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**Decisions taken at the meeting held on Monday, 19 February 2024.**

**Meeting Time:**

7.00 pm

**Meeting Venue:**

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

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**PRESENT:**

**5. THE INSTALLATION OF A PAPILIO 3 UNIT IN ELMSLEIGH SURFACE CARPARK\***

The Committee considered a report from the Sustainability and Flood Risk Officer that sought approval for the installation of a purpose built Electric Vehicle Charge Point Station within Elmsleigh Surface Car Park.

The Committee **resolved** to approve the Council entering into a contract to implement a Papilio 3 unit for electric vehicle charging within Elmsleigh Surface Car Park.

**6. PARKING ORDER REVISION (TARIFF AND CHARGES UPDATE) 2024**

The Committee considered a report from the Parking Services Operational Manager that sought approval to proceed with the implementation of the Spelthorne Borough Council Off-Street Parking Places (Amendment) Order 2024.

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

1. Authorise the Group Head Neighbourhood Services to proceed with the proposals made in this report and to implement the Spelthorne Borough Council Off-street Parking Place (Amendment) Order 2024,
2. Authorise the Group Head Corporate Governance to publish all notices required to implement the Spelthorne Borough Council Off-Street Parking Places (Amendment) Order 2024; and
3. Authorise the Group Head Neighbourhood Services in consultation with the Group Head Corporate Governance to consider and address any objections and to amend the proposals if necessary, following the public consultation.

**7. CAPITAL STRATEGY 2024 TO 2025**

The Committee considered a report of the Treasury Management and Capital Accountant that sought a recommendation to be made to Council that it approves:

1. The Capital Strategy as set out in the report,
2. All development and investment projects, along with all significant projects follow the

previously approved business case governance process as set out in Section 11 of the report,

3. No financing sources, unless stipulated in regulations or necessary agreements, are ringfenced'
4. The Council plans to continue its use of capital receipts to fund the costs of eligible proposals (subject to full business cases for each project),
5. Financing of the Capital Programme and revenue implications as set out in Section 14 of the report; and
6. Financing of the Capital Programme being delegated to the Corporate Policy and Resources Committee to provide sufficient flexibility to allow for the most effective use of Council resources.

The Committee **resolved** to make a recommendation to Council to approve the Capital Strategy 2024/25.

#### **8. CAPITAL PROGRAMME 2024/25 TO 2027/28**

The Committee **resolved** to make a recommendation to Council to approve the Capital Strategy 2024/25.

#### **9. TREASURY MANAGEMENT STRATEGY STATEMENT 2024/25**

The Committee **resolved** to:

1. Recommend to Council that they approve the Treasury Management Strategy for 2024/25; and
2. Note that by recommending that Council approves the report the Committee will be agreeing to the Treasury Management Practices (TMP) MRP statement, Operational Boundary and Authorised Limits.

#### **10. PAY AWARD 2024/25**

The Committee **resolved** to recommend to Council that they approve a two year pay award for 2024/25 and 2025/26 as follows:

##### **Pay Award 2024/25**

A consolidated award of 2.8% on all spinal points and personal salaries (across the board increase); and

An additional 2 days special paid leave (pro rata for part time staff) to cover the Christmas closure period 2024. This is in addition to the 1 day special paid leave already in place for 2024. Front-line operational staff who are required to work to provide vital services to residents over the Christmas week will be compensated and paid for this time.

##### **Pay Award 2025/26**

A consolidated award of 2.8% on all spinal points and personal salaries (across the board increase); and

An additional 3 days special paid leave (pro rata for part time staff) to cover the Christmas closure 2025. Front-line operational staff who are required to work to provide vital services to residents over the Christmas will be compensated and paid for this time.

**11. PAY POLICY STATEMENT 2024/25**

The Committee **resolved** to make a recommendation to Council to approve the Pay Policy Statement 2024/25.

**13. CAPITAL AND REVENUE RESERVES STRATEGY**

The Committee **resolved** to note the forward forecast Estimated Council Reserves for the four years ended 31 March 2028 and the use of £703.8k from the Social Housing Initiatives Fund (Reserve), to cover the £703.8k budget deficit for 2024-25, to deliver a balance budget.

**14. 2024-25 FUNDING ACTIVITY (BELOW THE LINE) TO SUPPORT THE COUNCIL'S NET EXPENDITURE BUDGET**

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

**15. DRAFT DETAILED REVENUE BUDGET FOR 2024/25**

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

**16. CORPORATE PLAN 2024-2028**

The Committee **resolved** to recommend that Council adopts the proposed Corporate Plan 2024-28 and associated Action Plan (as appended to the report) which specify the priorities, key themes and values for the Council for the next five years and the actions the Council intends to take to deliver its objectives.

**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 **Monday 26 February 2024.***