



Please reply to:

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Date: 05 April 2024

Notice of meeting

Corporate Policy and Resources Committee

Date: Monday, 15 April 2024

Time: 7.00 pm

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

To the members of the Corporate Policy and Resources Committee

Councillors:

J.R. Sexton (Chair)

C. Bateson (Vice-Chair)

M.M. Attewell

M. Beecher

J.R. Boughtflower

J. Button

J.T.F. Doran

S.M. Doran

M. Gibson

K.M. Grant

K. Howkins

M.J. Lee

L. E. Nichols

O. Rybinski

K.E. Rutherford

H.R.D. Williams

Substitute Members: Councillors M. Bing Dong, R. Chandler, S.A. Dunn, A. Gale and N. Islam

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

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Agenda

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1. Apologies and Substitutes

To receive apologies for absence and notification of substitutions.

2. Minutes

7 - 12

To confirm the minutes of the meeting held on 19 February 2024 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. Questions from members of the Public

The Chair, or their nominee, to answer any questions raised by members of the public in accordance with Standing Order 40.

At the time of publication of this agenda no questions were received.

5. Unreasonably persistent, vexatious or abusive Complaints Policy

13 - 32

The Committee is asked to:

1. Adopt the Council's Unreasonably Persistent, Vexatious or Abusive Complaints Policy as attached at Appendix B,
2. Agree to delegate to the Monitoring Officer to make any consequential changes to the Council's Complaints Policy arising from the adoption of the Unreasonably Persistent, Vexatious or Abusive Complaints Policy; and
3. Agree to delegate to the Monitoring Officer, in consultation with the Chief Executive, to implement any future changes and updates to the Council's Complaints Policy and Procedure, including the Unreasonably Persistent, Vexatious or Abusive Complaints Policy.

6. Calendar of Meetings 2024/25

33 - 44

Committee is asked to recommend that Council approve the Calendar of Meetings for 2024-25 as set out in Appendices 1 and 2.

7. Biodiversity Net Gain Sites

45 - 56

Committee is asked to approve the creation of Habitat Banks on

identified Spelthorne Borough land, for purposes of Biodiversity Net Gain.

8. Debt Write Offs **57 - 70**

Committee is asked to:

Approve the Sundry Debt write-offs set out in Appendix 1 amounting to £383,095, of which £373,834 relates to Housing Benefits overpayments (offset by Housing Benefit Bad Debt Provision on balance sheet in the sum of £2,879,952 as at March 31 2023).

9. Woodthorpe Road Recreation Playground Refurbishment **71 - 74**

Committee is ask to:

1. Authorise the Group Head of Neighbourhood Services to commence a tender for the procurement of play area equipment,
2. Delegate authority to the Group Head of Neighbourhood Services and the Chair of Environment & Sustainability Committee to appoint the chosen supplier/s; and
3. Authorise the Group Head of Corporate Governance to enter into the contract with the selected supplier.

10. Houses of Multiple Occupancy Report **75 - 216**

Committee is asked to note the following:

1. The contents of this report; and
2. That Houses in Multiple Occupation (HMOs) will be continued to be monitored by the Planning Enforcement and Environmental Health Teams

Committee is asked to agree the following:

That if the position changes and the number of complaints relating to HMOs which are permitted development and which are causing negative impacts on neighbours increases significantly, a further report will be brought to the Corporate Policy & Resources Committee by 01 May 2025.

11. Update to Community Assets Policy **217 - 236**

Committee is asked to consider and approve:

1. the Council Administration's proposal to allow the consideration of new community development in the Council's recreation grounds and green open spaces; and

2. Changes to wording with the Community Lettings Policy dated November 2022.

12. Audited Financial Statements for Knowle Green Estates (KGE) for the year end 31 March 2023 **237 - 270**

The Committee is asked to note the report and in particular the unqualified audit report.

13. Spelthorne Direct Services Accounts for Year End 31 March 2023 **271 - 302**

Committee is asked to note the audited financial statements for Spelthorne Direct Services Ltd for the year end 31 March 2023.

14. Increase in Operational Boundary and Authorised Limit for External Debt **303 - 308**

Committee is asked to:

1. Note that on 01 April 2024 the approved Operational Boundary for external debt was breached,
2. Recommend to Council that the approved Operational Boundary for external debt be increased from £1,067m to £1,170m; and
3. Recommend to Council that the approved Authorised Limit for external debt be increased from £1,167m to £1,270m.

15. LGA Corporate Peer Challenge - Progress Review **309 - 352**

Committee is asked to:

Note the progress made in addressing the 12 recommendations from the Local Government Association's Peer Review team following the completion of their Corporate Peer Challenge (CPC), as reviewed on the 16 November 2023 (Appendix A), and to further note the current progress update as outlined in the report.

16. Corporate Risk Management **353 - 446**

Committee is asked to consider the significant strategic risks and issues highlighted in this report ensuring continued wider reporting of the Corporate Risk Register and actions across other Committees.

17. Forward Plan **447 - 452**

To consider the Forward Plan for committee business.

- 18. Exclusion of Public & Press (Exempt Business)**
- To move the exclusion of the Press/Public for the following items, in view of the likely disclosure of 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.
- 19. Extension of Funding under Round 1 and 2 of the Local Authority Housing Fund** **453 - 472**
- Committee is asked to consider and approve the recommendations as outlined in the report.
- 20. Local Authority Housing Fund Round 3** **473 - 506**
- Committee is asked to consider and approve the recommendations outlined in the report.
- 21. Urgent Actions** **507 - 514**
- To note those urgent actions which have been taken by the Chief Executive in consultation with the Leader since the last Corporate Policy and Resources meeting on 19 February 2024.
- 22. Corporate Policy and Resources Chair's Updates**
- To receive any updates from the Chair of Corporate Policy & Corporate Committee.