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**Decisions taken at the meeting held on Monday, 22 January 2024.**

**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 Michele Gibson, Councillor Kathy Grant, Councillor Karen Howkins, Councillor Lawrence Nichols, Councillor Olivia Rybinski, Councillor Katherine Rutherford and Councillor Howard Williams

**5. CORPORATE RISK REGISTER\***

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

**6. BUREAU SERVICES AND ENERGY SUPPLY**

The Committee **resolved** to

- 1) Approve the Council entering into a contract for the provision of a Bureau Service and Supply of Energy (Gas and Electricity) with Kent County Council (KCC) LASER for a period from October 2024 to September 2028,
- 2) Authorise the Group Head of Assets to agree terms in respect of any necessary contract arrangements with KCC LASER; and
- 3) Authorise the Group Head of Corporate Governance to enter into a contract with the KCC LASER.

**7. PROPOSED FEES AND CHARGES FOR 2024-25 (AS PART OF THE BUDGET PROCESS)**

The Committee **resolved** to:

1. Approve the proposed Fees and Charges for 2024-25 for this Committee with the exception of any fees and charges over £25 which will be rounded to the nearest pound.
2. Recommend to Council that they approve the proposed Fees and Charges for 2024-25.

**8. REVENUE GROWTH BIDS, REVENUE SAVINGS PLANS, CAPITAL GROWTH BIDS 2024-25**

The Committee **resolved** to:

1. Approve the proposed Revenue Growth Bids, Savings Plan, and Capital Growth Bids for 2024-25 for this Committee.

**12. ANNUAL COMMERCIAL PROPERTY REPORT 2022/23**

The Committee **resolved** to:

1. Note the Annual Commercial Property Report for the year ending 31 March 2023,
2. Approve option B as outlined in the report; and
3. Approve the publication of the report to make it publicly available.

**13. THAMESIDE HOUSE**

The Committee **resolved** to authorise officers to undertake a tender process to procure a demolition contractor to demolish Thameside House.

**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 26 January 2024.*