

1. Authorise the Group Head Neighbourhood Services to commence a tender exercise for the procurement of the management of Staines Market for a period of 3+1+1 years,
2. Delegate the selection of the Contractor to the Group Head Neighbourhood Services in consultation with the Chair of Corporate Policy & Resources Committee,
3. Authorise the Group Head corporate Governance to enter the contract with the selected supplier.
4. Authorise an increased annual budget to cover additional contractual costs of the market provision; and
5. Delegate authority to the Group Head Neighbourhood Services to authorise charging of ad-hoc market rents.

**7. PROCUREMENT OF CLEANING SERVICES FOR THE COUNCIL'S MUNICIPAL PORTFOLIO AND THE RESIDENTIAL PROPERTIES \***

The Committee considered a report from the Facilities Manager that sought approval for the procurement process for the letting of a contract for cleaning services to the Council's municipal and residential properties.

The Committee **resolved** to:

1. Approve the procurement process for the letting of a contract for cleaning services to the Council's municipal and residential properties,
2. Agree a contract commencement date of 01 April 2024 for an initial term of 3 years, with the option to extend annually for a further 2 12-month periods, at the Council's sole discretion, taking into account the Contractor's performance on the contract,
3. Delegate the appointment of the Contractor to the Group Head of Assets in consultation with the Chair and Vice Chair of the Corporate Policy & Resources Committee;
4. Authorise the Group Head of Corporate Governance to enter into a legal documentation necessary to implement the new contract.

**8. REGULATION OF INVESTIGATORY POWERS ACT POLICY \***

The Committee considered a report from the Monitoring Officer that sought approval to adopt the Regulation of Investigatory Powers Act Policy (RIPA Policy).

The Committee **resolved** to adopt the RIPA Policy and delegate to the Group Head of Corporate Governance to keep the Policy under regular review and update the Audit Committee on any updates to the Policy and use of the power thereunder.

**9. DETERMINATION OF 2024/25 COUNCIL TAX BASE FOR TAX SETTING**

The Committee considered a report from the Chief Accountant that sought a recommendation for Council to agree the gross and net Council Tax Base for 2024/25.

The Committee were advised that this recommendation was in accordance with the Local Authorities (Calculation of Tax Base) (England) Regulations 2012.

The Committee **resolved** to recommend to Council that:

1. The gross Council Tax Base for 2024/25 is determined at 41,305 (2023/24: 40,867) as Band D equivalents after taking account of the Council's agreed Council Tax Support Scheme; and
2. The net Council Tax Base for 2024/25 calculated as Band D equivalents, is determined at 39,241 (2023/24: 39,233) after adjustment by 5% to allow for irrecoverable amounts, appeals and property base changes.

#### **10. TREASURY MANAGEMENT HALF-YEARLY REPORT**

The Committee considered a report from the Treasury Management and Capita Accountant that sought to outline the Treasury Management activity for the six months to September 2023.

The Committee **resolved** to note the performance of the Treasury Department during the first six months of 2023/24.

#### **11. 2024-25 TO 2027-28 OUTLINE BUDGET REPORT**

The Committee considered a report from the Chief Finance Officer and the Chief Accountant.

The Committee **resolved** to make a recommendation to Council

#### **12. SURREY COUNTY DEAL**

The Committee received an update on the County Deal from the Leader of the Council and the Chief Executive that sought agreement of the Position Statement produced in response to the recent announcement that Surrey County Council have been asked to engage in discussions with Central Government on a Level 2 County Deal.

The Committee **resolved** to agree the Position Statement.

#### **14. ASSET MANAGEMENT STRATEGY & ASSET MANAGEMENT PLAN**

The Committee considered a report from the Principal Asset Manager and Group Head Assets that sought:

1. A recommendation to Council to adopt the Asset Management Strategy and Asset Management Plan; and
2. A recommendation to the Committee System Working Group to include, as part of the Committee Structure Review, the establishment of a new Sub-Committee with 4/5 members including an independent external advisor.

The Committee **resolved** to make the 2 recommendations as outlined in the report.

#### **15. FORWARD PLAN**

The Committee **resolved** to agree the contents of the Forward Plan for this Committee.

#### **16. URGENT ACTIONS**

There was no urgent actions.

#### **17. EXCLUSION OF PUBLIC & PRESS (EXEMPT BUSINESS)**

It was proposed by Councillor Bateson, seconded by Councillor Beecher and resolved that the public and press be excluded during consideration of the following items, in accordance with paragraph 3 of Part 1 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.

#### **18. PROGRESSION OF THE WATERFRONT DEVELOPMENT \***

The Committee considered an exempt report on the progression of the Waterfront Development.

The Committee **resolved** to approve the recommendations as outlined in the report.

#### **19. CORPORATE POLICY & RESOURCES CHAIR'S UPDATES**

##### **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 **01 December 2023**.*